

## Key Result Areas

### Business Development Coordinator

KEY ACTIVITIES	RESULT ACHIEVED
<p><b>Business Development Plan and Systems</b></p> <ul style="list-style-type: none"> <li>Leads and coordinates the development, implementation, review and improvement of Wheatbelt NRM's Business Development Plan and associated policies, practices and procedures.</li> <li>Review and improved 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).</li> <li>Promotes and develops service focused relationship with staff to enable the implementation of the Business Development Plan.</li> <li>Development of funding applications and business cases.</li> </ul>	<ul style="list-style-type: none"> <li>Business development Plan Adopted by Board</li> <li>Business development systems established and staff assisted in uptake of use</li> <li>Corporate knowledge and data resulting from business development efforts and outcomes are documented, stored, maintained and easily accessible.</li> <li>Strong networks and relationships exist between new and potential funders/ partners and Wheatbelt NRM</li> </ul>
<p><b>Program Coordination</b></p> <ul style="list-style-type: none"> <li>Project management and coordination of projects that meet Wheatbelt NRM strategic and operational objectives for the Business Development program.</li> </ul>	<ul style="list-style-type: none"> <li>Specified projects are delivered on time, to budget and meet a quality standard expected by Wheatbelt NRM.</li> <li>Program partners and funding recipients are supported to deliver Wheatbelt NRM project objectives.</li> <li>Planned program and project meetings conducted.</li> </ul>
<p><b>Stakeholder Engagement</b></p> <ul style="list-style-type: none"> <li>Develop, maintain and promote effective working relationships with funders, potential funders and stakeholders in accordance with Wheatbelt NRM's strategic and operations plan.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates understanding of community aspirations for NRM in the Avon River Basin.</li> <li>Commits time to developing relationships to effectively engage funders/partners and potential funders/partners.</li> <li>Community and key stakeholders are aware of Wheatbelt NRM initiatives and outcomes.</li> <li>Assists with the provision of high level advice to WNRM and stakeholders.</li> </ul>
<p><b>Business Development</b></p> <ul style="list-style-type: none"> <li>Develop business opportunities as specified in the Wheatbelt NRM Strategic Plan 2010-12</li> <li>Develops and assists in the development of new initiatives and prepares project proposals to relevant funding bodies as appropriate.</li> <li>Establish and maintain effective partnerships between all stakeholders to promote effective and efficient resource management and identify new funding opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>Establish relationships with potential funders in the private sector.</li> <li>Put forward new business opportunities into business development process</li> <li>Uses networks and contacts in industries, organisations and government agencies to facilitate broad support.</li> <li>Technical and strategic input to project development via development of submissions and tendering processes.</li> <li>Develops and assists in the creation of new initiatives and prepares project proposals to relevant funding bodies, as appropriate.</li> </ul>
<p><b>Personal Integrity and Advocacy</b></p> <ul style="list-style-type: none"> <li>Exemplify leadership in the workplace through demonstrating a team ethic and appropriate representation of the organisation</li> </ul>	<ul style="list-style-type: none"> <li>Applies relevant safety procedures/guidelines and equal opportunity principles to performance of work.</li> <li>Applies the guidelines and principles of the</li> </ul>

Wheatbelt NRM Code of Ethics and Code of Conduct.

- Shares knowledge and experience with other Wheatbelt NRM staff and others less experienced through coaching and development.
- Performs other duties as required.