

Role Description

TAFE Queensland North

MAKE
GREAT
HAPPEN



Position Title	Business Development Officer	Job Ad Reference	TQN 83-17
Region	North	Closing Date	27 June 2017
Portfolio	Client Engagement / Business Development	JEMS No.	3451 (12/2013)
Location	Cairns	TRIM No.	13/448801
Classification Salary	AO5 TAFE Queensland Award – State 2016 \$78,390 - \$85,205 per annum pro rata Plus superannuation contributions of up to 12.75% of your annual salary		
Employment Status	Temporary Full-time until 29 December 2017 unless otherwise determined		

About TAFE Queensland

TAFE Queensland is the largest and most experienced provider of further education and training in Queensland offering practical, industry-relevant training to over 165,000 students annually, across more than 500 program areas.

On 1 July 2013, TAFE Queensland was established as an independent statutory body under the *TAFE Queensland Act 2013*.

The TAFE Queensland network comprises a Head Office in Brisbane and six regions delivering training from Thursday Island to the Gold Coast, from Bundaberg to Roma and across the South-east corner of Queensland. The TAFE Queensland regions are:

- TAFE Queensland North
- TAFE Queensland SkillsTech
- TAFE Queensland Gold Coast
- TAFE Queensland East Coast
- TAFE Queensland South West
- TAFE Queensland Brisbane

TAFE Queensland is an organisation that puts our customers – students, employers, communities – at the centre of everything we do.

As an employee of TAFE Queensland, you will be part of the state's leading provider of further education and training committed to quality teaching, a safe working environment and delivering real outcomes for our students.

For more information about TAFE Queensland visit www.tafeqld.edu.au

Our Region

With a huge geographical footprint stretching from the Whitsundays to Thursday Island and west to Mount Isa, TAFE Queensland North is an important part of the north Queensland community and fast-growing economy. As the area's leading training provider, TAFE Queensland North attracts local and overseas students to its 17 locations also offering programs online, at school and in the workplace. Training offerings range from business and health to trades and tourism, and close partnerships with schools, business, industry and universities create excellent pathways and opportunities for TAFE Queensland North students and graduates. The region is also proud to cater for the highest proportion of Aboriginal and Torres Strait Islander students in the TAFE Queensland network.

Your Opportunity

You will assist the region to provide high quality Business Development services to a range of stakeholders including: individuals, organisations, industry associations groups, local, state and federal government departments. You will initiate and implement business strategies to enhance business performance and growth and to increase the Region's market share and revenue in key markets. You will coordinate and market a range of commercial training programs to promote the Region as a quality provider in education, training, and consultancy services.

This position reports to the Business Development Manager.

Key Responsibilities

- Actively research, using various strategies including face to face appointments to identify client needs and industry trends and develop and implement strategies to actively pursue new commercial opportunities and increase sales within local, regional and national markets.
- Coordinate the development of new commercial business and act as a reference point for these clients and within other industries.
- Develop a business development plan focused on TAFE innovative strategies.
- Research education and training trends, monitor competitor products, services, price and promotional techniques and actively pursue commercial revenue generation for the Region by implementing effective client management systems and conduct ongoing product and pricing analysis to sustain a competitive edge within the market place.
- Conduct Training Needs Analysis, and work with portfolio staff to formulate proposals, tenders, project management plans and quotations, in consultation with educational teams, to reflect direct and indirect costs associated with commercial activity and ensure compliance with relevant legislative and government policy requirements whilst meeting client training needs.
- Presentation of proposals, tenders, project management plans and quotations to commercial clients, in collaboration with educational teams, to present persuasive arguments in order to promote Region products as required.
- Actively research, using various strategies including face to face appointments to identify client needs and industry trends and develop and implement strategies to actively pursue new commercial opportunities and increase sales within local, regional and national markets.
- Report against strategic plan objective "Sustaining our future" to ensure achievement of targets and profitability.
- Maintain an understanding of the commercial aspects of TAFE including financial and business performance and any impact from external factors.
- Actively engage with industry, business and the community.
- Contribute to the achievement of TAFE Queensland's quality policies by encouraging an environment where high quality work is achieved and supported by the adherence/development of quality system documentation.

Success Factors for the Role

1. Demonstrated ability in research, development and presentation of proposals, tenders and financial quotations in an educational environment to commercial clients using a persuasive manner.
2. Demonstrated ability in sales and key account management, as evidenced by a record of achievement in meeting or exceeding sales targets, and in dealing with business, industry, government representatives and students.
3. High level analytical, organisational and problem-solving skills with the ability to conceptualise and develop soundly based innovative strategies in the development of training programs to meet client training requirements.
4. High level written communication, interpersonal and negotiation skills as demonstrated through the preparation of proposals, tendering and contract documentation.
5. Displays flexibility and responsiveness and has the initiative, attitude and ability to thrive within a dynamic, challenging and changing environment.

Qualifications / Requirements

Highly desirable requirements:

- Degree in Business, Commerce/Finance, Marketing, or related field preferred.
- Proven track record in sales, business development and account management.
- Previous experience in the education and training sector.

How to Apply

All applications must be submitted via www.seek.com.au by 27 June 2017.

When applying online, please ensure:

- Your resume is tailored to highlight your relevant experience in relation to the requirements of the role, including key achievements from current and former positions, and includes contact details for two referees (one of whom should be your current supervisor); and
- You include a maximum two page response that is aligned to the Success Factors for the Role section of this Role Description

Applications will remain current for 12 months after they have been submitted.

Future vacancies of a similar nature throughout TAFE Queensland North may also be filled through this recruitment process.

When applying quote **Job Ad Reference TQN 83-17**.

For further information, please contact:

Stephanie Thomas
Business Development Manager
07 4042 2654 or 0427 013 157

Additional Information

- The duration of this position will be dependent on work demands and the availability of ongoing funding.
- You may be required to travel and work across TAFE Queensland North.
- Travel and overnight absences from base may be required of this position.
- It would be highly desirable for the incumbent to possess a current driver's licence.
- A criminal history check will be initiated on the successful applicant.
- A non-smoking policy applies in Queensland government buildings, offices and motor vehicles.
- If the successful applicant has been engaged as a lobbyist, a statement of their employment is required.
- You may be required to complete a period of probation.