

POSITION DESCRIPTION

POSITION TITLE: National Business Development Manager	LOCATION: Sydney
REPORTING TO: Corporate Solutions Manager	DEPARTMENT: Corporate Solutions

PURPOSE STATEMENT

The primary purpose of this position will be to lead by example to identify, develop and promote future corporate business opportunities to grow and expand the business through developing staff skills and propagating strong business networks. The role will also require a premium and consistent level of service is delivered to national corporate clients.

OUR VISION

To improve social equity through having more people in jobs, more people learning new skills, and more communities exposed to positive change.

OUR MISSION

- To promote training, employment and workforce planning solutions to employed, under-employed and at risk members of our Communities, with particular emphasis on youth.
- To provide bridging assistance where government and community resources are lacking.
- To assist new and existing businesses to grow and prosper through effective workforce planning.
- To create and maintain partnerships with other providers, industry groups and governmental agencies.

OUR VALUES

- **Inclusive:** People of all communities coming together as one team for common goals
- **Excellence:** We always strive to exceed
- **Resilience:** Equipped to meet challenges and exceed
- **Integrity:** We act with honesty and sincerity
- **Innovation:** Embracing new ideas and technology to stay ahead of change

REPORTING

This position reports to the Corporate Solutions Manager.

PRIMARY DUTIES

- Deploy business development activities with high profile corporate organisations across a national footprint.
- Undertake market segmentation and identify trends that will form the basis of a strategic plan to open up new opportunities in the corporate market.
- Ability to develop and execute high level presentations to senior decision makers of blue chip organisations.
- Identify, develop, manage and maintain opportunities to grow the business through organic relationships with national, corporate/major and/or multiple clients.
- Implement business development strategies to achieve Key Performance Indicators (KPIs) and agreed business targets.

- Meet client needs and increase client satisfaction and loyalty.
- Exceed personal sales targets for business development activity.
- Where applicable, account manage clients locally to ensure appropriate workloads, work performance and achievement of key performance indicators are met whilst ensuring Service Level Agreements (SLA) are adhered to.
- Report on current activities and new business development opportunities and outcomes to the Corporate Solutions Manager.
- Manage own workload, ensuring that timeframes are strictly adhered to.
- Other tasks as required assigned by the Corporate Solutions Manager.

KNOWLEDGE, SKILLS & EXPERIENCE

- A minimum of 5 years sales/business development experience at a senior level.
- Self-motivated with a demonstrated enthusiastic approach to day-to-day business operations.
- Well established corporate and business networks that enable an introduction into corporate opportunities.
- Knowledge of Australian apprenticeships, Vocational Education and Training (VET) systems, employment services and disability employment services.
- Knowledge of modern business practices, including ability to develop new and innovative opportunities for growth and improvement.
- Demonstrated ability to analyse market and industry trends, identify business implications and act to sustain performance in the market place.
- Demonstrated ability to develop and maintain a national client base that complies with KPIs.
- Well-developed oral communication skills (including presentation, influencing and negotiation).
- Well-developed written communication skills (including the production of well-formatted business reports and documentation).
- Strong organisational and time management skills.
- Positive approach to continuous improvement and change management.
- Ability to operate in a highly ethical manner in accordance with client expectations and BUSY's performance oriented culture.
- Perform account management duties at the local level where appropriate.
- Representation at industry and networking events.
- Exhibits our values and has a desire to be part of a growing, high achieving and successful service organisation.

ADDITIONAL FACTORS

- Although the position predominately operates within an agreed State or Territory, the incumbent may be required to travel across areas as required to achieve business goals.
- The successful applicant will be required to possess or apply for child protection positive blue card and a Federal police check.
- All BUSY Group employees are subject to a six-month probationary period.
- A vehicle will be required for business purposes with this position. The company offers access to a fully maintained company vehicle. A current driver's license is essential.
- All employees are required to participate as a member of an extended service team in line with organisational values.

KEY DIMENSIONS

Key dimensions required within the role in order to succeed include:

- High level sales;
- Technical/professional knowledge and skills;
- Strategic planning /organising;
- Market segmentation;

- Existing relationships with corporate organisations;
- Ability to deliver outcomes within tight timeframes.

WORKING RELATIONSHIP

- Group General Manager – Stakeholder and Government Relations
- Corporate Solutions Manager
- Corporate Solutions Team
- Apprenticeships Services - Regional Managers
- Apprenticeships Services - Apprentice Field Officers
- National Service Delivery Manager
- Employment Services Teams
- Community Services teams
- ON-Q Human Resources Teams

QUALIFICATIONS:

- Preferably degree qualified, with a relevant degree – Business Development and/or Marketing.

This Position Description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have read and understood the duties and responsibilities required of me in this role.

Employee Signature: _____ Date: _____