Position Description

KING&WOOD MALLESONS

Position Title:	Business Development Adviser (B&F and FI)
Practice Group / Shared Services Team:	Business Development & Marketing
Centre	Sydney
Date Created / Last Edited:	February 2019

Working. Respect. Together

King & Wood Mallesons is committed to creating an inclusive, fair and respectful culture. We require all partners and staff to contribute to a safe working environment which is free from unlawful discrimination and/or harassment. We also require partners and staff to maintain a professional standard of dress, appearance and behaviour during work and at work related functions.

We acknowledge, understand, accept and value differences among all our people. This may relate to age, marital status, ethnicity, carer's status, gender, physical and mental disability, sexual orientation, gender identity, gender expression, spiritual practice or religious belief, for example.

We recognise the importance of reconciliation with Aboriginal and Torres Strait Islander peoples and pay our respects to them as the traditional owners of country.

Position Summary

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:

- one of the firm's core sectors – Financial Institutions
- the national Banking & Finance practice group; and
- priority client relationships.

As a member of the national Business Development & Marketing team, this role is focused on developing and implementing the firm's client and sector strategy.

You will dedicate your time to supporting the B&F practice and FI sector, working closely with Client Relationship Managers to drive a broad range of business development and marketing activities.

The role presents a great opportunity to develop and enhance your career by working closely with Sector Leaders, Sector Leadership Teams, CRPs and Client Relationship Managers to build future growth in one of the firm's most dynamic areas and an incredibly active market in the Australian economy.

Your Key Responsibilities

- As a member of a vibrant and collaborative team, develop and implement BD plans and sector strategies and priorities across the FI sector and B&F practice
- Preparing high quality documents and materials, including client driven collateral, tenders and capability statements, directories submissions, reports and award submissions
- Identifying client feedback opportunities for the sector or practice group and executing a plan to ensure key client and matter coverage

- Supporting client service teams with account management and relationship development activities e.g. account plans, relationship mapping, identifying client issues and drivers, maintaining CRM and other client data, and client / market research
- Developing and executing firm wide client strategy within the sector plans in collaboration with Sector Leaders, CRPs and Senior Client Relationship Managers. This includes broadening and deepening relationships with the firm's Strategic & Growth Clients and sector target clients
- Supporting specific marketing campaigns and initiatives - develop client driven, innovative thought leadership in conjunction with the Clients and Sectors, Marketing Communications and Corporate Affairs teams
- Collaborating with sector groups and centres on go-to market strategy.
- Working with the Events team to coordinate successful client engagement, sponsorships and industry partnerships
- Supporting the Senior Managers to actively manage and monitor practice team, sector and OSPD budgets.

Your Key Relationships

- Head of Business Development
- National Business Development & Marketing team
- FI Sector Leader & Sector Leadership Team
- Managing Partner, Banking & Finance, Partners, Lawyers and PAs
- CRPs for strategic, growth and other priority accounts
- Other Shares Services teams

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:

People

- Respectful and supportive interactions that lead to firm high performance
- Building effective teams by empowering and coaching people
- Leading through collaboration and accountability

Clients

- Consistently delivering superior client service
- Becoming a trusted advisor through deep understanding of the client
- Building strong and enduring client relationships
- Adapting flexibly to a changing environment to meet client needs

Firm

- Application of technical knowledge to advance the client's commercial objectives
- Development of legal and industry/sector expertise
- Effective practice and project management
- Building your professional reputation
- Achieving financial and cost targets
- Commitment to continuous improvement through innovation
- Applying business acumen in pursuit of opportunities for the firm and clients
- Effective workload and project management

Financial

- Applying business acumen in delivery of service to clients
- Achieving business, project and budget goals
- Commitment to continuous improvement through innovation.

Skills and Attributes

- Passion for enhancing the client experience
- Tertiary qualifications in Marketing, Business, Law or Commerce (preferred)
- 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 key account management
- Strong oral and written communication skills, strong presentation skills with high attention to detail
- Ability to juggle numerous projects in a fast paced environment working to tight timetables; works well under pressure
- Ability to support the production of high quality materials
- Pro-activity and the ability to exercise judgment regarding how/when to push key agenda items forward and how to build interest or buy-in
- Ability to work well with others and as part of a large, multi-layered team, to work collaboratively and be a 'team player'
- Ability and willingness to communicate with management, partners and clients at all levels (i.e. considering the optimal approach to relevant stakeholders and how to elicit the desired response)
- Ability to deliver effective day to day/operational business development support both directly and via a team
- Ability to develop enduring and trusted relationships with internal and external clients
- 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 manage complex issues involving numerous parties and manage multiple projects simultaneously
- Advanced software skills notably MS Office Outlook, Word, Excel and PowerPoint.

Our Vision and 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 working, 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 performs 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.