



Business Development Manager Position Description

Position Description

- Position:** Business Development Manager
- Position Term:** Permanent full time position with six month probation period
- Remuneration:** A base salary will be negotiated with the successful applicant. In addition to the base salary this position also provides 9.5% superannuation and an opportunity to obtain further benefits through salary packaging.
- Reports to:** Chief Executive Officer

Position Objective

The objective of the Business Development Manager position is to develop and implement strategies to increase LifeTec's revenue and client/stakeholder satisfaction.

The Business Development Manager is responsible for leading and managing the business and team functions of a small but vibrant Business Development and Marketing Unit.

The business objectives of the position are to achieve LifeTec's financial growth and market position strategies. The team objectives are to effectively lead, motivate and develop the Business Development and Marketing team.

LifeTec Strategic Purpose

LifeTec's purpose is to connect people and communities through assistive technologies to enable their aspirations.



LifeTec Values

The things we value determines LifeTec's work and how we do that work. Our shared values strongly influence how well we deliver the LifeTec purpose. It is expected that everyone working in and for LifeTec demonstrates these values in their work.

LifeTec values are:

- *Assisting People and Community* is core to our purpose and provides us with our reason and motivation to work together in LifeTec.
- *Integrity, Respect and Dignity* in everything we say and do. Treating everyone as they would like to be treated while being transparent and accountable will enable clients and stakeholders to value and trust us.
- *Alignment with our Strategic Purpose* as individuals and as an organisation enables us to create the best possible outcomes for our clients and stakeholders.
- *Being alert, Nimble and Resilient* in everything we do ensures success, enhances our value and makes us more resilient in times of change.
- *Collaboration* within LifeTec and with external stakeholders ensures that we can leverage the unique contributions of all.
- *Social Entrepreneurship* will ensure we practice a blend of sound business principles and commercialism with responsible social cause.
- *Contemporary Innovation and Leadership* ensures that LifeTec continually improves its value proposition to clients through new thinking and practice in assistive technology services.

Position Functional Relationship

The Business Development Manager will report to the Chief Executive Officer and work closely with a range of staff across LifeTec to achieve the key responsibilities. This includes the Executive Management Team, Business Unit Managers, Service Coordinators, Service Officers, and other staff.

The Business Development Manager will also communicate directly with all relevant staff to develop and communicate on strategies and their desired outcomes.



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www.lifetec.org.au



AS/NZS ISO 9001:2008
QUALITY CERTIFIED
ORGANISATION

Desired Attributes, Competencies and Experience

Desirable attributes, competencies and experience of the Business Development Manager include:

- Business development competency – advanced business development competency, commercial acumen and negotiation skills
- Marketing competency – sound contemporary marketing competency including digital marketing and analytics
- Initiative and results driven - creates great ideas and actions them in a timely and successful manner
- Strategy and future focus – thinks strategically with a focus on external and future matters
- Exemplary team membership – works constructively with teams to achieve results by supporting and engaging members without being swayed by group think
- Great leadership and communication – inspires and motivates people through respectful and real communication and actions
- Sound decision making – makes sound and timely decisions by gathering the right information and applying astute judgement and decision making
- Strong problem solver – shows resilience and positivity to overcoming challenges
- Courage - demonstrates bravery over passivity to achieve appropriate changes
- Professional experience - minimum 8-10 years' experience in a similar position is desirable
- Sector experience and networks– preferable (but not essential) to have experience and knowledge of the disability and aged sector, relevant policy and reforms, and established sector networks

Mandatory Requirements

- Relevant tertiary qualifications
- A valid Queensland C class drivers licence or equivalent
- A satisfactory applicant criminal history screening as part of positive notice card and federal police checks (undertaken at the commencement of the position)

Position Responsibilities and Objectives

Business Functions

Key business responsibilities include:

- Develop strategies to identify, create and secure business opportunities and alliances that contribute to LifeTec's growth strategy, viability and client satisfaction
- Implement these strategies successfully to increase LifeTec's growth, viability and client satisfaction
- Develop marketing strategies to optimise LifeTec's market position and brand, and identify new markets that support its growth strategy
- Implement these strategies successfully to increase LifeTec's market share and position
- Build long term and mutually beneficial relationships with LifeTec stakeholders
- Manage the development of funding and other business submissions and applications including fundraising
- Manage LifeTec's client base to retain existing clients, convert leads into business transactions and diversify their purchasing behaviours
- Manage the Business Development and Marketing Unit budget

Team Functions

Key team responsibilities include:

- Lead and motivate the Business Development and Marketing team to achieve unit objectives.
- Maintain a positive culture within the Business Development and Marketing team (and other staff), including modelling respectful and real conduct and communication
- Encourage and embrace innovation and positive change
- Ensure Unit staff have the necessary capacity and capability to meet current and future expectations by managing their professional and personal development
- Manage the resolution of operational and/or people issues and matters in an effective and timely manner

Application Details:

Applicants are requested to:

- Submit a one-page application letter to the Chief Executive Officer, LifeTec Australia Limited, outlining your interest in this role and the skills and qualities you would bring to it
- Submit written responses to each of the selection criteria below to describe how you meet these

Selection Criteria

Applicants are required to submit written responses to the selection criteria listed below to describe how you meet these.

1. Relevant tertiary qualifications in business and/or commerce and/or marketing. Minimum 8-10 years' experience in a similar position is preferable
2. Demonstrated experience in the design and development of business development strategies to increase revenue and client and stakeholder satisfaction
3. Proven experience in increasing an organisation's revenue and client and stakeholder satisfaction
4. Demonstrated marketing competency including the development of marketing strategies and plans to increase market share and optimise branding
5. Demonstrated experience in increasing an organisation's market share and desired brand
6. Advanced commercial acumen and negotiations skills including communication with influence
7. Strong ability to form and maintain long term mutually beneficial relationships with client and stakeholders
8. Strong knowledge of gathering and analysing business data and digital marketing analytics



9. Demonstrated initiative and perseverance when pursuing goals under challenging circumstances
10. Proven ability to lead, motivate and develop teams to achieve goals whilst ensuring positive team membership
11. Knowledge of and/or experience in the disability and aged sector including relevant policy and reforms
12. Advanced knowledge and application of IT and digital packages including Microsoft suite and CRM

Additional information for applicants:

- Application closing date: COB Monday 13 May 2019
- Email application to: Jayden Moore
jaydenmoore@lifetec.org.au
- Anticipated commencement of position: Late June 2019
- Additional information on LifeTec: www.lifetec.org.au