



Job Description Business Development Consultant Level 6

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|-------------------------|--|-------------------------|---|
| Position Number: | 20001671, 20001672, 20001673 20003129 | FTE: | 1.0 |
| Division: | Training Services | Agreement/Award: | Government Officers' Salaries, Allowances and Conditions |
| Branch: | Strategic Partnerships | | Award 1989, Public Sector CSA |
| Location: | Fremantle | | Agreement 2024 or as replaced |

Reporting Relationships

- Manager Business Development – Level 7

Other officers reporting to the above office:

- Administrative Officer – Level 2

This Office – officers under direct responsibility

- None
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The Business Development Consultant is responsible for developing initiatives which assist business development for SM TAFE. The role will manage the implementation and maintenance of processes aligned to business development.

The position is also responsible for undertaking complex research and analysis and will provide tender and contract management services to Training Services. Additionally, the role will provide support to tender and contract development, contract compliance, researching new markets and support strategies to provide more extensive and proactive commercial fee for service and profile funded services.

Key Responsibilities

- Manages growth and monitors fee for service/commercial contracts and revenue with new and existing clients by promoting the full range of existing and customised training services in consultation with delivery divisions and external providers;
 - Develop and convert opportunities for fee for service/commercial contract and revenue within a competitive marketplace
 - Analyse, develop and coordinate the response to tenders, expressions of interests, proposals or similar in respect of commercial opportunities for, or other opportunities that may benefit SM TAFE.
 - Manage commercial customer accounts on a project basis, establishing goals, guidelines, budgets, delivery strategies and evaluation methods, supporting the divisions to achieve commercial targets.
 - Advice and work with Program areas in assessing the feasibility of commercial proposals.
 - Develop commercial contracts in conjunction with relevant stakeholders for approved commercial opportunities, in line with applicable Institute, government and legal obligations.
 - Develop and/or maintain efficient processes for business development activities across the Institute.
 - Provide project, tender and contract management advice and support services for Training Services' business units.
 - Build and manage relationships with external partners and SM TAFE staff to leverage business development opportunities.
 - Represent the Institute, as authorised, in consultations and negotiations with Industry, government agencies, customers, service providers, community groups, and other interested parties.
 - Ensure compliance with Occupational Safety & Health (OSH) and Equal Employment Opportunity (EEO) policies and legislation, including actively promoting a safe & health working environment.
 - a. Provide assistance to the Manager Business Development in assessing the feasibility of tender proposals, evaluating human and physical requirements for commercial activities in consultation with the applicable SM TAFE Business Area.
 - b. Provide assistance to the Manager Business Development in developing binding and non-binding agreements in respect of commercial activities.
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- c. Develop and maintain efficient processes for sharing business development information across SM TAFE.
 - d. Prepare papers and undertake analysis in respect of SM TAFE's commercial activities in consultation with the Manager Business Development and as directed by senior and Executive Institute management from time to time.
- Acts with the highest standard of honesty and integrity demonstrating behaviour and decision-making in line with the Public Sector Code of Ethics, SM TAFE Values, and the Staff Code of Conduct.
 - Takes all reasonable care for the safety, health and wellbeing of self and others by adhering to all applicable work health and safety legislation, policies, and procedures.
 - Undertake other duties as required:

Leadership Context

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted the Public Sector Commission's - [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is [Personal Leadership](#).

Selection Criteria

Essential

- Demonstrated ability to support business development and identify and develop commercial revenue streams and grant opportunities for SM TAFE.
- Demonstrated ability to conceptualise and implement customised and innovative training solutions for customers.
- Ability to think analytically, apply a solution focussed approach and work in a role with multiple deliverables at any one time.
- Well-developed writing skills and the ability to write briefing papers, submissions, tenders, expressions of interests, responses or similar in response to commercial opportunities.
- Well-developed communication and negotiation skills to be able to represent SM TAFE in discussions with a diverse range of clients.

Other Requirements

- Have or be progressing towards an appropriate tertiary qualification.
- Have a demonstrated working knowledge of financial and budgeting matters.
- Have an understanding of the Vocational Education and Training Sector and workforce development.
- A Department of Education Nationally Coordinated Criminal History Check
- May be required to work from any College campus

CERTIFICATION

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

| Business Unit Manager | | Managing Director | |
|-----------------------|--|-------------------|--|
| Name: | | Name: | |
| Signature: | | Signature: | |
| Date: | | Date: | |