

Business Development Coordinator

College/Division	College of Business and Economics
School/Section	College Office (Strategy & Business Development)
Location	Hobart or Launceston
Classification	HEO6
Reporting line	Reports to Director Strategy & Business Development
Date	April 2022

Position Summary

The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social and cultural future of Tasmania, and from Tasmania, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a people-centred University that is values-based, relational, diverse, and development-focused.

The COBE Business Development Coordinator works closely with the Director, Strategy and Business Development, Manager, Business Development and Director, Industry and Short Course to review, develop, administer and report on the College business development framework to achieve the College's strategy.

Operating with a high degree of autonomy, the position contributes to the College's product pipeline through administering the College's business development funnel and assisting with product development. The position also helps achieve COBE's load targets through coordinating a range of College business development initiatives, events and activities, and engaging with industry, community and prospective students.

We are an inclusive workplace committed to 'working from the strength that diversity brings' reflected in our Statement of Values. We are dedicated to attracting, retaining and developing our people and are committed to inclusive principles. We celebrate the range of diverse assets that gender identity, ethnicity, sexual orientation, disability, age and life course bring. Applications are encouraged from all sectors of the community. Tell us how we can make this job work for you.

What You'll Do

- Work closely with the Director, Strategy and Business Development, Manager, Business Development and Director, Industry and Short Course to review, develop, administer and report on the College business development framework to achieve the College's strategy.
- Administer the College's business development funnel and assist with the development of products and initiatives to support the College's product pipeline.
- Plan and implement a range of College business development initiatives, events and activities, in order to help to achieve COBE's load targets and strategies.
- Build and support internal and external strategic relationships and partnerships through a range of engagement activities with industry, community and prospective students, and implement and maintain systems to manage and report on engagement activity, to deliver on the College's business development strategic framework.
- Provide insights into business development challenges and opportunities for the College through conducting and supporting market and environmental research and reporting, in order to assist with informed decision making.
- Undertake other duties as reasonably assigned by the supervisor.



What We're Looking For (success criteria)

- Relevant tertiary or industry qualifications (or progression towards one) and relevant professional competence and experience.
- Demonstrated capacity to solve problems and manage time and multiple priorities, to deliver outcomes on time and within budget.
- High level written and oral communication skills including an ability to successfully communicate with a wide range of stakeholders of all levels and explain complex problems clearly and effectively.
- Strong interpersonal skills and demonstrated ability to build and maintain successful networks and relationships with people of various skills, experience and background, as well as work in a flexible and collaborative manner to deliver successful outcomes.
- Digital literacy, including the ability to use contemporary computer-based administrative systems, records management and database applications.
- An understanding of the challenges facing the tertiary education sector and the need to increase access and participation across the educational spectrum.

Other position requirements

- A driver's licence
- Current Working with Vulnerable People registration (or ability to obtain)
- Regular intrastate travel and ability to work flexible hours if/as required.

University of Tasmania

The University of Tasmania is an institution with an enduring commitment to our state and community, and a strong global outlook. We are committed to enhancing the intellectual, economic, social and cultural future of Tasmania. Our [Strategic Direction](#) strongly reflects the University community's voice that our University must be place based but globally connected as well as regionally networked and designed to deliver quality access to higher education for the whole State.

We believe that from our unique position here in Tasmania we can impact the world through the contributions of our staff, students and graduates. We recognise that achieving this vision is dependent on the people we employ, as well as creating a university that is values-based, relational, diverse, and development-focused.

More information:

<https://www.utas.edu.au/jobs>

<https://www.utas.edu.au/careers/our-people-values-and-behaviours>

The intention of this position description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties above may be altered in accordance with the changing requirements of the position.

