



POSITION DESCRIPTION

POSITION TITLE	Business Development Lead
DIVISION	Finance and Business Enablement
DEPARTMENT	Business Enablement
REPORTS TO	Head of Business Enablement

ORGANISATIONAL PURPOSE

Our vision at the Brotherhood of St Laurence is for an Australia free of poverty.

Established during the Great Depression by Anglican activist Father Gerard Tucker, the contemporary Brotherhood of St Laurence pursues systemic change for a fairer and more compassionate Australia where all people have a sense of belonging.

Our organisation employs over 1,400 staff and is supported by 1,200 volunteers. We partner with governments, business and other community organisations to address poverty in communities across the nation.

Our work in the community is varied: ranging from early learning, employment preparation, social enterprises, aged care, programs for families, older people, refugees and asylum seekers as well as digital literacy programs. We research the causes and effects of poverty and advocate national, state and local policy solutions for people experiencing disadvantage.

We have also established initiatives to tackle the challenge of climate change and environmental sustainability present for disadvantaged people.

The Brotherhood's Strategic Plan for 2019-2023 outlines five strategic outcomes:

These are:

- Inclusive services and communities for everyone
- Thriving and resilient children and young people
- Economic security for all
- A trusted voice nationally on poverty and disadvantage
- An inclusive, effective, efficient and agile organisation.

DEPARTMENT PURPOSE

Recognising that the Brotherhood is often an incubator for new and innovative approach to the community and residents, clients and participants we serve, the Business Enablement department is responsible for developing consistent, flexible and effective processes and templates for business planning, risk assessment and project management by analysing, reviewing, and reporting on the Brotherhood's ongoing business model.

Business Enablement train and support managers in the development of business proposals and project plans, establishment of criteria against which new opportunities are assessed, and ensure that the Brotherhood learns and improves from successes, all while facilitating effective collaboration across Brotherhood departments. Business Enablement relates to every division and activity of the Brotherhood by helping to ensure that our activities are aligned with the strategy and that resources are allocated in the best way to achieve our objectives.

POSITION PURPOSE

The Business Development Lead will support an end-to-end bid process from opportunity scoping through to submission and then handover of successful bids. You will co-ordinate inputs from internal teams and specialists as required to ensure the timely production of high-quality bids.

KEY RESPONSIBILITIES AND DUTIES:

Identification of new revenue streams and partnership opportunities

- Ensure that new business / service opportunities are identified and assessed against strategic priorities.
- Support the development of new programs, services and enterprises, especially those operating in contestable markets, by providing expert advice, analysis and commercial insight in consultation with internal and external stakeholders.
- Identify, develop business cases and seek approval for opportunities to grow existing services in accordance with organisational strategy.
- Support, and where necessary lead, the development of tender applications and other promotional writing
- Report successful and unsuccessful outcomes to internal stakeholders; seek debrief opportunities to ensure continuous improvement to support future bids and tenders
- Coordinate and manage execution of contractual agreements with stakeholders, ensuring agreements are fully executed by both parties and stored in BSL's Contract Repository
- Handover to Operations /Change Management Lead and internal stakeholders for implementation, including any performance metrics, reporting or acquittals required, providing guidance and support until commencement of services

Protect, develop and grow Brotherhood services

- Partner with internal and external stakeholders to protect and grow existing revenue streams
- Work collaboratively with operations to forecast and capture future requirements for inclusion in annual business planning and budget cycle

Resources and reporting

- Prepare tools and resources to support preparation of accurate internal costings when submitting tenders which support the ongoing financial sustainability of the organisation
- Map and maintain up-to-date costs for personnel, accommodation, technology
- Develop stakeholder reporting with notification of expiring agreements to inform future tender and bid activity and retention campaigns to retain the agreements
- Develop a rolling plan of upcoming activities and work packages

Employee Management and Accountability

- work collaboratively within teams to achieve common goals
- demonstrate a commitment to the Brotherhood's quality framework and culture by participating in and promoting quality actions through continual improvement activities
- provide coaching and support to all direct reports in the performance of their duties, monitoring and providing appropriate feedback in accordance with Brotherhood policies and procedures
- in collaboration with the manager, set goals and objectives to ensure outcomes are met
- model the Brotherhood values and adhere to the Code of Ethical Behaviour in everyday work practices
- take responsibility for managing risk, safety, health and compliance in own area of responsibility and ensure steps are taken to prevent unsafe work practices in accordance with Brotherhood policies and procedures.

Stakeholder Relationships

- establish and maintain productive working relationships with existing clients, effectively negotiating outcomes and a focus on increasing client base
- develop and foster collaborative, positive and sustainable relationships internally and externally
- work within the team to provide support and assistance as required to meet objectives
- provide technical assistance and advice to managers and teams regarding business planning and development.

Adapt to organisational needs

- The Business Development Lead may be directed to carry out such duties as are within the limits of his/her skill, competence and training.

SCOPE OF RESPONSIBILITY

Direct Reports: Nil

Indirect Reports: Nil

ORGANISATIONAL RELATIONSHIPS

Internal Stakeholders: Members of BSL's workforce, Leads, Managers, Senior Managers, and the Executive Team

External Stakeholders: Supporters, Suppliers, Business Partners, Statutory Authorities, Local Government and Peak Bodies, Community Organisations.

TO BE SUCCESSFUL YOU MUST HAVE

- relevant tertiary qualifications in business management or related field
- proven experience in business development or similar role within the not for profit sector
- demonstrated experience in developing and supporting tender applications
- strong negotiation and influencing skills
- ability to triage and convert potential opportunities
- excellent ability to build and develop relationships
- demonstrated understanding of the Brotherhood strategy and business model
- proven ability to quickly learn the logic of service initiatives to provide relevant support and advice
- well-developed interpersonal, influencing and communication skills with the ability to build effective relationships across all levels both internally and externally, and with people from diverse backgrounds
- proven ability to manage multiple competing priorities with a high level of business acumen and initiative
- proven ability to identify and solve problems and make appropriate recommendations
- well-developed planning, analysis and report-writing skills with the ability to prioritise and meet deadlines
- takes ownership and responsibility for own decisions
- understanding of and empathy with the values and ideals of the Brotherhood.

MANDATORY EMPLOYMENT CRITERIA

- specific work requirements include work based travel and attendance at a variety of different work locations
- proof of eligibility to work in Australia is required
- a satisfactory Police Check is required. The Brotherhood will facilitate this process
- a Working with Children Check is required for this position. The Brotherhood will facilitate this process,