

POSITION STATEMENT

Title:	Team Leader Business Development	Position no:	5012
Level:	IBA Level 6 (\$120,922- \$134,247)	Last updated:	December 2023
Location:	Perth or Broome	Term:	Non-ongoing 12 months
Program:	Business Solutions		
Section:	Business Development		

Context

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.

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.

Our staff are invested, informed, responsive, respectful and connected.

Through the Business Development and Assistance Program, administered by the **Business Solutions** Program, IBA helps Aboriginal and Torres Strait Islander peoples to start, acquire and grow commercially viable businesses by providing pre and post business guidance, business finance, business development and business support at all stages of the business life cycle.

The **Business Development** team supports aspiring entrepreneurs, start-ups and established businesses to develop their capabilities and take full advantage of their opportunities. The team also assists Indigenous entrepreneurs and businesses to develop financial proposals, risk management plans and finance applications.

Role

The Team Leader of Business Development reports to the Senior Manager, Business Lending and Customer Management and provides leadership to staff located within their designated area of responsibility. The role is responsible, in conjunction with the Senior Manager, for the development of regional operating plans/strategies and managing resources required to meet these strategic objectives. They are also expected to work with a significant degree of independence and under limited supervision and direction.

Duties

- Develop regional strategies outlining key areas of focus for Business Solutions products and services, identifying sector stakeholders and resources and managing promotion and marketing.
- Support the Senior Manager and the Executive in delivering IBA's services and provide local leadership and management to all Business Solutions staff within an operational environment.
- Provide expert advice, guidance, coaching, and skills and capabilities development to team members.
- Ensure the team has sufficient resources, tools and support to achieve required outcomes.

- Monitor the performance of the team against agreed targets and within IBA's agreed quality tolerance.
- Accurately capture, manage and report information.
- Manage all stakeholder relationships.
- Exercise delegations in accordance with IBA policy & procedures.
- 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.
- Well-developed ability to negotiate confidently and to communicate at a leadership and formal level with persuasion, influence, clarity and with the ability to understand and adapt to an audience.
- Well-developed customer focus displaying a commitment to quality customer service and to the customer being at the centre of everything they do.
- Well-developed business acumen and expert knowledge and understanding of small business development, management principles, and commercial lending.
- Well-developed leadership capabilities in developing a result focused and effective team.
- Well-developed personal drive and integrity including:
 - professionalism and probity
 - engaging with risk and showing personal courage
 - commitment to action
 - promoting and adopting a positive and 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

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

Further enquiries: Gordon Jeffrey 0491 848 592 or email: Gordon.jeffrey@iba.gov.au

Applications: Email to: ibarecruitment@iba.gov.au or

mail to: Indigenous Business Australia, PO Box 650, Fyshwick ACT 2609
Attention: Recruitment

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

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

Closing date: 21 January 2024

