

Tenders Development Specialist

Position

This position is within Head Office. It is part of the Impact & Engagement Team.

- ☒ This position reports to the Business Development and Partnerships 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:
- This position is designated Band 7 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 may require a working with children related clearance

Purpose

The purpose of this position is to support the delivery of high-quality government tender and philanthropic grant submissions, by identifying business growth opportunities aligned with the Strategic Plan and coordinating the development of tender responses from end to end, to deliver revenue growth in line with the Growth Strategy.

To achieve this purpose, the position holder would typically:

Focus

- Coordinate an opportunity pipeline of tenders and grants, making recommendations to the Business Development and Partnerships Manager on appropriate opportunities.
- Coordinate and deliver activities in support of the development of high-quality tender and grant responses in line with the TBS Tender Procedure and Small Grants Procedure.
- Support the development of bid strategies that are responsive to funder requirements, market conditions, and organisational strategy and capabilities,
- Work collaboratively with identified operational leads to develop responsive service models in line with funding requirements.
- Work collaboratively with identified finance and business leads to support the development of financial modelling and contracts and support the identification of financial and commercial risks.
- Source relevant materials to support tender and grant development; coordinate information gathering across all relevant corporate and operational portfolios. Where indicated, coordinate information gathering from partner organisations.
- Prepare tender and grant documentation and submit to Business Development and Partnerships Manager for review prior to submission.
- Ensure robust quality control of all funding submissions.
- Maintain records of tender submission, win and loss rate and feedback from tendering organisations.
- Provide detailed feedback and reviews to team members on their tender responses, providing advice and support on how to improve the response, and the type of information and data that is required to aid success.
- Develop a deep understanding of The Benevolent Society's services, operating environment, stakeholders and partners by proactively engaging with stakeholders both inside and outside TBS to inform growth opportunities and tender and grant submissions.
- Work across the business to implement projects supporting business growth.

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| Outcomes | <p>When things are going well we would expect to see these outcomes:</p> <ul style="list-style-type: none"> • Tenders and grants are managed in line with the Tender and Small Grants Procedures • Tender and grant submissions are submitted on time and to a high quality standard • Target win rate is met through the accurate assessment of growth opportunities and the completion of high-quality submissions with appropriate input from stakeholders • Target revenue growth through tender and grant submissions is achieved through the identification of opportunities and submission of high quality bids • The Business Development team collaborates effectively with operations, finance and commercial teams to submit tenders and grants that are operationally, financially and commercially sound |
| | <p>We work collaboratively with others, however this position works close closely with:</p> <div> <div> <p>Within The Benevolent Society:</p> <ul style="list-style-type: none"> • Senior Leadership Team • Impact and Engagement • Operations • People Learning and Culture team • Finance team • Legal </div> <div> <p>Outside The Benevolent Society:</p> <ul style="list-style-type: none"> • External consultants • Government stakeholders and funders • Community Partners and Service Providers </div> </div> |
| Individual | <p>To achieve the position purpose and outcomes the position holder will need to have:</p> <p>Essential:</p> <ul style="list-style-type: none"> • 4+ years in writing of tenders, grants or equivalent experience in professional writing • Understanding of the community services sector and funding arrangements • Awareness of government and other funder tender processes and decision- making criteria and approaches and the ability to apply this to develop responsive bid strategies and high quality tender submissions • Excellent influencing and collaboration skills • High attention to detail • Experienced in working in a high pressure environment with tight deadlines and targets. |
| | <p>This position may require some flexibility in terms of travel or hours of work:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Overnight travel/stays may be required <input checked="" type="checkbox"/> Some weekend work may be required <input checked="" type="checkbox"/> Some evening work may be required <input checked="" type="checkbox"/> Travel between office locations/regions may be required <input type="checkbox"/> Travel to clients (varied locations) may be required <input checked="" type="checkbox"/> Use of own registered, insured motor vehicle for business purposes may be required <input checked="" type="checkbox"/> Use of TBS pool cars may be required <p>All of us might need to travel occasionally to attend learning opportunities, meetings or other key events.</p> |

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| Context | <p>Those with knowledge of this position say the things that might make your day are:</p> <ul style="list-style-type: none"> • Being part of a business development team driving an ambitious growth agenda • The ability to build relationships and collaborate across the organisation to deliver high quality bids • The opportunity to have exposure to a wide range of community services and sectors • Applying your knowledge and skills to support the growth of high-quality service <p>Those with knowledge of this position say some key challenges you might experience are:</p> <ul style="list-style-type: none"> • Lack of readily available information on the organisation’s strengths and models • Tight timelines and conflicting deadlines • Multiple stakeholders with conflicting priorities • Lack of time dedicated to the tender process by key stakeholders | | | |
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| Approvals | Approver | Director, Human Resources | Date: 5 May 2023 | Position Code: |
| | Review history | V1.0 Release | | |
| | Advertising | <p>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.</p> | | |