



JOB DESCRIPTION

POSITION DETAILS			
Position Title:	Business Planning Analyst	Position Type:	1.0 Full-time; Permanent
Reports to:	General Manager - Commercial	Current role holder:	New Position
Business Unit:	Commercial	Further information:	www.nzru.co.nz/jobs
Location:	Auckland, NZ (preferred)	Date:	January 2012

NZRU OVERVIEW
<p>The New Zealand Rugby Union (NZRU) was formed in 1892 to administer the game of rugby union at the national level, and is charged with fostering, developing, administering, promoting and representing the game of rugby in New Zealand. Since 1996, the NZRU has had responsibility for the development of both the Community and Professional game.</p> <p>Approximately 70 people are employed at the NZRU's headquarters in Wellington to manage our nine national teams (including the All Blacks), administer our national competitions, participation in international competitions including Test matches, and assist with the development of community rugby throughout the country. The NZRU has direct relationships with its members, including all 26 Provincial Unions, 5 New Zealand based Super Rugby Franchises, commercial partners, and stakeholders such as the New Zealand Government.</p>

PURPOSE OF THE POSITION
<p>To provide financial support to all NZRU-wide new sponsor acquisition, licensing, joint ventures, start-ups and other business development initiatives, including strategic planning and overseeing assigned projects.</p> <p>To provide financial modelling, analysis, and reporting of potential business development opportunities with commercial partners for the NZRU, All Blacks, other National Teams and competitions.</p> <p>To develop business plans as part of the business development function for new commercial opportunities in New Zealand and overseas.</p>

KEY RESULTS AREAS (EXPECTED PERFORMANCE OUTCOMES)	
<p><i>Financial Modelling and Analysis</i></p>	<ul style="list-style-type: none"> • Prepare financial analysis of potential commercial partner/business development options for use by the General Manager Commercial, Executive Team, and Board to provide them with information for making commercial decisions; • Prepare financial models of potential commercial partner projects or business development options taking into consideration internal and external variables (COGS, exchange rates, taxes etc); • Interpret and analyse financial information to assist with business decision making; • Prepare long-term financial projections and analysis of potential projects to assist decision making; and • Conduct complex financial modelling and cost analysis of available business and

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	<p>economic information and revenue streams;</p> <ul style="list-style-type: none"> • Assist in the preparation of the commercial budgets and forecasts as related to these commercial partnerships and business development initiatives, providing accurate, timely and insightful commercial analysis and reporting; • Vet all Business Development and commercial partnership leads to determine viability; • Provide the commercial team members with advice and guidance on financial matters e.g., ROI's, DCF's, RONA, NPV, cost analysis and calculations; • Identify meaningful partnership opportunities with existing sponsors • Provide opinions and analysis for different commercial sectors e.g. FMCG, Transport, Soft Drinks. Apparel etc.;
<i>Business Planning</i>	<ul style="list-style-type: none"> • Provide financial support to strategic and/or business planning projects through development of the necessary market/data/financial analysis, and coordination of resources to successfully manage, develop and write a strategic and/or business plan; • Incorporates benchmarking and research results into business and/or strategic plans where applicable; • Develop or participate in forecasting initiatives for strategic or business plans, including but not limited to financial, volume, recruitment, space, research and or CapEx forecasting. Work with appropriate ancillary departments such as Finance, Human Resources, High Performance or Professional & Community Rugby management to assist with forecasting information needed to provide leadership with data to anticipate future needs; • Develop and/or maintain metrics and reports that serve as a performance measurement tool for a strategic/business plan and/or program for the business units or sub-units of the NZRU; • Develop and maintain processes, sources of data/information and reports that enable Management to plan and/or respond to changes in the sports market including but not limited to policy/regulation changes, trends in the market/industry, competitor movement, and national & international ranking surveys and publications; • Assist in building and presenting business cases for various new business opportunities; • Manage a wide variety of commercial financial aspects relating to commercial partnerships or business development portfolios, including monitoring compliance, performance and contract negotiation; • Using a variety of internal and external data tools, collects and/or extracts data, provides analyses and documents strategic and/or operational opportunities for the NZRU.
<i>Financial Support</i>	<ul style="list-style-type: none"> • Responsible for providing effective financial support to the commercial team to help ensure sound and professional commercial & financial practices are applied to all commercial services and key portfolios; • Prepare Board papers on commercial or business development projects as required.
<i>Due diligence</i>	<ul style="list-style-type: none"> • Apply critical thinking to summarize and make recommendations on business strategy; • Provide input into the organisational identification, management and reporting of all commercial partnership or business development risks; • Conduct market diligence via market research, market mapping and financial modelling;

