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Australia &
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School Of
Government

ANZSOG

Position Description – Business Development Manager

ANZSOG is recognised globally as a leading provider of education, research and advice for the public sector. At the core of our ethos is a deep and genuine care for good public administration. ANZSOG was created by governments for governments, with the active collaboration of its member universities.

ANZSOG is often invited to advise governments on topics situated at the intersection of research, policy, practice and capability development. ANZSOG's Advisory and International Services apply our expertise and networks to governments priorities in public sector reform and capability development. Our services include high quality advisory and international services that addresses key contemporary issues in public administration, policy development and management, drawing on in-house expertise and specialist academic and practitioner faculty from our networks.

In addition to our educational offerings, ANZSOG delivers:

- Safe places for senior practitioners to discuss and draw practical learnings from theory, research and case studies, to inform policy debates and service delivery reform.
- Supportive environments for senior practitioners to learn from one another and build lasting professional networks, benefiting governments, communities and citizens.
- Capability building for not-for-profit organisations, which deliver services on behalf of government.

For further information: <https://www.anzsog.edu.au/>

Position Statement

Reporting to the Director, Advisory and International Services, the Business Development Manager, Advisory and International Services support business development proposals, which grow the advisory and international portfolio. The position also supports the coordination of project management initiatives for advisory and international activities and may also manage advisory and international projects.

Working closely with internal and external stakeholders, the role is expected to develop and maintain positive and productive relationships with government partners, clients, academic and practitioner faculty, and colleagues within the Advisory team and more broadly across ANZSOG. The role also liaises between ANZSOG, faculty, clients, and university partners and/or government bodies (including international representatives).

This occupant of this role will be resourceful and take initiative, working closely with the Director and other Advisory team members, and will be active in identifying opportunities and challenges, making recommendations to senior staff in ANZSOG and acting accordingly. The role also requires effective collaboration with internal ANZSOG business teams to ensure program administration, marketing and communication, and finance activities are a seamless component of Program deliveries.

Specific role accountabilities and responsibilities are as follows.

Responsibilities

Reporting to the Director, Advisory and International Services, the Business Development Manager, Advisory and International Services will:

- Lead and support business development processes and systems focused on strategic Advisory and International Services.
- Monitor financial and project management initiatives for Advisory and International Services, including optimising financial performance, risk mitigation and resource allocation.
- Lead the design and project management of assigned advisory and international projects with government clients through the project lifecycle from commissioning through to completion.
- Partner with internal business areas such as research, advisory, education, ANZSOG's First Nations programs, program delivery, finance, and procurement to ensure the successful delivery of programs within approved timeframes & budget parameters, in accordance with contractual obligations and organisational policies and guidelines.
- Develop trusted, mutually valued relationships with government clients, as well as academic and other partners across a range of domestic and international jurisdictions.
- Contribute to the development of ANZSOG's partnerships with allied organisations to strengthen ANZSOG's business development, supporting ANZSOG's mission and long-term goals for Advisory and International Services.

Other duties as may be assigned to you from time to time. This may include undertaking different work across ANZSOG teams during peak periods.

Selection criteria

Mandatory

- A master's degree in business, public administration or international relations, or the 5 years equivalent, experience, giving you a deep understanding of government business and directions, at national, subnational and international level.
- Proven track record leading the design and implementation of government projects, consulting projects, international projects and/or education programs.
- Substantial business development experience, commercially astute and adept at managing budgets, working with contracts, working in accordance with organisational policies and guidelines, and managing risks.
- Exceptional communication and negotiation skills and experience with governments and international agencies.
- Excellent interpersonal skills and service orientation to work effectively with stakeholders and clients. Demonstrated ability to develop productive and lasting working relationships with a range of internal and external partners and working across teams to achieve successful outcomes.
- Self-motivated, results-oriented, and capable of working independently or as part of a team.

Desirable

- Experience working with the university sector, and other sectors related to government and international activities.
- Experience or a strong interest in public sector leadership education or engagement.

Other job-related information

- There may be a requirement to work additional hours from time to time.
- There may be peak periods of work during which the taking of leave may be restricted.
- Interstate or international travel may be required.

Legal compliance

Ensure you are aware of and adhere to ANZSOG policies and procedures relevant to the duties undertaken, including:

- Equal Opportunity Policy: Discrimination, Harassment & Bullying
- OHS Manual
- Values and Behaviour
- Environmental Policy Statement
- Academic Quality and Integrity

Equity and Diversity

We are building an inclusive workplace to help realise the potential of our employees, embrace our differences, and apply our diverse thinking to innovation and creating public value.

All jobs can be worked flexibly, and we encourage job applications from Aboriginal & Torres Strait Island and Māori people, and people with disabilities.