

## SCHEDULE 2 – JOB DESCRIPTION

### Business Development Manager

#### Role – Purpose and Scope

The purpose of the role is to carry out business development for Medtech solutions including developing a growth strategy focused on financial gain and the acquisition of new customers and segments.

#### Salary Range

This position is full time (nominally 40 hours per week) and the salary offered will commensurate with experience.

#### Key Result Areas

Key Result Areas or KRA are the main functional tasks of the role on which your performance will be measured.

Key Responsibilities	Outcome	Performance Measure
Acquisition and development of strategic customers to engage with new prospects and sell targeted solutions	Managing the complete business development lifecycle from lead generation, through opportunity qualification, proposal creation and negotiation / close to ongoing account development.	Sales targets are achieved  CRM –reporting system, call schedule and customer feedback
Prepare and follow up sales contracts for orders obtained, and submit orders for processing	Sales contracts are prepared on time, are accurate and free of errors. Follow ups are completed in a timely fashion	Sales documentation and feedback from finance department
Prepare weekly sales report on sales activities, new prospects etc.	Accurate sales report is prepared on time, updating sales activity weekly	Weekly sales report and CRM
Participate and contribute to industry events/conferences as requested	Medtech is represented in a polished and professional manner.	Feedback from Manager and customers
Demonstrate proficiency of the Medtech suite of products by passing exams	Learn and stay up to date with Medtech suite of products to a level where training can be delivered.	90% marks obtained in internal exams.
Ensure compliance with ISO and ISMS policies, service level agreements and procedures.	All policies are implemented and service standards are complied with.  Undergo training of ISO, ISMS and Microsoft Gold Partner processes where necessary.	Full compliance to the ISO and ISMS processes.  Be familiar with the ISO/ISMS training program.

Key Responsibilities	Outcome	Performance Measure
Undergo training and be totally conversant with internal systems such as CRM, ALM, SharePoint and Telephone systems	Internal systems proficiency	Able to demonstrate proficiency and usage of CRM

## Projects or other duties

**Objective** – To carry out other duties which may reasonably be required by the Reporting Manager from time to time in the course of Medtech's business and which fit the role's purpose as stated and for which the position holder is qualified or has received adequate training or instruction.

## Health and safety

**Objective:** To ensure a safe and healthy working and learning environment is maintained at all times.

Key Responsibilities	Outcome	Performance Measure
Observe all Medtech Group's health and safety policies and procedures	Familiar with Medtech Group's health and safety policies and procedures	100% compliance to the health and safety policies and procedures
Ensure Support Consultants are fully briefed on Occupational Health and Safety Legislation and Regulations as per Company Policy and Procedures manual.	Support Consultants are informed and routinely updated on OSH safety requirements as per Company policy	Health and safety records are up to date
Take full responsibility for one's own health and safety  Ensure no action or inaction on one's own part harms others in the workplace Report hazards or accidents using the appropriate health and safety registers	Act responsibly and follow Medtech Group's health and safety policies and procedures  Understand hazard identification and accident reporting protocols	Accidents and hazards are recorded in the relevant registers (follow up where necessary)

## Person Specification

Part of what makes Medtech as successful as it is, are the highly-motivated people who work here. An inspiration to your colleagues, you are a motivated sales professional with a proven record of success in developing and maintaining customer relationships. With a committed motivation to getting things done, you always place Medtech's customers at the centre of everything you do.

## Core Competencies

- Excellent client facing skills
- The ability to have a strong impact and influence key decisions.

- Excellent written and verbal communication skills
- Proven track record in Health Industry
- Understanding of primary care and its products
- Understanding of Medtech and Medtech products e.g. MT32/Evolution

## Skills and Abilities

These are the abilities, attributes and personal characteristics that the staff member will need to consistently display to achieve their Key Result Areas (KRAs) [that is, to do the job effectively]. These behaviours describe how someone does the job, whilst KRAs describe what is to be done.

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Oral Expression** — The ability to communicate information and ideas in speaking so others will understand.

**Monitoring** — Monitoring/assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.

**Persuasion** – persuading others to change their minds or behaviour.

**Service Orientation** — Actively looking for ways to help people.