

## POSITION DESCRIPTION

# Business Development Coordinator GC L5

### CONTEXT

Wheatbelt Natural Resource Management Incorporated (Wheatbelt NRM) is an independent community-based organisation leading natural resource management (NRM) endeavours within the Avon River Basin. The organisation operates from its Northam office, Western Australia, and exists as the second largest of the six NRM regional organisations in the State, with responsibility for the 12,000,000 hectares of the Avon River basin.

### Our Vision

To be the leading NRM organisation in the Wheatbelt working with communities to create healthy environments and livelihoods.

### Our Mission

1. **Work** with the community, in collaboration with our partners, in pursuit of fulfilling our vision;
2. **Engage** with Governments in national, State and local NRM initiatives on behalf of the community
3. **Provide** leadership through the development and delivery of sound and documented strategy, programs and projects for the protection and improvement of natural resources;
4. **Promote** and coordinate improvements in environmental, cultural, social and industry practices relating to NRM;
5. **Empower** and build capacity with the community to create healthy environments and livelihoods; and
6. **Identify** and support related beneficial research.

**Wheatbelt NRM Incorporated's vision and mission compel the organisation to pursue community engagement and participation that fosters collaborative and productive relationships. These actions result in sponsorship, funding, research and joint ventures that help protect and improve the natural assets and cultures of the Wheatbelt.**

### ROLE OF THE POSITION

This role is responsible for leading and coordinating the development and implementation of Wheatbelt NRM's Business Develop Plan and Business Development systems.

This includes developing the inaugural plan to consider six revenue streams for the organisations: baseline government funding, competitive government funding, corporate sponsorship, fee for service, philanthropic grants and donations.

The Business Development Coordinator will lead and oversee the development and growth of new revenue and develop and maintain effective key funder relationships in accordance with the organisational strategy.

### REPORTING RELATIONSHIPS

This position reports to the Chief Executive Officer

### POSITION RESOURCES

Total number of positions under control:

Direct: Nil                      Indirect: External Consultants/Contractors

### CONDITIONS OF EMPLOYMENT

The Contract of Employment and the Conditions of Service specifies all conditions relating to employment in this position.

### **SPECIAL CONDITIONS**

Assessment of the relevant level of work to be performed in this position is periodically undertaken and may be varied by Wheatbelt NRM depending on program/project requirements.

### **Responsibilities of This Position**

This position has responsibility for coordinating business development activities for the organisation. The position works with the organisational team to identify business development opportunities to support the organisations growth and development.

#### **Business Development Systems**

Leads and coordinates the development, and implementation of the Wheatbelt NRM's Business Development Plan and associated policies, practices and procedures

Review and improve current business development systems (includes development of capability statements, due diligence procedures, strategic list of partnerships and business relationships, pre-development of projects and systems for fee-for-service)

Support the overall process of management and decision making to ensure Wheatbelt NRM maximises its short, medium and long-term revenue and organisational outcomes.

Promotes and develops effective working relationships with funders, potential new funders and other stakeholders including community.

Promotes and develops service focused relationship with staff to enable the implementation of the Business Development Plan.

Development of funding applications and business cases.

#### **Information and Knowledge Management**

Provides technical advice and shares knowledge and understanding of Business Development Processes.

#### **Ethical Behaviour**

Demonstrates and manages ethical behaviour in accordance with relevant standards, values and policies.

#### **Equity, Diversity and Occupational Safety and Health**

Applies and promotes the principles of equity, diversity, occupational safety and health in the workplace.

#### **Other**

Other duties as directed

<b>ESSENTIAL COMPETENCIES</b>	<b>Context within which Competencies will be Applied. (Work Related Requirements)</b>
<b>Leadership Skills</b>	Driving the establishment, development and implementation of Business Development frameworks and processes. Scheduling, organising and planning tasks. Addressing and resolving emerging issues.
<b>Systems Development &amp; Support</b>	Developing, implementing and maintaining business systems for business development. Maintaining knowledge of current funding trends and processes. Troubleshooting and problem solving.
<b>Communication, Advisory and Interpersonal Skills</b>	Developing and maintaining relationships with potential funders and partners. Service focused approach to assisting staff with business development. Promoting technology and systems with the organisation. Providing advice and assistance of a technical nature. Preparing documents, reports and briefing papers.
<b>Market Research &amp; Evaluation, Analytical &amp; Conceptual Skills</b>	Identifying funding opportunities, undertaking research and developing potential projects. Conceptualising and analysing issues to help develop feasible solutions.
<b>Qualifications</b>	A relevant tertiary qualification or equivalent experience, knowledge and skills.
<b>(NOTE: When applying for vacant positions, applicants are required to address the Essential Competencies in the left-hand column only. The context on the right only provides general guidelines within which the Work Related Requirements will be applied.)</b>	

---

**CERTIFICATION**

I have carefully reviewed this Position Description and I am satisfied that it fully and accurately describes the organisation's requirements of the position.

<b>Certified By</b>	<b>Position</b>	<b>Date</b>
Natarsha Woods	Acting Chief Executive Officer Wheatbelt Natural Resource Management	3 January 2012