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| POSITION TITLE | Manager, Business Development |
| POSITION TERM | 2 years |
| FUNCTION / DEPARTMENT | Advisory |
| REPORTING MANAGER | Director, Business Development |
| No. DIRECT REPORTS | 1 |
| LOCATION | Melbourne, Sydney, Canberra |
| 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, 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 Manager, Business Development is responsible for executing ANZSOG's business development strategy to grow the reach, uptake and value of our programs and services. This role involves strategic outreach, consultative sales, and managing the entire sales process. The ideal candidate will leverage market intelligence and develop strong partnerships to contribute to ANZSOG's success. They will work alongside other business development colleagues and collaborate across the school to apply a customer lens to our operations and processes to enable successful commercial outcomes.

KEY RESPONSIBILITIES

Business Development

- Identify, engage, and develop relationships with key government agencies and departments to expand business opportunities.
- Conduct meaningful, consultative discussions with potential clients to generate interest and awareness of ANZSOG's services.
- Manage the entire sales cycle, from prospecting to closing, ensuring all activities drive measurable business outcomes.
- Lead and coordinate responses to tenders and RFPs, ensuring high-quality submissions aligned with client needs.
- Test and trial tactical initiatives to ensure ANZSOG's public programs are well attended.
- Represent ANZSOG at industry events, conferences, and networking opportunities to promote offerings and establish thought leadership.

Relationship Management

- Build and maintain a strong community of Learning & Development (L&D) and Organisational Development (OD) professionals within government sectors.
- Serve as the primary point of contact for key accounts, understanding client needs and delivering proactive,

tailored support.

- Manage outbound communications to the L&D/OD cohort.
- Work collaboratively with internal teams to ensure a client-centric approach is applied across all interactions and touchpoints.

Data Management, Insights & Reporting

- Track and manage leads, opportunities, and sales performance within Salesforce.
- Develop and maintain dashboards, reports, and insights to measure contributions to new opportunities and open-to-market programs.
- Record and share market insights derived from client interactions to inform strategic decision-making.

Skills & Competencies

- Deep understanding of the public sector in Australia or Aotearoa New Zealand, including the challenges and opportunities within government environments.
- Advanced interpersonal and communication skills, including verbal and written communication, collaboration, negotiation, and influencing.
- Proven expertise in business development and relationship management, with the ability to build long-term, mutually beneficial partnerships.
- Experience working in government, higher education, or a learning & development organisation is highly desirable.
- Self-motivated and results-driven, with the ability to work independently and as part of a team.
- Exceptional organisational and time management skills, with strong attention to detail.
- Proficiency in Salesforce and other software systems for sales tracking and reporting.
- Strong analytical and reporting abilities to inform strategic decisions.
- High level of professionalism, credibility, and integrity in all client interactions.

ANZSOG VALUES

ANZSOG is a values-based organisation. This means that we understand that the ways in which we work make a big difference in what we achieve. Our values are Excellence, Collaboration, Integrity and Respect, which guide our behaviours and attitudes as members of the ANZSOG community.