

POSITION DESCRIPTION



POSITION| TŪRANGA: BDM/ANALYST – INDUSTRY SERVICES

Team Tīma:	Commercial Group
Responsible to Tō kaiwhakahaere:	GM – Industry Services
Direct Reports Tangata hei whakahaere:	NIL
Location Wāhi	Flexible
Term	Permanent

ORGANISATIONAL CONTEXT

The Bioeconomy Science Institute is New Zealand’s newest Public Research Organisation, formed through the merger of AgResearch, Plant & Food Research, Manaaki Whenua – Landcare Research, and Scion. Callaghan’s Biotechnologies Team and the NZ Food Innovation Network is also anticipated to join the merged entity in H2 2026. The Bioeconomy Science Institute exists to power New Zealand’s transition to a circular, resilient, and prosperous bioeconomy. Through world-leading science, the Bioeconomy Science Institute drives innovation across agriculture, horticulture, forestry, aquaculture, biotechnology, and manufacturing. It protects and enhances ecosystems, strengthens biosecurity and climate resilience, and develops cutting-edge bio-based products and technologies.

We honour Te Tiriti o Waitangi and embed te ao Māori in our transformation journey. This role helps ensure that change is inclusive, co-designed, and reflects equity, partnership, and cultural responsiveness. You’ll play a key role in ensuring the voices of Māori and diverse communities are considered at every stage of organisational change.

ROLE PURPOSE | TE PAETAE O TE TŪRANGA

The BDM / Analyst – Industry Services supports the growth, development, and optimisation of the Bioeconomy Science Institute’s portfolio of industry-facing services.

The role combines business development, commercial analysis, and service portfolio support to help translate scientific and technical capability into sustainable service offerings that create value for industry and the organisation.

Working closely with the GM Industry Services, service leaders, science teams, and commercial colleagues, the role identifies growth opportunities, supports service establishment and enhancement, analyses service performance, develops commercial insights, and contributes to market engagement activities. The position plays a key role in building a more consistent and commercially focused approach to Industry Services across the organisation.

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ACCOUNTABILITIES | NGĀ WHAKARITENGA

BUSINESS DEVELOPMENT & MARKET ENGAGEMENT

- Identify and support development of new and existing services opportunities across the BSI and target customer segments.
- Build and maintain relationships with industry stakeholders, customers, and partners to understand market needs and emerging opportunities.
- Assist with the development of proposals, tenders, service agreements, and commercial opportunities.
- Support GM Industry Services in progressing strategic opportunities and key customer engagements.
- Contribute to the development of service growth plans and commercial strategies.

SERVICE PORTFOLIO ANALYSIS & DEVELOPMENT

- Analyse service performance, market position, customer demand, and growth opportunities across the Industry Services portfolio.
- Assist in assessing services against commercial viability, strategic relevance, customer value, and growth potential.
- Support the development of business cases, service reviews, and portfolio recommendations.
- Contribute to identifying opportunities to rationalise, improve, integrate, expand, or retire services where appropriate.
- Assist with development of service operating models, pricing approaches, and value propositions.

MARKET INTELLIGENCE & INSIGHTS

- Monitor industry trends, customer needs, competitor activity, and market developments relevant to Industry Services.
- Gather, analyse, and communicate market intelligence to support service development and decision making.
- Work with the category and growth team to understand customer, sector, and market activities that inform growth opportunities and service positioning.
- Provide structured analysis and reporting to support commercial decision making.

COMMERCIAL & FINANCIAL ANALYSIS

- Support analysis of service revenue, pricing structures, utilisation, margins, and financial performance.
- Assist with development of financial models, forecasting, and service performance reporting.
- Contribute to understanding service cost structures, including fixed and variable costs.
- Support development of pricing frameworks and commercial recommendations.
- Assist with maintaining commercial performance dashboards and reporting tools.

