SENIOR BUSINESS DEVELOPMENT MANAGER

DEPARTMENT/UNIT	Education Development & External Relations
FACULTY/DIVISION	Faculty of Education
CLASSIFICATION	HEW Level 8
DESIGNATED CAMPUS OR LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

At Monash, work feels different. There's a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver ground-breaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the challenges of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and diversity. When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an inclusive workplace culture for our staff regardless of ethnicity or cultural background. We have also worked to improve gender equality for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – #ChangeIt with us.

The **Faculty of Education** is nationally and internationally recognised for excellence in teaching and research. Operating across three campuses, we offer a diverse and innovative curriculum that responds to international and local community needs, producing graduates who lead professional practice, public debate, policy and community action around the world.

Among our programs are undergraduate and Masters teacher education degrees in early childhood, primary, secondary education, a wide range of postgraduate coursework and research degrees in education, counselling, psychology and educational and organisational leadership. We

have a vibrant research culture, and we are known for our openness to multidisciplinary critical research and our commitment to finding solutions to the key educational problems of our time.

For more information about the Faculty, please visit our website: www.education.monash.edu.au

POSITION PURPOSE

The Senior Business Development Manager provides high level support to the business development function of the Faculty of Education's Development and External Relations Portfolio developing, expanding and generating new fee for service opportunities. The position plays a key role in client engagement and relationship development and helps position the Faculty as a leader in the provision of education-related research, training and consulting services.

The position proactively tracks, identifies and secures fee-for-service opportunities, leading the preparation and submission of tenders and proposals, liaises with internal and external stakeholders and oversees the implementation and finalisation of successful projects and tenders. The incumbent also develops, maintains and supports the Faculty's client base and provides expert advice on the Faculty's Development and External Relations strategy.

Reporting Line: The position reports to the Director Development and External Relations under broad direction

Supervisory Responsibilities: This position provides direct supervision to two staff and oversees a team of approximately two staff

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Lead the development of a diverse range of fee for service business opportunities for the faculty, including research projects, consulting, training and other fee-for-service and engagement ventures and keep abreast of developments in order to identify and respond to emerging opportunities

2. Identify, establish and maintain effective client relationships and communication channels with a diverse range of key internal and external strategic partners, clients and networks in order to support the Faculty's Development and External Relations Portfolio with a particular emphasis on client relations and commercial opportunities

3. Oversee and manage the Administrative Support Services of the Development and External Relations office in order to ensure the development and deployment of the highest quality logistical and administrative support services across the business development, project management and professional development program functions of the portfolio

4. Develop systems and processes to actively monitor opportunities, track, respond to and secure commercial opportunities

5. Develop effective communication channels and working relationships across the Faculty of Education and more broadly across the University

6. Oversee the implementation, finalisation and review of the Faculty's international projects, in collaboration with the wider Development and External Relations team and other relevant faculty staff

7. Develop, maintain and support the Faculty's client base including relationship management and ensure they receive the highest quality service and review and improve communications and service delivery as necessary

8. Provide high-level advice to the Director Development and External Relations and other senior Faculty staff on the Faculty's Development and External Relations strategy and operations

9. Working with the broader Development and External Relations team, implement, review and improve all procedures and processes in relation to business development on an ongoing basis

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
   - Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or
   - extensive experience and management expertise; or
   - an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. Exceptional skills in business procurement and client relationship development and management in a complex organisation

3. Extensive experience in a business development context including knowledge of effective business planning processes and proven ability to seek out and achieve positive business results and meet targets

4. High level negotiation skills and the ability to work collaboratively and effectively with a range of key stakeholders both internally and externally in the preparation of tenders and proposals

5. Effective prioritising, planning and organisational skills with the ability to manage competing priorities

6. Extensive experience in and knowledge of the international education industry

7. Highly developed communication and interpersonal skills with proven ability to effectively analyse complex information, identify relevant opportunities and compose succinct and convincing proposals and tenders

8. High level computer literacy skills with sound knowledge of the Microsoft Office suite of software, email, online computing systems, and other online systems

9. Proven ability to work independently under broad direction through exercising self-motivation and initiative, and demonstrating a capacity to identify and solve problems with astute and sensitive judgement

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University will be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.