	<ul style="list-style-type: none"> • Prepare terms and conditions on behalf of the Commercial Team for Commercial contracts; • Ensure domestic and international market factors are considered when analysing commercial or business development projects e.g. taxes, exchanges rates.
<i>Relationship management</i>	<ul style="list-style-type: none"> • Manage relationships with various internal and external parties, including but not limited to the Commercial team, Finance team, Executive team, Commercial Partners, prospective partners etc.
<i>General</i>	<ul style="list-style-type: none"> • Undertake other tasks as required and works as a member of the team to meet team and organisation objectives.

REPORTING RELATIONSHIPS	
• This position reports to:	General Manager - Commercial
• Other areas/people that report to this position's immediate manager:	Commercial Manager Executive Assistant/Researcher
• This job's direct reports are:	Nil

AUTHORITIES/DIMENSIONS OF THE POSITION
<ul style="list-style-type: none"> • Budget <ul style="list-style-type: none"> ○ Does not control a budget but helps manage organisational budgets • Contractual <ul style="list-style-type: none"> ○ Signs letters on behalf on the organisation

RELATIONSHIPS/INTERACTIONS:	
External	Internal
<ul style="list-style-type: none"> • NZRU Commercial Partners • Suppliers • Taxation Advisers • Provincial Unions/Franchises 	<ul style="list-style-type: none"> • Commercial Team • Finance Team • NZRU Staff • Executive Team • Board / Business Finance Committee

PERSON PROFILE
Competencies and Attributes
<ul style="list-style-type: none"> • Displays sound business judgment and decision making capability • Strong problem solving and critical thinking skills and ability to challenge information • Strong technology skills, especially FMIS and Microsoft suite • Able to build successful working relationships across all levels of the organisation • A willingness to take ownership and be held accountable • Strategic capability and an attention to detail • Able to self-manage • Able to work to and meet deadlines and able to reprioritise as necessary

- Positive and enthusiastic
- A structured, organised and proactive “can do” approach
- Rugby Empathy
- Have an analytical mind and be advanced in Excel and familiar with business intelligence tools
- Demonstrated skills in evaluating and negotiating BD&L of substantial magnitude (\$1 to \$10 million) and ability to draft all the necessary documents
- Excellent interpersonal, oral and written communication skills.
- Ability to work with and supervise legal, accounting and finance processes
- Demonstrated conceptual and analytical skill in the design or evaluation of programs with proven pragmatism, judgement and common sense in the development and implementation of workable approaches
- Proven skill and effectiveness in the planning, implementation, and management of projects with the ability to manage without authority, ensuring that each team member completes assigned tasks and desired results are achieved in a timely manner

Qualifications and Education

- University degree in Accounting, Business, Economics, Finance, or related discipline
- MBA or Honours level degree in areas outlined above would be advantageous

Experience

- At least three years post qualification experience in:
 - Financial planning and analysis
 - Extensive experience in financial modelling using Excel
 - Budget monitoring and project costing
 - Business planning
 - Data analysis and the production of relevant financial information
 - Managing relationships, both internally and externally
 - International experience would be advantageous

Manager's name		Job holder's name	
Manager's signature		Job holder's signature	
Date		Date	