

Position Profile

Partnerships Engagement Officer Indigenous Development (Identified role)

Position

This position is within National Office. It is part of the Business Development & Partnerships team.

- This position reports to the Business Development Manager
- Reporting line may vary depending on location and service size
- This position does not have any direct reports This position may have direct reports, positions vary
- This position has the following direct reports: Nil

This position is designated Band 5 under the *Schedule of Authorities and Delegations*

- This position is a budget holder This position has designated revenue targets
- This position is an Aboriginal & Torres Strait Islander identified position
- This position does require a working with children related clearance (when role designated Child & Family)

Purpose

The purpose of this position is to support The Benevolent Society's strategic goals of partnership and engagement with Aboriginal and Torres Strait Islander peoples and communities by identifying and building genuine and trusted partnerships, to ensure they are the primary beneficiaries of our Reconciliation commitments and to identify and implement opportunities for growth and innovation that support the business development plan.

Focus

To achieve this purpose, the position holder would typically:

- Build genuine and trusted partnerships with community and with Aboriginal and Torres Strait Islander organisations and leaders.
- Position the organisation as a well-regarded and dependable partner in service delivery and advocacy within the community.
- Design and implement co-design and co-production initiatives to ensure that the organisation engages in genuine partnership, keeping with protocol and expectations of community, leaders and Elders.
- Formalise partnerships through models of best practice in governance and contracting.
- Advise the organisation on matters of cultural significance to developing strategic partnerships and lasting relationships across the Business Development portfolio.
- Identify opportunities for Business Development in alignment with the organisation's strategic priorities and reconciliation commitments.
- Engage, support and advise on the organisations "Innovate" Reconciliation Action Plan in collaboration with the Business Development & Partnerships team.
- Identify opportunities for growth and innovation in ageing, disability and child and family services through partnerships and engagement that enables the achievement of the TBS strategy with First Nations communities
- Assist in the development of service models that are in alignment with protocol and expectations of community, leaders and Elders.
- Support and implement the organisations Business Development Plan which aligns with the strategic growth objectives
- Represent TBS in public forums, conferences, meetings, events and workshops.
- Support and prepare communications, tenders, and materials related to business development opportunities, including proposals, financial modelling, needs analysis and document preparation
- Foster a healthy and positive culture aligned with TBS values

When things are going well we would expect to see these outcomes:

Outcomes

- Partnerships and engagement strategy, framework and plans are in place that meet business needs and objectives
- Our Partnerships and engagement are being instigated and led by Aboriginal & Torres Strait Islander peoples.
- Our workforce indicates that partnerships and engagement opportunities are available that meet the organisations client needs
- Indigenous development partnerships and engagement activities are clearly articulated and delivered, and linked to organisation strategy
- High levels of engagement within the team, and positive feedback from stakeholders.
- Our Partnership’s governance and oversight is embedded in the way we partner with First Nations.

We work collaboratively with others, however this position works close closely with:

Relationships

Within The Benevolent Society:

- Executive Director, Disability and Growth
- Business Development and Partnerships Team
- Operational business leaders
- Principal Advisor Indigenous Development

Outside The Benevolent Society:

- Aboriginal and Torres Strait Islander communities, organisations and Peaks.
- First Nations industry and sector partners.
- Vendors, contractors and suppliers.
- Government departments.

To achieve the position purpose and outcomes the position holder will need to have:

Individual

- Demonstrated relationships with community and business leaders and experience in translating relationships into opportunities to partner.
- Recognition from within the community as a respected, culturally safe person
- Demonstrated respectful approach to working with community, Traditional Owners and Elders.
- Demonstrated experience in First Nations partnerships and engagement /child and family services/ageing and disability
- Demonstrated track record of development and achievement of successful partnerships outcomes
- Has an extensive existing community and sector network to develop opportunities within short timeframes.
- Has the ability to develop effective new networks and productive relationships with community, organisations, agencies, government, and other stakeholders.
- Strong and effective interpersonal, communication, negotiation and presentation skills with the capability to motivate and engage stakeholders
- Ability to work collaboratively in a team that is dispersed to deliver timely and effective results and be accountable.
- Experience developing and implementing partnerships and initiatives through the concept of co-design with First Nations peoples and stakeholders.
- Highly organised with excellent administration and problem solving skills
- Strengths in creative thinking and liaising with a diverse range of people
- Current ‘C’ class driver’s licence.

This position may require some flexibility in terms of travel or hours of work:

Travel

- Overnight travel/stays may be required
- Some weekend work may be required
- Some evening work may be required
- Travel between office locations/regions may be required
- Travel to clients (varied locations) may be required
- Use of own registered, insured motor vehicle for business purposes may be required
- Use of TBS pool cars may be required

All of us might need to travel occasionally to attend learning opportunities, meetings or other key events.

Those with knowledge of this position say the things that might make your day are:

- Being regarded as a true partner.
- Our staff are proud of the work we do in partnership with communities.
- We partner through Integrated services approaches that meet First Nations people’s needs.
- We support our people to flourish in a dynamic culturally diverse environment.
- We have meaningful and sustainable partnerships at the local and regional level.
- We take a formal approach toward genuine partnership that is sustainable and measurable.

Context

Those with knowledge of this position say some key challenges you might experience are:

- The need to develop a consistent approach to working with communities.
- A fragmented network of Aboriginal and Torres Strait Islander staff within TBS who are seeking to be better connected and supported.
- High growth goals in the ageing and disability sector.
- Working autonomously or in isolation to the rest of the business
- Maintaining strong links with our partners.
- Developing TBS profile within an environment with low brand recognition
- Working in a dynamic changing environment that can be challenging

Approvals

Approver	Executive Director	Position Code:
Review history	V2.0 Draft	
Advertising	This Position Profile is not intended as an exhaustive description of the position, accountabilities or associated duties. The Benevolent Society may alter or adjust this Position Profile at any time.	