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**Position Title:** Business Development Adviser

**Manager:** Client Relationship Manager – Canberra

**Shared Services Team:** Business Development & Marketing (BD&M)

**Centre:** Canberra

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**Date Created / Last Edited:** May 2019

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King & Wood Mallesons requires partners and staff to maintain a professional standard of dress, appearance and behaviour during work and at work related functions.

King & Wood Mallesons is an Equal Employment Opportunity (EEO) employer and requires all partners and staff to contribute to a safe working environment which is free from unlawful discrimination and/or harassment.

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Position Summary

The purpose of the BD&M team is to be the drivers of transformation and navigators of impactful and authentic experiences, connecting ourselves and our clients.

You will contribute to the firm’s Business Development strategy to execute against profitable growth opportunities across Australia and internationally by applying market insight, business development, relationship building and brand enhancing skills.

The Business Development Adviser role will provide support for:

* the Canberra team through the development and execution of client and practice group business development strategies and priorities
* one of the firm’s core sectors; and
* at least one of the firm’s strategic, growth or priority client relationships.

Reporting directly to the Senior Client Relationship Manager - Canberra and working closely with the national BD&M team, including the government sector team, this exceptional opportunity represents a chance to develop and enhance your career in a broad business development and marketing role - where you'll be both challenged and exposed to a number of development opportunities.

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Your Key Responsibilities

* Develop and implement BD plans, sector and practice strategies and priorities across the Canberra centre and relevant sector
* Prepare high quality documents and materials, including client driven collateral, tenders and capability statements, directories submissions, reports and award submissions, as well as CVs, collateral tools and templates
* Develop and execute the Canberra centre and sector client strategy in collaboration with Canberra Partners, Sector Leaders, Client Relationship Partners and Client Relationship Managers. This includes broadening and deepening relationships with the firm’s Strategic & Growth Clients and supporting account plans, relationship mapping, identifying client issues and drivers, maintaining our CRM system (Salesforce) and client / market research
* Identify client feedback opportunities for the Canberra centre and the relevant sector and execute a plan to ensure key client and matter coverage
* Assist with industry research, source and analyse market data to support the identification of trends and opportunities
* Support specific marketing campaigns and initiatives - develop client driven, innovative thought leadership with the Clients and Sectors, Marketing Communications and Corporate Affairs teams
* Work with the Canberra centre, the BD&M team and national Events team to coordinate and manage successful client engagement initiatives, sponsorships and industry partnerships
* Support the BD Managers to actively manage centre or sector BD budgets
* Act as a key point of contact for queries from shared services teams, including Executive Assistants, on training new joiners on marketing tools and best practice, templates, the CRM system and the execution of events

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Your Key Relationships

* Senior Client Relationship Manager - Canberra
* Canberra Partners, legal staff and the BSC team, including the kitchen and reception
* BD&M Leadership Team
* BD&M Advisers and Executives – nationally
* Broader BD&M team, including the national events & communications team
* Other Shared Services teams

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Capabilities

Our Capability Framework is a key tool to help drive business results and achieve our vision of leading the way in creating value, centred on what our clients need.

To succeed in this position the following capabilities are to be achieved:

* Working effectively with peers and team members in Canberra, across centres and the broader BD&M team
* Development of strong working relationships with lawyers and other support staff
* Responding to requests and delivering against deadlines
* Willingness to take on new responsibilities to support the firm’s strategy

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Knowledge

* Minimum of 3 years’ relevant experience with demonstrated track record of success in business development roles within a corporate, professional services or related organisation
* Expertise, experience and track record in practice development and key account management
* Strong oral and written communication skills, strong presentation skills
* Ability to juggle numerous projects in a fast paced environment working to tight timetables and work well under pressure
* Pro-activity and the ability to exercise judgment regarding how/when to push forward key strategic initiatives and with engagement and influence

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Skills and Abilities

* Interest in BD & Marketing and contributing to enhancing the client experience
* Ability to work well with others and as part of a large national, multi-layered team, to work collaboratively and be a ‘team player’
* Ability to communicate effectively with partners and a broad range of business stakeholders
* Ability to win the confidence of clients (internal and external)
* Ability to manage complex issues involving numerous stakeholders as well as manage multiple projects
* Ability to prioritise and manage competing demands and deliver against deadlines
* Strong attention to detail
* Ability to support the production of high quality written communications
* Ability to identify new business opportunities as a result of research and analysis of business trends, market and competitor intelligence to drive growth
* Ability to analyse, problem solve and apply appropriate use of judgment
* Strong understanding of client management databases and software including Salesforce (desirable), as well as advanced software skills notably Office 2010 Word, Excel, PowerPoint

Our Vision & Values

Our global vision …..

‘To create a unified top tier global law firm headquartered in Asia’.

Across our global firm we have values that guide us and that we aspire to live up to …..

* Client centric
* Dynamic and entrepreneurial
* One team. One firm
* Excellence and innovation
* Stewardship
* Global perspective

…..these are the same whichever part of the firm you work in, in all countries.

*As King & Wood Mallesons evolves to meet changing strategic and operational needs and objectives, so will the roles required of its staff. As such, this document is not intended to represent the position which the occupant will perform in perpetuity. It provides an overall view of the incumbent’s role as at the date of this statement. In addition to this document, the specifics of the incumbent’s role will be described in local area work and project plans, and in performance plans developed by the incumbent and relevant partner/ manager as part of KWM’s performance evaluation, development and progression processes.*