



## Job Description Form

# Business Development Officer

### Vision Statement

Aboriginal people in Western Australia enjoy the same level of health and wellbeing as all Western Australians.

### Mission Statement

As the leading authority for Aboriginal health in Western Australia, we strive to strengthen and promote the Aboriginal Community Controlled Health Service's Model of Care, empowering Aboriginal people to achieve health equality in their communities.

### Aboriginal Culture

Aboriginal culture underpins every aspect of the work AHCWA does, and should always be reflected in work practices and behaviours.

All employees are expected to acknowledge, understand and continuously promote the importance and diversity of Aboriginal culture in all work activities.

### Organisational Values

The organisation operates on the foundational pillars of Aboriginal leadership, self-determination and cultural diversity that underpin and shape the way the organisation conducts its business. These values are designed to guide and promote a strong, high performing organisational culture that is responsive to the state-wide needs of our Members.

#### Culture

Acknowledging and understanding the importance and diversity of Aboriginal culture in all that we do.

#### Integrity

Working with personal and collective integrity whilst striving to achieve service excellence for our Members and community.

#### Passion

Exhibiting passion, positivity and commitment in all that we do to inspire and empower all people, Member Services and communities to reach their potential.

#### Collaboration

Fostering and contributing to shared objectives through inclusiveness and engagement with our Member Services.

#### Accountability

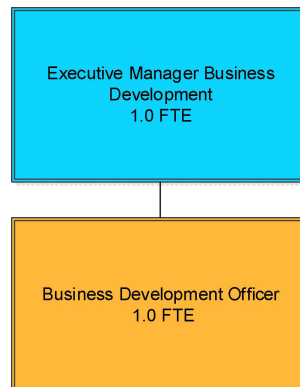
Being accountable to all our Members, stakeholders and the community

#### Resilience

Embracing challenges and harnessing opportunities to empower our communities for self-determination.

<b>Position Title</b>	Business Development Officer
<b>Work Group</b>	Office of the CEO
<b>Work Unit</b>	Business Development
<b>Reports To</b>	Executive Manager – Business Development
<b>Direct Reports</b>	Nil
<b>Award / Agreement</b>	<i>Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Services Award 2020 (Cth)</i>
<b>Award Classification</b>	Administrative Grade 4
<b>Approved by CEO</b>	8 April 2024 (Des Martin)

## Team Structure



## Position Purpose

The Business Development Officer reports to, and is directly accountable to, the Executive Manager – Business Development, providing administrative support for a variety of business development activities and tasks to help meet the objectives of the organisation. This includes researching and identifying new funding opportunities, developing grant proposals, and maintaining relationships with funders and partnering organisations.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest level of achievement in Equal Employment Opportunity, Work Health and Safety, Code of Conduct, Quality Improvement, Performance Management, Client Focus and Confidentiality throughout the course of their duties.



## Strategic Alignment

The organisation's Strategic Plan 2021-25 has four (4) overarching strategic goals, with each goal having specific outcomes.

The role of Business Development Officer is aligned with Goal Four of the Strategic Plan.



Enhance and promote the ACCHS Model of Care as best practice primary health care for Aboriginal people and communities



Support and strengthen our Member Services to achieve excellence in service delivery



Lead and influence the state and national Aboriginal health policy and research agenda as determined by our Member Services



Grow and advance the capacity and capability of AHCWA and our Member Services for long term sustainability

---

## Key Stakeholder Relationships

---

### External

- Given the range of tasks, this position has contact with most Aboriginal Community Controlled Health Services in Western Australia.
- Liaises with a variety of government agencies, stakeholder representative groups and community groups.

### Internal

- Maintains close working relationships with other officers, team members and employees of the Aboriginal Health Council of Western Australia.

