

# POSITION STATEMENT

<b>Title:</b>	Senior Business Development Officer	<b>Position no:</b>	5101
<b>Level:</b>	IBA Level 5 (\$93,392 - \$103,544)	<b>Last updated:</b>	Oct 2022
<b>Location:</b>	Perth	<b>Term:</b>	Ongoing
<b>Program:</b>	Business Solutions		
<b>Section:</b>	Business Development		
<b>Context:</b>	<p>Indigenous Business Australia, partners and invests with Aboriginal and Torres Strait Islander people who want to own their future. We go further than provide money; we invest in people, places and ideas that are ready. We help make them real. We're deeply invested in the financial success and economic independence of Indigenous Australians. It's why we exist.</p> <p>We provide a range of services for Indigenous Australians to create wealth and accumulate assets, take up investment opportunities, create business enterprises that provide additional employment opportunities, and to purchase homes. We achieve these outcomes by applying a commercial focus, and by building mutually respectful and productive partnerships with Indigenous Australians, government, non-government and private sector organisations.</p> <p>Our staff are invested, informed, responsive, respected and connected.</p> <p>The <b>Business Development</b> team will support aspiring entrepreneurs, start-ups and established businesses to develop their capabilities and take full advantage of their opportunities. The team will also assist Indigenous entrepreneurs and businesses to develop financial proposals, risk management plans and finance applications.</p>		
<b>Role:</b>	<p>The <b>Senior Business Development Officer</b> reports to the Team Leader and will work with a significant degree of independence and under limited supervision and direction.</p>		
<b>Duties:</b>	<ul style="list-style-type: none"><li>• Develop and maintain professional understanding of customer base to build and manage networks of stakeholders, working partnerships and external resources to identify and build a pipeline of potential customers who are aspiring, start-up or existing business operators.</li><li>• Responding to the customer inquiries by providing requested information.</li><li>• Meeting with customers and work closely to assess their business readiness and establish a development pathway into business.</li><li>• Analyse customers' requirements and manage all customer communication by performing activities to ensure timely responses and a high level of service to customers.</li><li>• Provide guidance and linkages to resources that supports customers' development of personal characteristics, capabilities, industry knowledge and understanding of the principles of business, necessary to establish and operate a viable business.</li><li>• Analyse and interpret customers' financial statements and evaluation of supporting documents.</li><li>• Review applications for business loans to ensure they meet IBA standards.</li></ul>		

- Develop commercial credit submissions to the Credit Assessment Team.
- Accurately capture, manage and report information.
- Reliably follow all industry and IBA policies and procedures.
- Exercise Delegations in accordance with IBA policies & procedures.
- Exhibit professionalism while interacting with clients, internal and external stakeholders.
- Other duties as required.

### **Required capabilities**

These are essential unless otherwise indicated.

- Displays Aboriginal and Torres Strait Islander cultural capability:
  - Awareness and understanding of Aboriginal and Torres Strait Islander societies and culture as well as the demonstrated ability to liaise, communicate and negotiate sensitively and effectively with Indigenous individuals and communities.
  - Awareness and understanding of Australian Indigenous issues particularly as they relate to small business.
- Demonstrated experience, knowledge and understanding of commercial lending and credit assessment with ability to write, assess and manage credit applications, as well as to undertake financial analysis to evaluate businesses, projects and budgets, and provide guidance to customers.
- Significant level of business acumen and demonstrated experience, knowledge and understanding of:
  - business concepts/operations/management;
  - small business start-up and development;
  - risk identification, assessment, control, mitigation, monitoring & control.
- Demonstrated experience and significant ability to build beneficial working relationships with stakeholders & customers, having a significant level of customer focus, commitment to quality customer service and the customer being at the centre of everything.
- Significant ability be effective as a team member under limited supervision and direction.
- Significant personal drive and integrity including:
  - Professionalism and probity;
  - Engaging with risk and showing personal courage;
  - Ability to follow instructions and directions and complete tasks to completion
  - Ability to learn quickly and have good attention to detail
  - Adapt well to changing requirements and information
  - Strong time and task management
  - Strong organisational skills
  - Promoting and adopting a positive & balanced approach to work;
  - Self-awareness and commitment to personal development.
- High degree of proficiency in Microsoft suite of products - primarily Word, Excel and Outlook.

### **Prerequisite requirements**

- Current driver's licence.
- Willingness and ability to undertake regional and remote travel as required, including overnight absences at least once each month.

**Reference documentation:** [www.iba.gov.au](http://www.iba.gov.au)

- About Us – Our Values
- About Us – Working at IBA
- About Us – News and Publications – Annual Reports

**Further enquiries:** Dianne Madden, 08 9229 1403 or

email: [Dianne.Madden@iba.gov.au](mailto:Dianne.Madden@iba.gov.au)

**Applications:** email to [ibarecruitment@iba.gov.au](mailto:ibarecruitment@iba.gov.au) or

mail to: IBA Recruitment, PO Box 650, Fyshwick ACT 2609

- Application Coversheet
- Resume
- Maximum 800 words address the Required Capabilities

Please note that applications not accompanied by the Application Coversheet available from our website or sent directly to the enquiry officer will not be accepted.

**Closing date:** 9 November 2022