

Australian Lutheran College

Position Description

Position title: Business Development Officer

Position abbreviation	BDO
Line manager	Principal
Business unit	Principal's Office
Award/Employment terms	Individual Contract – 0.4 FTE Fixed Term
Location	Negotiable – Travel Required
Position created	4 April 2022

Objective of position

This position

- has a primary focus of supporting the Principal to lead the growth strategy for Australian Lutheran College, in line with the current strategic direction.
- aims to develop a viable and sustainable business model for all aspects of the College operations—current and future. This may involve diversification, identifying new markets, new partnerships, and new ways of reaching existing markets.

Primary delegations and responsibilities

This position

- reports directly to the Principal
- consults with college leadership and management, including the Business Manager, Academic Dean, Director of VET, Directors of Research, Director of Library Services
- serves as a member of the Business Development and Marketing Committee
- consults with, and provides strategic advice to the Principal and Leadership Team
- serves as a casual consultant to the Finance, Audit and Risk Committee.

Key responsibility areas

The key responsibility areas are the major outputs for which this position is responsible but are not a comprehensive statement of the position activities.

- Identify opportunities and develop strategies for business growth and development across all areas of the College operations.
- Actively target and engage with new business and missional partners, reviewing, nurturing, and growing the relationship, with the aim of negotiating a business contract.
- Ensure the marketing and communication platforms of the College related to business generation align with strategic direction and business development and marketing strategy.
- Develop a marketing and business prospectus that packages the products suitable for the target market.
- Communicate and drive efficiency and high-quality service delivery outcomes across all levels of the college operations.

Key selection criteria

The following knowledge, skills and abilities relate to this position.

Qualifications

- A relevant qualification in business development, economics, marketing or similar is preferred.

Experience

- In lieu of formal qualifications, a demonstrated record of professional experience relating to business development projects in the service or education sector, or similar environment, may be accepted.

Professional skills

- Demonstrated capability to successfully engage and manage a broad range of strategic partnerships.
- Demonstrated consultation, negotiation, and collaboration skills.
- Demonstrated ability to prepare business cases for projects including financial modelling, risk analysis, performance outcomes and implementation schedules.
- Demonstrated successful project implementation , including quality assurance, with the capability to review and evaluate.
- Demonstrated advanced oral, written, and digital presentation skills.
- Demonstrated capability to set, and work to, performance and growth targets.
- Demonstrated understanding of commercial fee-for-service contracts and memorandums of understanding designed to deliver identifiable outcomes for each party.

Personal requirements

- Demonstrates high-level communication and interpersonal skills.
- Demonstrates adaptability, initiative, problem solving and creative thinking capability.
- Demonstrates the capacity to self-motivate, prioritise, and work to deadlines.
- Demonstrates an understanding of a growth mindset.

General terms of appointment

All employees must

- be willing to work in an environment of the Lutheran Church and supporting its beliefs, values, principles, and practices
- support and contribute to the values, culture, and strategic direction of ALC
- participate in an annual performance planning and review process
- agree to abide by all policies of ALC, including compliance with Work Health and Safety procedures and the requirements of the Professional Standards Department of the LCA.