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SERVICE ENABLEMENT & IMPROVEMENT

- Work with service leaders to support establishment, documentation, and continuous improvement of services.
- Assist in developing service collateral, value propositions, customer materials, and supporting documentation.
- Support implementation of consistent customer engagement and service delivery approaches.
- Identify opportunities to improve operational effectiveness, customer experience, and service performance.

CUSTOMER & STAKEHOLDER SUPPORT

- Support the Commercial Private and Commercial Public teams with customer engagement activities and assist with relationship management processes.
- Facilitate communication between customers, service teams, and internal stakeholders.
- Contribute to maintaining a customer-centric approach across Industry Services.
- Support identification of cross-service opportunities that create additional customer value.

INFORMATION AND RECORDS MANAGEMENT

- Ensure that information and records are maintained, created, and disposed of in compliance with relevant statutory, regulatory, and Bioeconomy policy requirements, documenting business transactions and activities securely and following established policies and procedures.

HEALTH SAFETY AND WELLBEING

- Demonstrate personal accountability for health, safety, environment and wellbeing by taking reasonable care for your own and others' safety, complying with statutory HSE requirements and internal CoPs/SOPs, responsibly hosting visitors, and promoting an open, proactive culture that recognises early signs of stress, fatigue and mental health and normalises discussion.

ORGANISATIONAL OBJECTIVES

- Actively participates in developing the capability to strive towards our responsibilities as a Tiriti partner.
- Ensures that all information created or received during your work is managed as per the Group's Information Management policy. This includes naming, storing, classifying and ensuring it is available to other staff as per the policy.
- Actively participates in the Bioeconomy Science Institute performance process, including setting objectives and having a robust development plan. Proactively and constructively contributes to performance conversations and personal development.
- Takes responsibility to understand and apply Bioeconomy Science Institute policies, processes, systems, and procedures daily.

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- Commits to accurate and timely information sharing and recordkeeping as per set organisational standards.
- Performs additional tasks, duties and/or responsibilities as directed by their manager.
- Note: The accountabilities set out above are not exhaustive

ABOUT YOU | Ō PŪMANAWA

Educational Requirements:

- Tertiary qualification in Business, Commerce, Economics, Marketing, Science, Agriculture, or a related discipline.
- Additional qualifications in commercial management, business analysis, or strategy would be advantageous.

Skills & Experience:

- Experience in business development, commercial analysis, consulting, service management, or related roles.
- Strong analytical capability with experience interpreting commercial, financial, and market information.
- Ability to translate complex technical or scientific information into commercial opportunities and customer value propositions.
- Experience preparing reports, business cases, proposals, and presentations.
- Strong stakeholder engagement and relationship management skills.
- Demonstrated ability to work across multidisciplinary teams and influence without direct authority.
- Experience with CRM systems, reporting tools, and business performance analysis.
- Experience within science, research, agribusiness, primary industries, or professional services environments would be advantageous.

Leadership Attributes

- Curious, analytical, and commercially minded.
- Strong problem-solving and critical thinking capability.
- Organised and able to manage multiple priorities.
- Collaborative and relationship focused.
- Comfortable operating in an evolving and complex environment.
- Customer focused with a strong orientation toward creating value.

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WAYS OF WORKING | NGĀ ARA MAHI

Whole of Organisation Leadership	Provides senior leadership across the organisation within their area of responsibility, shaping priorities, outcomes and capability to support long term organisational objectives.
Leadership Contribution	Contributes as a senior organisational leader, working collectively with peers and executive leaders to support organisational performance, culture and alignment.
Strategic Stewardship	Leads the stewardship of significant portfolios, systems, or functions, ensuring decisions balance delivery requirements with long term sustainability and organisational direction.
Leadership in Complexity	Exercises sound judgement and leadership in complex, ambiguous and high impact environments where decisions have significant organisational and reputational implications.
Influence and Alignment	Builds alignment across senior leaders, teams and stakeholders, influencing outcomes through collaboration, credibility and trusted relationships.
Governance, Risk and Accountability	Ensures appropriate governance, assurance and risk management practices are applied within their area of responsibility, supporting organisational integrity and public trust.
Māori Cultural Capability and Te Tiriti o Waitangi	Leads and models commitment to Te Tiriti o Waitangi by embedding partnership principles, Māori perspectives and cultural responsiveness into leadership practice and decision making.

