

# Business Development Project 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

Identify revenue growth opportunities aligned with The Benevolent Society's Growth Strategy and deliver projects supporting business growth including the targeted growth of individually funded services (Home care packages & NDIS) and Government and philanthropic funded opportunities. The role will co-ordinate the market research, analysis, and consultation with internal and external stakeholders and develop high quality business project documentation.

## Focus

**To achieve this purpose, the position holder would typically:**

- Identify growth opportunities in line with The Benevolent Society's Growth Strategy including growth in individually funded services (Home Care Packages and NDIS services) in locations that align with our service capabilities and/or infrastructure; undertake market research and analyse data before reviewing the opportunity with the relevant Operations team.
- Work in collaboration with the Business Development Team and operational leads to develop strategic partnerships, including building and assessing a pipeline of partners, to support the growth strategy.
- Support consistent and high-quality partnership activities across the business in line with the Partnership Policy and support the implementation of the Partnership Framework and the monitoring and evaluation of partnership activity across the organisation.
- Work collaboratively with operations team members and identified finance and commercial leads to analyse growth opportunities, develop responsive service models, support the development of financial modelling, support identification of financial and commercial risks.
- Lead growth projects including the design, project planning and implementation of projects involving with wide range of internal and external stakeholders. Provide project structure, leadership and guidance to ensure objectives and outcomes of the Business Plan are met.

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

Outcomes

- A pipeline of growth opportunities and strategic partnerships supports sustainable growth through the delivery of targeted growth projects, the development of high-quality market responses and proactive funding proposals in consultation across the business.
- Target revenue growth is achieved through analysis of market opportunities, strategic advice and effective collaboration in the development of projects and market responses.
- Analysis and targeted communication of The Benevolent Society's service impact including outcomes indicators enables Growth for Impact.
- Collaboration across the business including Child, Youth and Family, Aged Care Services, Digital Services and Disability Services supports the analysis and delivery of targeted growth projects that are operationally, financially sound.

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

Relationships

Within The Benevolent Society:

- Executive and Senior leaders
- Impact team
- Practice & Quality Team
- Operations
- People and Culture team
- Finance team
- Legal

Outside The Benevolent Society:

- External bid contractors
- Government stakeholders and funders
- Community Partners and Service Providers

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

**Essential:**

Individual

- Strong understanding of the community services sector and funding arrangements
- Experience in coordinating or administrating internal business projects.
- A high level of computer literacy including the skills and knowledge to use a wide variety of computer systems and applications supporting opportunity analysis, communication, project management and reporting.
- Strong administration and organisation skills including strong attention to detail ensuring the on-time delivery of high quality business documents
- Experience in the development of strategic partnerships supporting business outcomes and growth opportunities
- Experience in the financial analysis and viability assessment of growth opportunities
- Awareness of government and other funder tender processes and decision-making criteria and approaches and the ability to apply this to develop strategic growth and bid strategies
- A high level of effective communication, influencing and collaboration skills
- Experienced in working in a high-pressure environment with tight deadlines and targets.

**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.

Context

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

- 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 projects
- The opportunity to learn and build business development skills from your colleagues.

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

- Lack of readily available information on the organisation's strengths and models
- Tight timelines and conflicting deadlines
- Multiple stakeholders with conflicting priorities
- Ensuring the inputs of a wide variety of key internal stakeholders is harnessed to support strategic growth opportunities

Approvals

**Approver** Director, Human Resources      **Date:** 5 March 2024      **Position Code:**

**Review history**      V1.3

**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.