POSITION DESCRIPTION

1. POSITION TITLE: Business Development Manager
2. JOB CLASSIFICATION: 3
3. WORK UNIT: Member Delivery
4. RESPONSIBLE TO: National Program Manager, Tertiary Development
5. LOCATION: Sydney, NSW
6. PURPOSE:

This position is primarily responsible for leading the development of Engineers Australia’s relationships with the Tertiary sector in NSW, supporting the National Program Manager - Tertiary Development to implement the Tertiary Development Strategy. The initial focus will be engaging with staff and final year students to support the Student 2 Grad campaigns (increasing membership by graduands) but will also be responsible for developing broader, richer and deeper relationships with all stakeholders at the universities and tertiary institutions (membership for undergrad and post students and staff, professional development and Chartered recognition for academics, and Partnerships between EA and the institutions).

7. DUTIES

- Identify and expand Engineers Australia’s profile with new and existing tertiary stakeholders.
- Develop key relationships and strengthen existing partnerships.
- Work with the National Program Manager, Tertiary Development to project manage and promote the delivery of the student/graduate membership and tertiary engagement strategy to all stakeholders including office bearers, volunteers and staff.
- Work with the National Program Manager, Tertiary to support operational activities relating to student membership growth and student to graduate conversion.
- Deliver on all aspects of membership operations relating to the recruitment and retention of new and existing student members.
- Adminstrate and coordinate membership programs, events and campaigns in accordance with marketing guidelines.
- Conduct face to face and online presentations on membership value proposition to key stakeholders.
- Generation of membership reports with budget, financial reporting and monitoring.
- Assist the Business Development team to market and promote EA to Industry.
- Participate and coordinate EA’s Division events as required
- Contribute to and promote the development of the profession through active participation in the community.
- And other duties as required.
8. **WORK HEALTH & SAFETY (WHS) OBLIGATIONS**

As an employee for Engineers Australia, you must:

- Take reasonable care for your own health and safety in the workplace,
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of others in the workplace,
- Cooperate with your employer about matters of health and safety,
- Comply with any reasonable instruction and cooperate with Engineers Australia’s WHS policies and procedures,
- Familiarise the broad meaning of ‘workplace’ in health and safety legislation and Engineers Australia WHS policies and procedures.

9. **COMMUNICATION AND RELATIONSHIPS**

The position requires active relationships to be developed with a range of key stakeholders to ensure the successful delivery of Engineers Australia tertiary strategic plan. These relationships will be with:-

- key stakeholders within each Tertiary education institution in the Division, from student engineers to Deans and senior academics, to professional staff and managers in engineering teams, and the Alumni and Careers services at the institutions
- Division General Manager, National Program Manager, Member Growth and other members of the Tertiary and Business Development teams (other Tertiary Champions and BDMs and the Tertiary and Careers Coordinator).
- Division President, Division Committee members, Chairs of various panels, societies, other groups and members.
- sponsors, government agencies, other professional associations, legal counsel, key contractors and suppliers as well as senior executives in other organisations.

10. **EXPECTED BEHAVIOURS**

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<tr>
<th>Stakeholder Focus</th>
<th>• Actively seeks to build relationships by taking the opportunity to build rapport and understand stakeholder needs.</th>
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<td>• Listens, identifies and provides advice to internal and external stakeholders that adds value and creates solutions to help them address stakeholder needs.</td>
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<td>• Acts as a role model for positive working relationships by involving others and drawing on team strengths.</td>
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<td>Change Agent</td>
<td>• Promotes and endorses change efforts.</td>
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<td>• Draws upon a range of resources to implement new ideas and solutions.</td>
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<td>• Determines course of action despite a lack of clarity.</td>
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<td>Effective Collaborator</td>
<td>• Communicates in meetings with confidence.</td>
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<td>• Actively listens to and actively explores others views and perspectives.</td>
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<td>Delivers Excellence</td>
<td>• Consistently delivers projects on time, on budget and to desired quality.</td>
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<td>• Project lead, drawing on resources and skills to manage workload.</td>
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<td>• Monitors progress and gains buy-in to the project.</td>
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<td>• Contributes to the development of work plans and team goals.</td>
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11. SELECTION CRITERIA

- Professional degree or related qualification
- Business development capability and demonstrated experience developing client relationships
- Knowledge of Tertiary education systems, particularly engineering education
- Capacity for initiative and ability to perform work autonomously
- Demonstrated ability to work successfully in a team environment.
- Commitment to achieving quality outcomes in work performance and results.
- Written and verbal communication skills, including ability to present to internal and external stakeholders at various levels
- Problem solving and analysis skills
- Strong organisational, planning & time management skills
- Capability to work with a range of IT systems, including Salesforce CRM, Prezi, video conferencing and the Office suite.