



POSITION DESCRIPTION

POSITION TITLE:	Business Development Manager
LOCATION:	Shailer Park
REPORTING TO:	CEO

PURPOSE STATEMENT

The Business Development Manager (BDM) is responsible for identifying and building relationships through procurement of new business that directly compliments Skill360's key performance indicators by promoting, developing and securing business for Skill360, particularly in the Registered Training Organisation and Group Training Divisions.

OUR VISION

To be the best integrated workforce solutions provider.

OUR MISSION

To provide training and employment opportunities and up-skilling to people, communities and businesses in a sustainable way.

OUR VALUES

- We will invest in our people
- We will be 100% safe, 100% of the time
- We will provide innovative solutions to problems
- We will provide excellent customer service
- We can always be better in how we do things

REPORTING

This position reports to the Chief Executive Officer

PRIMARY DUTIES

- Develop new business opportunities and relationships with small, medium and large Employers;
- Implement business development strategies to achieve Key Performance Indicators (KPIs) and agreed business targets;
- Analyse and report on market performance, trends and opportunities and propose strategies for improvement;
- Report on New Business development opportunities and outcomes;
- Participate as a member of an extended service team in line with organisational values;
- Promote the benefits of employing and/or training Australian Apprentices and Labour Hire employees to key stakeholders and develop organic business opportunities;
- Vertical sales and business development activity across our Whole of Business portfolios;



- Commitment to act in a manner which promotes and protects the safety and wellbeing of children and young people by adhering to the Child Safety National Principles and TBG’s Child Safety policies and procedure;
- Any other tasks assigned which may be reasonably requested from time to time, which contribute to the success of the organisation.

KNOWLEDGE, SKILLS & EXPERIENCE

- Trade qualified background highly regarded;
- Proven experience in business development and sales, managed to KPIs;
- RTO, GTO or other related vocational education and training (VET) organisation knowledge and experience will be highly regarded;
- Demonstrated ability to develop and maintain a client base through business development and account management;
- Demonstrated ability to analyse the market and industry trends, identify business implications and act to sustain performance in the market place;
- Proven ability working to targets and KPI's;
- Strong administration and compliance capabilities;
- Well-developed oral and written communication skills;
- Time management skills, including ability to manage priorities and meet deadlines;
- Demonstrated ability as a team player;
- Highly developed interpersonal skills – ability to build and sustain relationships with key stakeholders;
- Positive approach to a continual changing work environment.

QUALIFICATIONS AND CERTIFICATES

- Completion of a trade qualification is highly desirable;
- General Construction Induction (White Card);
- Class C Drivers’ Licence;
- Working with Children Check (Blue Card) Queensland;
- National Crime Check (Police Check) clearance;
- Knowledge of undertaking Risk Assessments.

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: _____