

Mission Australia

About us:	<p>Mission Australia is a non-denominational Christian organisation that has been helping people re gain their independence for over 155 years.</p> <p>We've learnt the paths to getting back independence are different for everyone. This informs how we help people, through early learning and youth services, family support and homelessness initiatives, employment and skills development, and affordable housing. Our nationwide team delivers different approaches, alongside our partners and everyday Australians who provide generous support.</p> <p>Together we stand with Australians in need, until they can stand for themselves.</p>
Purpose:	<p>Inspired by Jesus Christ, Mission Australia exists to meet human need and to spread the knowledge of the love of God.</p> <p><i>"Dear children, let us not love with words or speech but with actions and in truth." (1 John 3:18)</i></p>
Values:	Compassion Integrity Respect Perseverance Celebration
Goal:	To reduce homelessness and strengthen communities.

Position Details:

Position Title:	Senior Tender and Submission Officer
Division:	Business Development, Service Delivery
Reports to:	General Manager, Business Development
Position Purpose:	<p>To secure new business for Mission Australia through the effective management of pipeline that results in development of successful tenders, grants/submissions and proposals (Tenders).</p> <p>To project manage all tenders, including analysis of each opportunity, risk identification and mitigation and working with various business units to obtain information.</p> <p>The role will also assist in the development of new opportunities, including service design.</p>

Position Requirements (What are the key activities for the role?)

Key Result Area 1	
Key tasks	Position holder is successful when
<p>Undertake a business analysis and modelling to inform decision making process and meeting organisational strategy, goals and targets.</p> <p>Prepare and present Opportunity Assessments for OA Meetings.</p> <p>Service and financial modelling is developed in conjunction with other key</p>	<p>An active pipeline is developed and maintained.</p> <p>New opportunities are thoroughly analysed and recommendations are made utilising the Opportunity Assessment Tool and are aligned with MA Strategy and growth priorities .</p> <p>Service Models are fully costed and in line with best practice evidence based models and</p>

<p>internal stakeholders such as finance, legal, staff within Service Delivery and Subject Matter Experts (SMEs)</p> <p>Conduct research on demographic information and evidence based service delivery models to support service modelling.</p> <p>Assist in the development of KPIs/Outcome Measurement Indicators as required in Tenders</p> <p>Other duties as directed by Manager</p>	<p>organisational practice.</p> <p>KPIs and Outcome Measurement Indicators described in tenders and future contracts are achievable.</p>
Key Result Area 2: Project Management	
Key tasks	Position holder is successful when
<p>Project manage tenders using Project Management Tools to ensure quality tenders are submitted within the timeframes.</p> <p>Manages team of writers in large and complex tenders.</p> <p>Monitors progress and implements risk management strategies.</p> <p>Maintains systems and processes in support tender pipeline and preparation and notifications, including data base and Workspaces</p>	<p>Tenders are prepared in a professional and timely manner, risk identified and mitigates, all stakeholders are engaged and information is disseminated to ensure the development of quality tenders.</p> <p>Risks are identified and mitigated in the tender phase and where required are escalated to ensure deadlines are met and service is viable.</p> <p>Data bases and workspaces are maintained and meet the deadlines for communication to broader organisation.</p> <p>All tender information is stored centrally and is accessible to other team members.</p>
Key Result Area 3 Relationships :	
Key tasks	Position holder is successful when
<p>Develop strong internal relationships to ensure effective contribution to strategy, proposals and tenders.</p> <p>Manage ongoing communication with manager and team to ensure they are kept informed on tender progress and issues.</p> <p>Provide guidance and support to Tender and Submission Officers.</p> <p>Work effectively within the Business Development Team through contribution to planning, attendance at and contribution of ideas at meetings.</p> <p>Works effectively with team to achieve</p>	<p>Strong and constructive relationships are developed with internal stakeholders.</p> <p>Key stakeholders are kept informed on progress and issues with clear and concise messaging.</p> <p>Staff are supported and provided with constructive feedback on their work.</p> <p>Business Plan KPIs are achieved or exceeded.</p> <p>Attendance and input into team meetings is effective,</p>

set Service Delivery and Team Goals as set out in Business Plans.	
Key Result Area 4	
Key tasks	Position holder is successful when
<p>Ensure all tenders are subject to peer and service delivery review prior to submission.</p> <p>Maintain Style Guide to reflect organisational key messages, current tender writing practice and consistency.</p> <p>General information, data and key messages are stored and maintained for inclusion in tenders.</p> <p>Coordinate tender feedback process.</p>	<p>All Tenders submitted are developed within parameters of the Style Guide.</p> <p>An information bank is kept up to date to ensure key messages and data is current and meets organisational objectives and values. </p>
Key Result Area 5	
Key tasks	Position holder is successful when

Work Health and Safety

Everyone is responsible for safety and must maintain:

- A safe working environment for themselves and others in the workplace
- Ensure required workplace health and safety actions are completed as required
- Participate in learning and development programs about workplace health and safety
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries

Purpose and Values

- Actively support Mission Australia's purpose and values;
- Positively and constructively represent our organisation to external contacts at all opportunities;
- Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times;
- Operate in line with Mission Australia policies and practices (EG: financial, HR, etc.);
- To help ensure the health, safety and welfare of self and others working in the business;

Position Description |

- Follow reasonable directions given by the company in relation to Work Health and Safety.
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries
- Promote and work within Mission Australia's client service delivery principles, ethics, policies and practice standards
- Actively support Mission Australia's Reconciliation Action Plan.

Recruitment information

Qualification, knowledge, skills and experience required to do the role

- At least 3-5 years' experience in tender writing and coordination
- Undergraduate qualifications in relevant discipline
- Extensive experience in community services sector
- Extensive experience in project management of large and complex tenders
- Excellent communication and influencing skills
- Demonstrated analytical and problem solving skills
- Demonstrated experience and proven ability to foster constructive relationships with internal stakeholders
- Demonstrated skills in service modelling and development of new models of service delivery eg fee for service and service reforms.
- Understanding of the Trust and Foundation acquisition processes and sector.

Key challenges of the role

- Limited timeframes for tenders and need to conduct thorough research and evidence gathering to support the development of quality tenders
- Working to deadlines with multiple external influencers – for example differing priorities of key stakeholders, information not being received in time and review process.
- At times, volume of work required to meet deadlines - therefore need to thrive under pressure
- Working in and with teams that may be located in different states.
- Ensuring quality and consistency in all tenders

Compliance checks required

Working with Children ☐

National Police Check ☒

Vulnerable People Check ☐

Drivers Licence ☐

Other (prescribe) ☐

Approval

Manager name

Vicki Maughan

Approval

date 05/02/18