
JOB TITLE Business Development Officer - DES

DATE 24 June 2020

REPORTS TO DES Manager

JOB DESCRIPTION

Purpose of role The Business Development Officer will drive the employer engagement strategy by building, growing and maintaining relationships with a variety of employers to assist DES Jobseekers secure paid employment.

Main duties and responsibilities

Core objectives include:

- Achieve set individual and group targets set by Encompass Community Services. Management and funding bodies.
- Network with Employers and Employers stakeholders groups to facilitate appropriate sustainable employment placements.
- Work collaboratively with the Employment Division staff members
- Complete required administration tasks associated with the placement and maintenance of job seekers including reports as required.
- Direct Market DES Job Seekers who are work ready to employers to achieve sustainable employment
- Attend all required meetings, associated to the business of Encompass Community Services Inc. and the Disability Employment Service.
- Support Encompass Community Services Inc. in all current and new business for example, participating in functions, meetings and performing alternate tasks.
- Participate in training and other opportunities provided by Encompass Community Services Inc. management to increase the individual Professional Development.
- Knowledge of contemporary recruitment practices and procedures
- Support the business to develop strategies based on 4 key drivers; Commencements, Engagement, Placements, Outcomes and to achieve a minimum of Four Star performance at ESA Level.

The above list is not exhaustive and the role may change to meet the overall objectives of the company.

Other duties

Fulfil other duties as required by management and other department personnel as requested/required.

PERSON SPECIFICATION

Qualifications • Business or Marketing qualifications would be well regarded

Experience • Experience in a similar business development role with excellent networking skills

- Knowledge**
 - *Knowledge of Geelong Job Seeker market desirable*
- Skills & competencies**
 - **Customer service focused:** committed to providing exceptional customer service across all channels – written, phone and face to face.
 - **Communication:** the ability to communicate clearly and concisely, varying communication style depending upon the audience.
 - **Attention to detail:** excellent attention to detail and written skills when communicating with others, both internally and externally.
 - **Commerciality:** ability to apply knowledge in a practical, commercial manner.
 - **Teamwork:** willingness to assist and support others as required and get on with team members.
 - **Time management/organisation:** accomplish objectives effectively within time frame given, and carry out administrative duties within portfolio in an efficient and timely manner.
- Personal attributes**
 - Professional approach.
 - Ability to work under pressure.
 - Organisational and time management skills.
 - Excellent attention to detail.
 - Confident manner.
 - Positive approach to change.
- Other**
 - It is a requirement that all staff will operate within the Vision, Mission and Values of Encompass Community Services Inc.
 - It is the responsibility of each individual to meet personal, divisional and organisational deadlines.
 - It is a requirement for all staff to undertake their roles in accordance with the compliance guidelines of their division/program. And to actively participate in the maintenance of Encompass quality standards.
 - It is the responsibility of all staff members to understand and implement Encompass Community Services Inc. current policies and procedures.
 - It is expected of staff members that they create opportunities to connect clients of Encompass with the wider community in a setting which does not segregate. When planning programs ensure that opportunities are created for clients of Encompass to feel that they belong, be a valued participant and be missed if they are not there.
 - It is the responsibility of staff members to report any incidents of exclusion to their direct manager, coordinator or supervisor
 - It is the responsibility of all staff members to ensure the safety of children and to report all incidents of child abuse to Managers It is also the responsibility of all staff members to be familiar with the Child Safety Policy and Procedure.
 - Drivers Licence

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job related tasks requested by management and as necessitated by the development of this role and the development of the business.