

Position Description



Position title:	Commercial Business Development Officer
School/Directorate/VCO:	Commercial Services and Technology Parks
Campus:	Mt Helen Campus. Travel between campuses may be required.
Classification:	Within the HEW Level 7 range
Time fraction:	Full-time
Employment mode:	Fixed-term employment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Ms Melanie Coffey, Manager, Administration and Business Telephone: (03) 5327 9848 Email: m.coffey@federation.edu.au
Recruitment number:	850233

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

Position summary

The Commercial Services Directorate encompasses residential accommodation, hospitality and conferencing, sports and recreation facilities, children's centres, print services and several other commercial and complementary services. The Directorate delivers a wide range of services across all campuses of Federation University Australia. The focus of these services is to support customer experience as they interact with the University.

The Directorate is also responsible for leading the process that seeks to improve asset utilisation within the University, and where necessary lead processes to change how those assets may best be utilised. In line with this process, the Directorate also seeks to identify opportunities that may have a positive commercial or experiential outcome for the University and our customers.

The Commercial Business Development Officer will be responsible for leading commercial development projects within Commercial Services and Technology Parks. The position will support a range of commercialisation programs overseen by the Executive Director, Commercial Services and Technology Parks.

Key responsibilities

1. Undertake detailed analysis of existing business activities, as agreed upon, with a view to understanding how best these services can be optimised.
2. Undertake detailed market analysis across a range of sectors and identify relevant opportunities that are consistent with the strategic goals of the University and Commercial Services Directorate. Make recommendations to the Executive Director and Manager, Commercial Services with regard to new commercial opportunities.
3. Develop and implement strategies that will bring new business from chosen target markets to the University to enhance and expand commercial operations.
4. Lead the preparation and submission of tenders and proposals.
5. Develop and support a portfolio of commercial development projects, including preparing business cases and project plans, establishing appropriate governance, identifying, allocating and managing resources, and meeting reporting requirements, to ensure project outcomes are achieved on time, to quality standards, and in line with best practice project management methodology and University policies and procedures.
6. Support the preparation of various market engagement activities, including market soundings, requests for proposals and associated procurement mechanisms.
7. Prepare accurate and timely commercial project budgets including revenue and expense projections and growth targets and contribute to the achievement of agreed annual business targets linked to industry sector plans and commercial business implementations.
8. Contribute to the achievement of agreed annual business targets linked to industry sector plans and commercial business implementations.
9. In conjunction with the Manager, Commercial Services agree and oversee the development and growth of proposed strategic alliances and relationships.
10. Monitor and evaluate projects, including risk and contingency management, benefits realisation, and project impact and quality measures, to identify and address issues and assess project progress and overall effectiveness.
11. Reflect and embed the University's strategic purpose, priorities and goals when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
12. Undertake the responsibilities of the position adhering to:
 - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OH&S) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

The Commercial Business Development Officer reports to the Manager, Commercial Services and will work under broad direction to identify commercial opportunities that align with the University's strategic goals and imperatives. The position will work collaboratively with a broad range of stakeholders to identify and deliver new commercial opportunities. This will include but is not limited to liaising with other areas of the University, clients, developing new business, performing data and system analysis, developing tender responses and contributing to business planning and assessment.

The Commercial Business Development Officer will identify and engage with stakeholders in relation to commercialisation opportunities and be accountable for developing high quality commercialisation proposals, reflecting stakeholder inputs, and appropriately integrating commercial intelligence and other data. The position will use their judgement and initiative in identifying appropriate opportunities and will deliver projects that seek to maximise business and commercial opportunities for the University. The position will also be required to manage stakeholder relationships through effective communication, negotiation and issues management, ensuring stakeholders are engaged throughout the project and project deliverables are met.

The Commercial Business Development Officer will be required to be self-motivated, deadline orientated and be able to work on a range of diverse projects concurrently. The position will be required to undertake in-depth analysis of commercial and market data to identify a range of solutions and options and develop strategies and make recommendations for implementation to the business.

The Commercial Business Development Officer will be required to develop a detailed understanding of the University's current commercial operations, procurement framework and University operations in order to identify emerging commercial opportunities.

Training and qualifications

A relevant degree with at least four years subsequent relevant experience; or extensive experience and management expertise in business development business development or a commercial environment an equivalent combination of relevant experience and/or education/training.

Qualifications in project management would be highly regarded.

All University positions delivering education and/or services to children (a child for this purpose is considered to be someone below the age of 18 years) must hold a valid Working with Children Check (WWCC) or hold a current registration with the Victorian Institute of Teaching (VIT).

Position and Organisational relationships

The Commercial Business Development Officer works under the broad direction of the Manager, Commercial Services and will work both independently as well as closely with other areas within Commercial Services, including Coordinator, Commercial Services, Coordinator, Food and Catering Services, Executive Director Commercial Services and Technology Parks, as well as colleagues in other areas of the University including Schools, Finance, ITS and Facilities Services, Procurement, Legal and Governance. The position requires the ability to effectively develop and maintain productive and sustainable working relationships with customers, staff, and other stakeholders to achieve the position objectives.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

1. A degree with at least four years subsequent relevant experience; or extensive experience and management expertise in business development or a commercial environment; or an equivalent combination of relevant experience and/or education/training. Qualifications in project management /finance would be highly regarded.
2. Demonstrated experience in identifying and developing new commercial business opportunities, including significant experience in negotiation and resolution of complex issues to achieve a positive, commercially focused outcome.

3. Demonstrated experience successfully delivering against requirements, schedules, and budgets in a complex or medium risk environment.
4. Demonstrated ability to prepare and deliver a wide variety of clear, accessible, and well researched data, reports and recommendations and guide commercial strategy.
5. Demonstrated strong project management and organisational skills working in collaboration with a wide variety of internal and external stakeholders.
6. Well-developed communication and interpersonal skills, including the demonstrated ability to communicate and appropriately resolve conflicts with a diverse range of staff and stakeholders.
7. Demonstrated analytical skills supported by demonstrated logical planning and problem-solving experience.
8. Demonstrated understanding of interpreting policy to create a business strategy and capitalise on opportunities.
9. Demonstrated working knowledge and application of the Child Safety Standards.
10. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

The University reserves the right to invite applications and to make no appointment.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.