



**DIVISIONAL HEAD BUSINESS DEVELOPMENT**

**JOB & PERSON SPECIFICATION**

**JANUARY 2026**



## POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

<b>POSITION TITLE:</b>	<b>DIVISIONAL HEAD BUSINESS DEVELOPMENT</b>
<b>WORKPLACE AGREEMENT:</b>	COMMON LAW
<b>CLASSIFICATION:</b>	NEGOTIATED
<b>DEPARTMENT / DIVISION:</b>	<b>DEPUTY CHIEF EXECUTIVE OFFICER/BUSINESS DEVELOPMENT</b>
<b>POLICE CLEARANCE:</b>	REQUIRED
<b>REPORTS TO:</b>	DEPUTY CHIEF EXECUTIVE OFFICER
<b>DIRECT REPORTS:</b>	MANAGER SALISBURY WATER

<b>POSITION OBJECTIVES:</b>	<ul style="list-style-type: none"><li>Drive strategic growth for the recycled water utility, leveraging existing capabilities to diversify services and enter new markets.</li><li>Building partnerships with state government agencies, developers, and industry stakeholders to deliver sustainable water solutions aligned with community and economic development objectives.</li><li>Explore other commercial opportunities in other industries aligned to the organisational capabilities</li><li>Ensure the delivery of services and business growth is aligned to supporting the population growth in the northern region</li></ul>
<b>VALUES AND BEHAVIOURS:</b>	<p>These Values empower us to <b>ReACH</b> towards our Vision, deliver exceptional community experiences, quality outcomes and a great place to work.</p> <p><b>Respectful</b></p> <ul style="list-style-type: none"><li>Create a sense of belonging &amp; pride in the Salisbury community</li><li>Respect individual differences</li><li>Speak up when you don't feel respected, or are not being treated respectfully</li><li>Look after the wellbeing of our community, ourselves and those around us</li></ul> <p><b>Accountable</b></p> <ul style="list-style-type: none"><li>Take personal ownership and follow through</li><li>Deliver on what we say we will do</li><li>Believe that the Community comes first</li><li>Speak up when it is important</li></ul> <p><b>Collaborative</b></p> <ul style="list-style-type: none"><li>Work together, committed to a common purpose</li><li>Openly share information</li></ul>

	<ul style="list-style-type: none"> <li>• Find ways to connect people for better outcomes</li> </ul> <p><b>Helpful</b></p> <ul style="list-style-type: none"> <li>• Listen and focus on what we can do</li> <li>• Create new futures and look for opportunities</li> <li>• Make a positive difference</li> </ul>
<p><b>KEY RESPONSIBILITIES:</b></p>	<p><b>Strategic Leadership &amp; Growth</b></p> <ul style="list-style-type: none"> <li>• Develop and implement a business development strategy to expand recycled water services and identify new revenue streams.</li> <li>• Assess and pursue opportunities for entry into other markets to support the growth in the northern region</li> <li>• Lead feasibility studies, business cases, and risk assessments for new initiatives.</li> <li>• Keep abreast of Council regional subsidiaries activities to leverage opportunities</li> </ul> <p><b>Stakeholder Engagement</b></p> <ul style="list-style-type: none"> <li>• Build and maintain strong relationships with state government agencies, developers, and industry partners.</li> <li>• Represent the organisation in high-level negotiations, forums, and policy discussions related to water infrastructure and sustainability.</li> <li>• Advocate for regulatory and policy changes that support growth in recycled water and integrated water management.</li> </ul> <p><b>Operational &amp; Financial Management</b></p> <ul style="list-style-type: none"> <li>• Oversee divisional budgets, financial performance, and resource allocation to ensure sustainable growth.</li> <li>• Drive efficiency and innovation in service delivery and infrastructure planning.</li> <li>• Monitor compliance with relevant legislation, standards, and environmental requirements.</li> <li>• Ensure compliance with any regulatory requirements required to maintain business operations</li> </ul> <p><b>Team Leadership</b></p> <ul style="list-style-type: none"> <li>• Lead and develop a high-performing team focused on business development and stakeholder engagement.</li> <li>• Foster a culture of collaboration, innovation, and continuous improvement.</li> </ul> <p><b>Divisional Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Ensure the appropriate management of the Salisbury Water operations to ensure security of supply and meeting all legislative requirements</li> <li>• Prepare reports and attend the Salisbury Water Advisory Board</li> </ul>
<p><b>WHS RESPONSIBILITIES:</b></p>	<ul style="list-style-type: none"> <li>• Observe and comply with all health and safety policies and procedures within the City of Salisbury including all safe operating procedures or instructions.</li> <li>• Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation the above.</li> <li>• Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting.</li> </ul>

	<ul style="list-style-type: none"> <li>• Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews.</li> <li>• Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug in breach of Council's Drug and Alcohol Policy.</li> <li>• Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).</li> </ul>
<b>GENERAL RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>• To comply with the City of Salisbury Code of Conduct and all other policies and procedures adopted by the City of Salisbury as varied from time to time.</li> <li>• To manage all Corporate Records in accordance with required procedures.</li> <li>• Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.</li> </ul>
<b>COMPETENCIES:</b>	<ul style="list-style-type: none"> <li>• To be determined and written into the individual training plan upon commencement – see Organisational Wellbeing</li> </ul>
<b>ESSENTIAL SELECTION CRITERIA:</b>	<ul style="list-style-type: none"> <li>• Tertiary qualifications in Business, Engineering, Environmental Science, or related field.</li> <li>• Extensive experience in business development, preferably within utilities, water services, or infrastructure sectors.</li> <li>• Proven track record in stakeholder engagement and negotiation at senior levels.</li> <li>• Strong understanding of water industry regulations, sustainability principles, and local government frameworks.</li> </ul>
<b>DESIRABLE SELECTION CRITERIA:</b>	<ul style="list-style-type: none"> <li>• Governance &amp; compliance literacy: understanding of statutory reporting obligations in a local government context.</li> <li>• Project &amp; change management structured methods for delivery and adoption.</li> </ul>
<b>SPECIAL CONDITIONS:</b>	<ul style="list-style-type: none"> <li>• Expected to attend relevant committees, briefing sessions and Council meetings</li> <li>• Will be required to work outside of hours from time to time</li> </ul>
<b>EXTENT OF AUTHORITY:</b>	<ul style="list-style-type: none"> <li>• Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.</li> </ul>
<b>PRESCRIBED POSITION - SCREENING CLEARANCE</b>	<ul style="list-style-type: none"> <li>• Not required</li> </ul>
<b>REQUIREMENT TO REGISTER A CONFLICT OF INTEREST</b>	<p>This position has been identified as one in which there may be a conflict of interest for the incumbent. A conflict of interest is a conflict between public duty and private interests which could influence the performance of official duties and responsibilities. The incumbent of this role is required to complete a Register of Interest form every 12 months.</p>



## HOW TO APPLY

Applications including a cover letter and CV should be addressed to Bernie Dyer. Please visit [henderconsulting.com.au](http://henderconsulting.com.au) to apply.

For a confidential discussion, please call (08) 8100 8827.

### **Please Note**

Your application will be automatically acknowledged by a return email.