

Role Description

Business Development Manager



Cluster	Stronger Communities
Department/Agency	Office of Sport
Division/Branch/Unit	Regional Delivery Group
Role number	TBC
Classification/Grade/Band	Clerk Grade 9/10
ANZSCO Code	512111
PCAT Code	3119192
Date of Approval	July 2022
Agency Website	www.sport.nsw.gov.au

Agency overview

The Office of Sport is the lead NSW Government agency for sport and active recreation.

With a vision of sport and active recreation creating healthier people, connecting communities and making a stronger NSW, we provide the people of NSW with the leadership, policies, programs, funding and infrastructure necessary to maximise the social, health and economic benefits realised through this valued sector.

Our work is spread across NSW, with ten Sport and Recreation Centres, four Olympic Sport Venues and offices throughout the state.

Primary purpose of the role

The Business Development Manager is responsible for the identification, development and delivery of business development opportunities and growth consistent with the Strategic Plan and Centre Business plan. The role is responsible for delivering new strategies and business growth through commercial and partnership opportunities. The Business Development Manager is responsible for driving revenue growth with long term and strategic objectives, establishing the client business development needs and assessing suitability, viability and relevance of a range of initiatives, partnerships and agreements.

Key accountabilities

- Identify, develop and manage strategies to develop new partnerships and investment into the Centre.
- Develop and manage working relationships with key stakeholder including tenants and potential facility users.
- Develop strategic business and facility plans and drive revenue through custom solutions that align with strategic objectives.
- Manage the strategic growth, commercial accounts and stakeholder relationships.
- Work closely and collaboratively with the Operations Manager to ensure seamless integration of strategies and initiatives.

Key challenges

- Maintaining currency of innovative approaches and best practice in community sport and recreation program design and delivery, including asset and facility development.
- Managing competing priorities in a high volume and dynamic environment.
- Initiating and maintaining key relationships.
- Providing value add and strategic strategy to drive revenue and business growth.

Key relationships

Internal

Who	Why
Regional Director	<ul style="list-style-type: none">• Provide advice and support to improve access and increase participation in the region.• Contribute as a member of the Regional Leadership team
Operations Manager	<ul style="list-style-type: none">• Work closely and collaboratively to deliver future and business growth strategies
Centre and Regional Staff	<ul style="list-style-type: none">• Ensure communication and consultation surrounding future plans and strategic initiatives

External

Who	Why
Key stakeholders	<ul style="list-style-type: none">• Provision of quality services and facilities• Promote utilisation• Support business opportunities and initiatives for the Centre• Local, State and Federal agencies• Tenants, facility users and potential partners

Role dimensions

Decision making

The Business Development Manager has a significant level of autonomy regarding decision making, the role will set and prioritise decisions in relation to the alignment of initiatives to the Strategic Plan. Decisions on matters outside the Manager's accountabilities and on issues that are contentious or sensitive and may impact on the reputation of the Office of Sport are escalated to the Regional Director.

Reporting line

Regional Director

Direct reports

Partnerships Coordinator

Budget/Expenditure

Financial delegation TBC

Essential requirements

- Current Working with Children Check (WWCC) Clearance
- Current Class C Drivers licence
- National Criminal Records Check

- COVID-19 Certificate or proof of vaccination status or a medical clearance as per the Public Health Order

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.


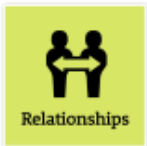
The capabilities are separated into focus capabilities and complementary capabilities




Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

Focus capabilities



Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> • Model the highest standards of ethical and professional behaviour and reinforce their use • Represent the organisation in an honest, ethical and professional way and set an example for others to follow • Promote a culture of integrity and professionalism within the organisation and in dealings external to government • Monitor ethical practices, standards and systems and reinforce their use • Act promptly on reported breaches of legislation, policies and guidelines 	Advanced
 Relationships	Influence and Negotiate Gain consensus and commitment from others, and resolve issues and conflicts	<ul style="list-style-type: none"> • Influence others with a fair and considered approach and present persuasive counter-arguments • Work towards mutually beneficial 'win-win' outcomes • Show sensitivity and understanding in resolving acute and complex conflicts and differences • Identify key stakeholders and gain their support in advance • Establish a clear negotiation position based on research, a firm grasp of key issues, likely arguments, points of difference and areas for compromise • Anticipate and minimise conflict within the organisation and with external stakeholders 	Advanced














	Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances	<ul style="list-style-type: none"> Consider the future aims and goals of the team, unit and organisation when prioritising own and others' work Initiate, prioritise, consult on and develop team and unit goals, strategies and plans Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses Ensure current work plans and activities support and are consistent with organisational change initiatives Evaluate outcomes and adjust future plans accordingly 	Adept
	Procurement and Contract Management Understand and apply procurement processes to ensure effective purchasing and contract performance	<ul style="list-style-type: none"> Understand and comply with legal, policy and organisational guidelines and procedures relating to purchasing Conduct delegated purchasing activities in line with procedures Work with providers, suppliers and contractors to ensure that outcomes are delivered in line with time and quality requirements 	Intermediate
	Optimise Business Outcomes Manage people and resources effectively to achieve public value	<ul style="list-style-type: none"> Engage in strategic and operational workforce planning that effectively uses organisational resources to achieve business goals Resolve any barriers to recruiting and retaining people of diverse cultures, backgrounds and experiences Encourage team members to take calculated risks to support innovation and improvement Align systems and processes to encourage improved performance and outcomes 	Advanced

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

Capability group/sets	Capability name	Description	Level
	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Adept

	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Advanced
	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Adept
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
	Work Collaboratively	Collaborate with others and value their contribution	Advanced
	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Adept
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Adept
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Adept
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Project Management	Understand and apply effective planning, coordination and control methods	Adept
	Manage and Develop People	Engage and motivate staff, and develop capability and potential in others	Adept
	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Adept
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Intermediate