

POSITION TITLE	Coordinator, Business Development
POSITION TERM	2 years
FUNCTION / DEPARTMENT	Advisory
REPORTING MANAGER	Manager, Business Development, Canberra
No. DIRECT REPORTS	0
LOCATION	Melbourne, Sydney
APPROVED BY	Executive Director, Advisory
APPROVAL DATE	

ABOUT ANZSOG

The Australia and New Zealand School of Government (ANZSOG) was established by governments and a group of universities to serve governments and public services in Australia and Aotearoa New Zealand. Its members are the national governments of Australia and Aotearoa New Zealand, all Australian States and Territories, and leading Australian and Aotearoa New Zealand universities.

ANZSOG delivers learning and development programs, accredited and non-accredited (customised and open-to-market professional learning), research and associated advisory services to build capability in and support effective ethical public governance, administration and public policy. It brings together academic and practitioner experts from across our member governments and around the world to respond to current government and public sector learning and development needs and anticipate and address future government and public sector challenges.

ABOUT THE POSITION

The **Coordinator, Business Development** provides essential support to the Business Development team by assisting with client engagement, administrative tasks, and data management. This role is pivotal in ensuring smooth operations and effective collaboration across the team. The Coordinator will support business development initiatives, coordinate outreach efforts, and contribute to market insights and reporting.

KEY RESPONSIBILITIES

Business Development Support

- Assist in identifying and researching potential government agencies and department opportunities.
- Support outreach efforts by preparing briefing notes, presentation materials, and follow-up correspondence.
- Coordinate meeting logistics, including scheduling appointments and preparing meeting agendas.
- Assist with the development of proposals, tenders, and RFP responses, ensuring accuracy and alignment with organisational priorities.
- Maintain up-to-date knowledge of ANZSOG's programs and offerings to provide basic information to potential clients.

Relationship Management

- Assist in managing a community of Learning & Development (L&D) and Organisational Development (OD) professionals by maintaining contact lists and tracking engagement.
- Support the Business Development Manager in managing key accounts by ensuring timely follow-ups and responses.
- Work closely with internal teams to ensure smooth communication and a client-focused approach.

Data Management, Insights & Reporting

- Maintain and update Salesforce records, ensuring data accuracy and completeness.
- Generate and update reports, dashboards, and insights to support business development decision-making.

- Monitor industry trends and share relevant market insights with the team.

SKILLS & COMPETENCIES

- Strong interest in business development, sales, or client engagement, preferably within government or education sectors.
- Excellent verbal and written communication skills, with strong attention to detail.
- Ability to manage multiple tasks, prioritise work effectively, and meet deadlines.
- Experience with CRM systems (preferably Salesforce) and proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Strong organisational and time management skills, with the ability to work independently and as part of a team.
- A high level of professionalism, integrity, and commitment to delivering quality outcomes.

ANZSOG VALUES

ANZSOG is a values-based organisation, guided by **Excellence, Collaboration, Integrity, and Respect**, which shape our behaviours and attitudes.