



**BUSINESS DEVELOPMENT MANAGER**

**JOB & PERSON SPECIFICATION**

**MAY 2022**

<b>Position Title:</b>	Business Development Manager
<b>Reports to:</b>	Managing Director
<b>Direct Reports:</b>	Nil
<b>Last Updated:</b>	October 2019

## POSITION OBJECTIVE:

The primary responsibility of this role is to focus on key market-facing activities to accelerate Ninti's revenue growth, to contribute to building opportunities for Aboriginal and Torres Strait Islander people. Key indicators of success in this role are an increase in market share and achievement of the desired revenue growth rates.

## Key Accountabilities

<b>Strategic Execution &amp; Implementation</b>	<ul style="list-style-type: none"> <li>• Support the execution of Ninti's strategic plan in identified sectors.</li> <li>• Contribute to the Business Development strategy through regular review and ongoing delivery</li> </ul>
<b>Business Development</b>	<ul style="list-style-type: none"> <li>• Develop and maintain strong relationships with internal and external stakeholders, suppliers and clients.</li> <li>• Keep abreast of emerging trends, innovations, market and competitor intelligence to increase Ninti's competitive advantage.</li> <li>• Identify priority growth opportunities</li> <li>• Develop and manage responses to: <ul style="list-style-type: none"> <li>○ Public tenders</li> <li>○ Contract opportunities coming via word-of-mouth</li> <li>○ Proactive marketing to create value for clients</li> <li>○ Panel requests</li> </ul> </li> <li>• Develop and contribute to major pursuits</li> <li>• Identify appropriate partnerships to pursue business opportunities</li> <li>• Work with Bid Coordinator to build consultant database</li> <li>• Contribute to the Business Development library to an ISO9001 standard (i.e. library of CVs, past experience records, testimonials, focused CRM etc)</li> <li>• Create and implement annual business plans</li> </ul>

<b>Financial Management</b>	<ul style="list-style-type: none"> <li>• Develop costing proposals for submission in line with Ninti’s pricing strategy</li> <li>• Undertake financial and cost-benefit analysis and prepare business case proposals, findings and recommendations to the MD to enable informed business decision making</li> </ul>
<b>Health, Safety, Security &amp; Environment</b>	<ul style="list-style-type: none"> <li>• Comply with and promote all statutory and company WHS policies, standards and procedures.</li> <li>• Lead by example to instigate and follow work practices which result in a healthy and safe workplace</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>• Ensure compliance with all Company policies and procedures and statutory and legal requirements to satisfy ISO9001 accreditation</li> </ul>

## Education and Experience

### Education

#### Essential

- Relevant tertiary qualifications in a relevant business discipline

#### Desirable

- Having completed courses in sales and BD, such as those of Shipley, Cialdini, Huthwaite
- Continued commitment to post graduate study would be advantageous

### Experience

#### Essential

- Extensive business development/sales experience and proven track record in a similar role
- Demonstrated experience in winning tenders
- Proven track recording contributing to business growth
- Well-developed relevant networks such as memberships with recognised professional associations

#### Desirable

- Experience within a similar organisation, culture and values would be advantageous

## Personal Attributes

- Demonstrate a strong customer service ethic
- Outstanding ability to write persuasive text
- Accountable for outcomes
- Well-developed quality and results focussed orientation
- Strong influencer
- Strategic thinker
- Can build, promote and enrol people in big picture
- Excellent interpersonal skills
- High in EQ
- Strong team player
- Clear, confident and articulate communicator
- Demonstrates high level of initiative, problem solving and organisational agility
- Ability to 'think on your feet'
- Able to meet reporting deadlines
- Strong organisational skills with high attention to detail



## HOW TO APPLY

Applications should be addressed to Justin Hinora. Please visit [henderconsulting.com.au](http://henderconsulting.com.au) to apply.

For a confidential discussion, please call (08) 8100 8849.

### **Please Note**

Your application will be automatically acknowledged by a return email.