



# ST. PATRICK'S COMMUNITY SUPPORT CENTRE

## Business Development Manager

### JOB DESCRIPTION

Position	Business Development Manager
Reports to:	Chief Executive Officer
Legal Employer	St Patrick's Community Support Centre
Location	Fremantle
Positions reporting to this role:	Nil
Key internal collaborations	Manager Corporate Services & team
Award	Social, Community, Home Care and Disability Services Industry Award 2010
JD last reviewed	June 2018

### PROGRAM PROFILE

St Patrick's Community Support Centre is committed to working in partnership with other agencies to support individuals and families who are homeless or at risk of homelessness in obtaining stable accommodation, independence and improved quality of life. We provide a range of services to support them on this journey, including emergency relief and meals, health and mental health services, drug and alcohol services, life skills training, as well as crisis and transitional housing.

Our executive, management and corporate staff play a key role in ensuring that our service delivery team members have the resources, support and infrastructure required to provide quality, efficient and effective services and thereby achieve our mission and strategic objectives within the framework of our organisational values.

### POSITION PROFILE

Reporting to the Chief Executive Officer, the Business Development Manager is a member of the Management Team and is responsible for identifying and assessing the financial and strategic suitability of new and ongoing business opportunities that supports St Patrick's mission, strategic priorities and operating focus.

This will be achieved by actively seeking opportunities to increase government and other service contracts, grants, partnerships, joint ventures, new business models, and fee for service activities within St Patrick's core business expertise.

The role will ensure development projects are delivered on time and on budget through effective project management methodology and governance and engaging relevant internal and external stakeholders to successfully deliver activities that meets aspiration of a documented Growth Strategy.

The role will work collaboratively with internal stakeholders, particularly the Corporate Services team, particularly around matters of common interest including their focus on corporate, philanthropic and community fundraising, and marketing and communications.

**RESPONSIBILITIES AND DUTIES**

**Primary responsibilities:**

- Contribute to the strategic direction of St Patrick’s, including the development of its business and growth strategies and lead the implementation of new business and development projects.
- Ensure St Patrick’s strong financial position in any new business partnership, or development, by negotiating and structuring commercially astute deals, maximizing ROI through excellence in design and consideration for long term sustainability.
- Ensure St Patrick’s growth strategy is aligned to the organisation’s risk appetite by identifying and assessing development and new business opportunities for consideration by the Executive Team and the Board.
- Lead and drive the growth of St Patrick’s financial position through business development activity, building strategic relationships and networks and coordinating the response to tenders and submissions.
- Lead the acquisition and development of projects from inception to completion including managing the project within budget, working with management and other colleagues and stakeholders to ensure effective co-design, coordination, collaboration, and handover for project operationalization.

**Other responsibilities:**

- Conduct feasibility studies and financial modelling with the support of the accounts team.
- Conduct risk assessments and actively manage risks.
- Develop project plans.
- Complete post implementation review.
- Undertake continuous improvement activities including but not limited to: review of completed tenders, submissions, projects, and the like, seeking feedback from funders, partners and other stakeholders; utilising learnings to develop and maintain a best practice resource bank to support excellence and efficiency in ongoing business development work.
- Provide support to, and actively collaborate with, the Corporate Services Team around matters of common interest including fundraising, marketing and communications functions.
- Participate as a member of the Management Team
- Other duties as directed by the CEO

**COMPETENCIES**

Business Development Manager will be expected to demonstrate the following competencies in how they perform their role.	
Competency	Expected Behaviours
Accountable for	<ul style="list-style-type: none"> <li>• Considers the organisation and its ongoing sustainability in all business dealings and work practices. Ensures financial, social and environmentally responsible decision-making</li> </ul>

Business Development Manager will be expected to demonstrate the following competencies in how they perform their role.