WORKING RELATIONSHIPS | NGĀ HONONGA MAHI

Internal	External
<ul style="list-style-type: none"> • Chief Commercial Officer • GM – Industry Services • Commercial Leadership Team • General Managers of Science • Science Teams and Staff • Communications & Engagement Team • Operations Managers • Finance and Legal Teams 	<ul style="list-style-type: none"> • Existing and potential clients • Partners and collaborators • Professional services suppliers

MAINTAINING AN ACCURATE POSITION DESCRIPTION

As a research organisation, we understand change that enables growth, innovation and advancement for us all. Together with factors such as changes in our work environment, technology developments, statutory or regulatory changes, and/or internal developments, we

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may need to periodically amend your position description. In wishing to do so, we will consult with you (and your representative) before confirming any change and then, assessing any impacts to your remuneration, employment status, or development needs.

WORKING ENVIRONMENT & PHYSICAL DEMANDS | TE TAI AO MAI ME NGĀ TOTOHE A-TINANA

The Bioeconomy Science Institute undertakes to ensure its workplaces are safe and that no person is harmed because of its work activities. The list below is provided to indicate the type of environment and potential hazards that may be encountered in this role.

Physical	Biological/Chemical	Environmental
<input type="checkbox"/> Office/computing <input type="checkbox"/> Standing for long periods <input type="checkbox"/> Manual handling/lifting <input type="checkbox"/> Hiking/tramping - easy <input type="checkbox"/> Hiking/tramping - hard <input type="checkbox"/> Camping out – “roughing it” <input type="checkbox"/> River-crossings <input type="checkbox"/> On-road driving <input type="checkbox"/> Off-road 4WD/ATV driving* <input type="checkbox"/> Charter flying/Helicopters* <input type="checkbox"/> Travel in Boats/Ships <input type="checkbox"/> Construction work <input type="checkbox"/> Operating tools & equipment* <input type="checkbox"/> Deft/fine manual tasks <input type="checkbox"/> Microscopy* <input type="checkbox"/> Swimming/Snorkelling /Diving* <input type="checkbox"/> Night-time/shift work*	<input type="checkbox"/> Soils, potting mixes, composts* <input type="checkbox"/> Sewage and wastewaters* <input type="checkbox"/> Bio solids* <input type="checkbox"/> Insects <input type="checkbox"/> Microorganisms <input type="checkbox"/> Pathogens* <input type="checkbox"/> Animals – contact/handling* <input type="checkbox"/> Plants and fungi <input type="checkbox"/> Chemicals/toxins* <input type="checkbox"/> Flammable liquids/gases <input type="checkbox"/> Dusts/fumes/vapours* <input type="checkbox"/> Compressed gases <input type="checkbox"/> Cryogenic substances <input type="checkbox"/> Other <input type="checkbox"/> Radioactive substances & equipment* <input type="checkbox"/> Electricity <input type="checkbox"/> Lasers*	<input type="checkbox"/> Adverse weather/heat/sun* <input type="checkbox"/> Alpine conditions <input type="checkbox"/> Off-shore islands <input type="checkbox"/> International travel* <input type="checkbox"/> Polar environments* <input type="checkbox"/> Isolated environments <input type="checkbox"/> Geothermal areas* <input type="checkbox"/> Urban environments <input type="checkbox"/> Rural/farm environments* <input type="checkbox"/> Production forestry blocks <input type="checkbox"/> Mines/earthworks/excavations <input type="checkbox"/> Old mine shafts/pits <input type="checkbox"/> Roadside work <input type="checkbox"/> Working at heights <input type="checkbox"/> Noise (in the environment or from equipment) * <input type="checkbox"/> Confined space work* <input type="checkbox"/> Firearms/hunters*

Hazards marked with an asterisk may require an individual health assessment and monitoring programme. These will be discussed with your line manager.