



<b>POSITION</b>	<b>Business and Stakeholder Development Lead</b>	<b>STATUS</b>	Full Time
<b>REPORTS TO</b>	Executive Manager Brand, Growth, Digital and Communications	<b>LOCATION</b>	Cheltenham

#### BETTER PLACE AUSTRALIA MISSION AND PURPOSE

Better Place Australia has a vision of “An Australia where all people experience positive relationships, truly value each and live safer, more confident lives”. As a community focused not-for-profit organisation with an ever-growing range of psychological and community support services, Better Place Australia is taking a leadership role in the provision of high-quality, effective services for a wide range of community groups across 20 locations in Victoria.

#### PURPOSE OF ROLE

The overall purpose of this role is to engage with relevant stakeholders, funders and key organisations with the view of identifying and pursuing growth opportunities at a state and federal level. The role will develop strong links to funding organisations including government and philanthropic and lead tender and proposal applications.

#### WORK PERFORMED

- Primary responsibility will include identifying, scoping, developing and project management of new service tender/grant opportunities applications:
  - Identifies, analyses, and tracks grant programs, legislation, regulation, and other relevant data or activity from federal, state, local, and foundation sources
  - Leading the development of tender and grant responses
  - Compiling, writing, editing and submitting grant proposals, responses, and grant application
  - Engage and develop contacts with stakeholders relevant Victorian Government departments and Primary Health Networks, philanthropic funders, and agencies across the family relationships sector
  - Identify opportunities for growth and innovation in services across philanthropic foundations, health networks and government funders – local, state and federal
  - Initiate and project manage tender applications
  - Have input into strategic papers supporting innovation or government policy responses
  - Contribute to targeted community engagement development.
- In conjunction with key internal and external stakeholders, develop thinking and business cases for expansion into additional markets
- Identification of opportunities due to emerging policy and program developments and changes in funding priorities
- Review and distribute bid opportunities appropriately by proactively registering on industry tender websites (austender, tenderlink, individual PHN websites, vendor panels & government sites etc.)
- Report on data in relation to business relationship/partnership management targets and metrics in an accurate and timely manner including revenue target
- The development of relationships with sector participants is required to seek service gaps, service extension, partnership, and innovation opportunities with stakeholders across the State Government, primary health network, Philanthropic and family relationships sectors:

- In conjunction with key internal stakeholders, identify, target, and develop key external stakeholder relationships that are aligned to the growth and service development objectives of the organisation.
- Collaborate with key stakeholders across the organisation including Executive Managers, Regional Service Managers, Research Manager and Practitioners
- Work with EMBDC, Executive Managers and CEO to identify and develop key funding stakeholders
- Maintain stakeholder communication activity within Prowly contact management system

#### Commissioning and project management of tenders and proposal papers

- Develop and write high quality tender submissions
- In consultation with the EMBDC, manage the grant development process for government, primary health network and philanthropic funding applications
- Liaise with quality and compliance area to ensure tender mandatories are met
- Liaise service managers to build budget submissions ensuring financial sustainability considerations are satisfied
- Conduct prospect research on potential funders in new and existing markets under direction from EMBDC
- Maintain a sustainable Trusts and Foundations portfolio and build an ongoing pipeline of funding opportunities.
- Consult with Executive Team about service implementation and delivery plans as required in tenders
- Responsibility for the maintenance of the Tender and Grant Bid Management SharePoint library to contain all submitted bid documents, standard boiler plate responses, certification documents, insurances, & general information used for bid development

#### Community Engagement

- Support the senior leadership team in the development of meaningful partnerships and connections across the community and with other relevant stakeholders to support growth objectives

#### Quality & Compliance

- Ensure any quality risks are identified and reported promptly and that prevention strategies are implemented to ensure the safety of all clients and staff.
- Maintain a good working knowledge and understanding of the QIC Health and Community Standards.
- Pursue opportunities for quality improvement, and actively contribute to the accreditation of the service being delivered.
- Participate in regular audit processes to ensure compliance with applicable regulatory bodies is maintained.
- Contribute to the development and implementation of service manuals in accordance with contract and program requirements.
- Ensure Better Place Australia's services are in compliance with applicable funding contracts, including reporting requirements.

#### Other

- Other duties as required, and which are consistent with the position
- Compliance with Better Place Australia's code of conduct and related organisational policy material
- Contribute to a collective culture of health, safety and well being including in relation to hazard/risk identification and mitigation (as and where practicable)

### **REQUIRED QUALIFICATIONS AND EXPERIENCE**

#### Education & Qualifications

- Tertiary qualifications in a discipline relevant to social services, service management, communications, partnerships, engagement, and strategy

#### Experience

- Knowledge of State Government processes, and excellent communication skills
- Knowledge of funding streams in the areas of mental health and aged care support
- Exposure to ministerial and/or parliamentary liaison work, particularly in the State Government (*Desirable*)
- Strong sector knowledge gained across family, aged and support services including policy framework, funding arrangements and current reform agenda (*Desirable*)

- Exceptional time management skills, managing multiple and competing priorities
- High competency in Microsoft Office Suite including Word, XL & Power Point
- Highly developed knowledge and experience in strategic writing
- Proven ability to manage projects from end to end and to coordinate project teams comprised of stakeholders at all levels
- Experience in relationship building, donor stewardship, trusts and foundations (*Desirable*)
- Experience in leveraging the value of relationships to drive funding and service expansion
- Familiarity with service costings and budget proposal development

#### CORE COMPETENCY REQUIREMENTS

- Solid writing and communication skills
- Exceptional time management skills, managing multiple and competing priorities
- Highly developed verbal communication skills
- Proven ability to identify opportunities and deliver new funding
- Excellent relationship management and networking skills
- High competency in Microsoft Office Suite including Word, XL & Power Point
- Collegiate by nature with ability to work collaboratively as part of a team
- Highly developed interpersonal skills
- Excellent presentation skills
- Sound financial management skills

#### OTHER

- Current Victorian driver's licence
- Current satisfactory National Police check
- Working with Children Check (Victoria)

#### GENERAL INFORMATION

Better Place Australia is a not-for-profit organisation and we provide services for all members of the community regardless of religion, age, gender, sexuality, lifestyle choice, cultural background or economic circumstances. We offer a workplace culture reflective of a vibrant, learning organisation where our people are highly engaged in their work and committed to making a difference. Our organisation is committed to child safety and we carry out police record, working with children and reference checks to ensure that we are recruiting the right people.