---

## Responsibilities of this Position

---

### Business Development

- Actively research and identify new grant opportunities from State, Commonwealth, and private sector sources.
  - Collect and collate information to help identify and qualify potential sources of funding income, noting the intricacies of eligibility requirements.
  - Remain informed about funding priorities and opportunities within the sector.
  - Disseminate grant opportunities to Members through regular communication channels such as a bi-monthly grant bulletin, or more regularly where required.
  - Collaborate with internal program staff to gather necessary information and data for the development of grant proposals.
  - Assist in writing, editing and preparing detailed and effective grant proposals, applications, and reports in accordance with funder requirements and deadlines.
  - Facilitate efficient processes for managing grant applications and contracts, supporting the organisation to adhere to compliance requirements.
  - Draft letters of support, contracts, agreements and Memorandum of Understandings (MoUs) as required.
  - Update relevant records to reflect the status of grant applications, tender and proposals and funds obtained.
  - Provide support to ensure systems and processes to monitor funding from government agencies, strategic partnerships and grants are effective.
  - Maintain a comprehensive grants and submissions database, tracking applications and outcomes.
  - Assist in collating information and data to produce funding reports.
  - Assist with planning and coordinating internal and external meetings with stakeholders, and philanthropic and corporate partners to progress the objectives of the organisation.
  - Assist with development of business plans, presentations, and proposals.
  - Engage and build strong, positive, and professional relationships with funders and external stakeholders to promote business development opportunities.
-

- Support the organisation to develop new relationships with funders and philanthropists that align with AHCWA's mission and values.
- Assist in the development and implementation of plans/initiatives to increase philanthropic revenue.
- Stay updated on industry trends, best practices, and funding opportunities relevant to the organisation.
- Contribute to the development of a fundraising strategy encompassing philanthropic organisations and impact investment.
- Support project management activities related to grants and submissions as required.

### Quality Management System

- Actively participate in the organisation's QMS (LOGIQC).
- Identify and participate in continuous quality improvement activities and apply quality improvement principles to all duties performed.

### General

- Demonstrate a strong commitment to uphold and contribute to the organisation's mission, objectives and values.
- Support and promote teamwork through open communication, collaboration and contribute to a positive workplace culture.
- Attend and participate in professional development activities including workshops and training as required.
- Attend and participate in Employee Development Days.
- Participate and comply with all Work Health and Safety responsibilities as per the *Work Health and Safety Act 2020 (WA)*.
- Identify and assist to reduce Work Health and Safety hazards and risks.
- Follow the reasonable direction of Work Health and Safety representatives.

## Position Performance Indicators

The below Key Performance Indicators (KPI's) are used to assess, measure, evaluate, manage and reward performance within each key result area of this position.

The below KPI's are to be assessed in line with the organisations performance development framework.

Key Result Area	Key Performance Indicators
Business Development	<ul style="list-style-type: none"> <li>• Number of new grant opportunities identified and pursued.</li> </ul>



	<ul style="list-style-type: none"> <li>• Timeliness and accuracy of grant applications and reporting.</li> <li>• Maintenance of accurate records and documentation in contract management.</li> </ul>
<b>Quality Management System</b>	<ul style="list-style-type: none"> <li>• Ensure all tasks assigned to the position are completed within a six (6) week period.</li> </ul>

## Competency Profile for this Position

Competencies are the specific knowledge, skills and attributes needed to successfully undertake the role. The profile is used for recruitment, performance review, planning, and training and development activities.

### Qualifications, Skills, Experience and Knowledge

#### Essential

- At least 2 years demonstrated experience in grant writing, business development activities, and/or project management.
- Excellent writing and editing skills, with exceptional attention to detail and the ability to write clear, concise, and persuasive proposals.
- Strong research skills and the ability to identify and evaluate potential funding opportunities.
- Ability to work independently and as part of a team, managing multiple deadlines and projects simultaneously.
- Excellent interpersonal and communication skills, with the ability to build and maintain relationships with diverse stakeholders.
- Highly organised, with exceptional planning and time management skills to achieve objectives or complete projects.
- Initiative and drive to improve ways of working and processes.
- Ability to work under high pressure situations and changing priority environments.
- Advanced skills in Microsoft Office Package Software including Word, Excel, Powerpoint etc.
- Demonstrated ability to uphold the principles of cultural safety including an ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander peoples.

#### Desirable

- The person identifies as Aboriginal and/or Torres Strait Islander and is acknowledged as such by their community.
- Tertiary qualifications in a relevant field is preferred.

**Practical Requirements**

- A current Western Australian driver's license and willingness to drive is essential.
- Some work out of normal hours of duty may be required.
- Depending on the nature of the region, some travel on light aircraft may be required.
- Intra and inter-state travel including overnight absences may also be required.

**Acknowledgment and Acceptance by Appointed Employee**

I certify that I have read and understand the responsibilities assigned to this position.

Employee Name:	
Signature:	
Date:	