Competency	Expected Behaviours
	<p>and works within the relevant safety and compliance frameworks.</p> <ul style="list-style-type: none"> <li>• Develops and maintains an understanding of the internal and external environment and takes responsibility for the delivery of work outcomes with efficiency, professionalism and integrity.</li> <li>• Demonstrates a commitment to personal development and works collaboratively to ensure best outcomes are achieved.</li> <li>• Ensures best practice outcomes for the organisation through the use of core business systems and practices including change management, project management, and the use of technology and adhering to and improving work place policies and procedures.</li> <li>• Excellence in project management.</li> <li>• Strives for continuous improvement.</li> <li>• Manages and embraces change.</li> </ul>
Result Driven	<ul style="list-style-type: none"> <li>• Constantly focus on attaining or surpassing targets and demonstrating tenacity and persistence in the face of adversity.</li> </ul>
<p>Understanding Clients and Stakeholders</p> <p>Understanding Others</p>	<ul style="list-style-type: none"> <li>• Understand client and stakeholder needs and proactively address them, using influence to attain goals.</li> <li>• Understanding the reasons for a person's behaviour and taking into account the agendas and motivations of numerous stakeholders.</li> </ul>
<p>Team Leadership</p> <p>Strategic Leadership</p>	<ul style="list-style-type: none"> <li>• Inspires and sets leadership direction to ensure buy in within the team, fosters team spirit and efficiency, is adaptive and flexible to the styles of different team members.</li> <li>• Understands, analyses and responds to a situation by stepping back and considering the bigger picture and aligning the strategic goals of the organisation.</li> </ul>
Resistance to Stress	<ul style="list-style-type: none"> <li>• Maintains a calm, controlled, professional and positive attitude when responding to changing requirements and high stress situations.</li> </ul>
Decision Making	<ul style="list-style-type: none"> <li>• Makes clear and rational decisions that deliver optimal performance, whilst analysing all available information and outcomes in situations which may be ambiguous.</li> </ul>

Business Development Manager will be expected to demonstrate the following competencies in how they perform their role.

Competency	Expected Behaviours
Effective Communication and Negotiation	<ul style="list-style-type: none"> <li>Communicates the relevant information effectively to all stakeholders and establishes an open dialogue to influence decisions and establish mutually agreeable solutions.</li> </ul>
Optimises Capabilities in Others	<ul style="list-style-type: none"> <li>Develops the skills and performance of others to improve team efficiency and help others develop their capabilities, delegates appropriately to improve capacity and reach strategic goals of the organisation.</li> </ul>

## SELECTION CRITERIA

Required Education/Licenses/Certificates
<ul style="list-style-type: none"> <li>Relevant tertiary qualifications e.g. Business, Finance, Project Management.</li> <li>At least 5 years' experience in business development/project management or in a similar sector.</li> <li>Unrestricted drivers' licence.</li> <li>Satisfactory Police clearance.</li> <li>Current working with children check card.</li> </ul>
Relevant skills, experience and knowledge
<ul style="list-style-type: none"> <li>Demonstrated experience in a management role within a multidisciplinary organisation and participating as a part of an organisation's management team</li> <li>Significant experience in business development and project management</li> <li>Experience and awareness of government and community sector funding streams</li> <li>Experience in the development of community sector services</li> <li>High level finance and business analysis skills</li> <li>Interpersonal, negotiation and communication skills (including reports, briefing papers, business plans and presentations)</li> <li>Analytical and problem solving skills</li> <li>Demonstrated ability to establish effective working relationships with people from a wide range of social-economic, multicultural and linguistically diverse backgrounds.</li> <li>Demonstrated understanding of issues affecting the Aboriginal and TSI Community particularly in regards to transience and homelessness, cultural awareness and sensitivities.</li> <li>An understanding of the health and safety requirements relating to the position</li> <li>Ability to work within the values of St Patrick's Community Support Centre</li> </ul>

## TO APPLY

Please send resume and a written summary addressing the selection criteria ( maximum 2 pages) . Applications addressed to Michael Piu, St Patrick's Community Support Centre CEO, (via EA) [smcleod@stpats.com.au](mailto:smcleod@stpats.com.au)