



# BUSINESS DEVELOPMENT MANAGER (EXECUTIVE EDUCATION)

DEPARTMENT/UNIT	Monash Business School
FACULTY/DIVISION	Faculty of Business and Economics
CLASSIFICATION	HEW Level 8
WORK LOCATION	Caulfield campus

## ORGANISATIONAL CONTEXT

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Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit [www.monash.edu](http://www.monash.edu).

The **Monash Business School** operates across all four Australian campuses (Berwick, Caulfield, Clayton and Peninsula) and, together with business schools in South Africa and Malaysia, makes up Monash University's Faculty of Business and Economics. The Monash Business School is structured into seven discipline-based departments (Accounting, Banking and Finance, Business Law and Taxation, Econometrics and Business Statistics, Economics, Management, and Marketing) as well as a number of research centres, units and groups in specialist areas such as behavioural economics, development economics, employment and work, finance, global business, and retail studies. To learn more about the Monash Business School, please visit our website, <http://www.business.monash.edu>.

To support the core operations and strategic priorities of the Monash Business School, administrative functions are divided into eight dedicated areas: Education Services, Engagement and Marketing Services, Finance Services, Leadership and Executive Education Services, Operational Services, Performance and Quality Services, Research Services and Student Services. Each service division has areas of functional specialisation that are aligned with central functions in the co-delivery of services, fostering excellence in service delivery, and capitalising on strategic opportunities for growth and diversification in research and education.

The **Leadership and Executive Education (LEE)** Services group is responsible for the strategic leadership and management of the Monash Business School's MBA programs, executive education, business and industry engagement and leadership programs. The LEE Services group plays a critical role in cross functional co-ordination and alignment to ensure that LEE operational and strategic priorities are realised, including business development goals, strengthening industry engagement and the development of new courses and opportunities for collaboration in leadership and executive education and research.

## POSITION PURPOSE

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The Business Development Manager (LEE) contributes to the development and execution of engagement and student recruitment strategies and new initiatives specific to LEE executive education programs. This includes fostering relationships with corporate, business and government clients for executive education, actively contributing to the identification of potential participants in LEE education programs and reporting on the educational and research needs of relevant stakeholders.

The Business Development Manager (LEE) is responsible for client relationship development, management of enquiries and conversion to recruitment of students to LEE programs. The position also provides cross-functional oversight and co-ordination of LEE related marketing and engagement activities in conjunction with the School's Engagement Services group and University's Strategic Marketing and Communications team.

The Business Development Manager (LEE) contributes to the management of outputs relating to business development activities including service agreements, licences, MOU's, and alliance agreements with various external entities, providers and partners. In addition, the position also provides expert advice on business development matters and manages and supports business development projects.

**Reporting Line:** The position reports to the Senior Leadership and Executive Education Services Manager

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budget Responsibilities:** Not applicable

## KEY RESPONSIBILITIES

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1. Contribute to strategic planning and the achievement of business unit and goals in area of specialisation
2. Manage and co-ordinate the operation of a specialist area or function in accordance with University policies, procedures and strategic priorities
3. Provide expert, specialist advice and / or training to senior management, staff, students, and / or other stakeholders in the area of specialisation
4. Co-ordinate and oversee a work environment of continuous review and improvement of business practices, operational processes and service provision
5. Undertake research, data analysis and management in areas of functional specialisation, including regular business reporting
6. Exercise strong budget management for the specialist area or projects managed where required
7. Implement and oversee strategic projects, development and review of policy and procedure, and compliance and compliance and quality processes relevant to the area of specialisation
8. Develop and maintain strong partnerships with other relevant business units, functional areas, internal and external stakeholders, including negotiating and managing contracts with external service providers where required

## KEY SELECTION CRITERIA

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### Education/Qualifications

1. The appointee will have:
  - Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience relevant experience; or
  - extensive experience and management expertise; or
  - an equivalent combination of relevant experience and/or education/training

### Knowledge and Skills

2. Substantial experience in the development and delivery of effective student recruitment strategies including end-to-end project management and a focus on customer service excellence
3. Highly developed planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines
4. Advanced computer literacy, particularly with current business management software packages and their various application capabilities
5. Highly-developed relationship management and consulting skills, including the ability to interact, influence and negotiate with a variety of customers and stakeholders
6. Highly-developed analytical and conceptual skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions
7. Excellent interpersonal and communication skills with the ability to provide authoritative advice and effectively communicate and present complex information
8. Experience in a business development and/or engagement role and with building strong networks and links with corporate, business, government or other sectors

## OTHER JOB RELATED INFORMATION

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- The position is based on the Caulfield campus and will necessitate travel to other campuses as required
- There will be a requirement to work additional hours from time to time
- This position requires valid Working with Children Check

## LEGAL COMPLIANCE

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Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.