

Position Description

Position Title	Tender Development Project Officer and Writer
Department	Business Development
Reports To	GM Business Development - Government Relations Close collaboration with GM Business Development – Commercial and Social Enterprise
Direct Reports	Nil
Position Type	Part Time 0.6 FTE. Fixed Term Contract to 30 June 2022
Location	Macquarie Park
Date	July 2020

Position Purpose

The purpose of this position is to oversee and coordinate Relationships Australia NSW's tender application processes in government, philanthropic and commercial contexts. This includes the identification, development, writing/editing and submission of tenders within timeframes and to a high standard, and providing support to senior managers in the development and delivery of related projects.

Key Responsibilities

- Manage the end to end tender process including the preparation and submission of tender applications, in collaboration with the relevant GM and senior staff
- Prepare and write tender response documentation, plans and presentations for Government and other bids
- Collate information from a broad range of staff and sources that contribute to tender submissions
- Convene and lead tender working groups
- Monitor and identify new funding opportunities aligned to RANSW's strategic plan
- Prepare evaluative documentation to assist in decision making
- Facilitate the new service implementation process
- Prepare and present pitches in a commercial context
- Prepare submissions/reports for inquiries and consultations
- Develop and maintain a library of content and resources for tenders, proposals and submissions
- Contribute to fostering productive working relationships and strong communication channels with relevant internal and external stakeholders and partners
- Provide additional appropriate support to other project teams and the broader organisation.

Key Relationships

Internal

- Executive Team, Leadership Group, Heads of Operations and portfolio teams, managers and other RANSW staff

External

- Government departments, corporations/business, project partners, sector and other stakeholders.

RANSW Values

All employees are responsible for behaving in accordance with, and proudly promoting Relationship Australia NSW's values – Respect, Collaboration, Excellence, Courage and Safety.

SELECTION CRITERIA

Essential Criteria:

- Tertiary qualifications in professional writing, media/communications or business development, or related field
- Proven ability and success in writing persuasive tender submissions and compelling pitches
- Demonstrated experience in coordinating tenders, funding bids, submissions to parliamentary inquiries and sector consultations
- Demonstrated project management and organisational skills, including the ability to implement and drive processes, manage priorities and meet deadlines under pressure
- Demonstrated ability to manage diverse stakeholder relationships and effective working groups
- Proven ability to maintain effective working relationships externally (with stakeholders) and internally (within and between business units).
- Skills in researching/compiling and analysing information with strong attention to detail
- Drivers licence
- National Criminal History Check clearance and NSW Working with Children Check Clearance

Desirable Criteria:

- Previous work experience or familiarity with the community/relationship support sector.
- Knowledge of child and family, counselling, mental health, post separation and domestic and family violence services and related legislative/policy frameworks.
- Previous work experience within a not-for-profit organisation.
- Skills and experience in the identification and development of new revenue streams or market segments.

Key Skills & Attributes

- Engagement and influencing skills to develop an inclusive culture at all levels in the organisation
- Leadership capability, ability to influence, establish credibility and inspire confidence
- Ability to lead opportunities for organisational change and cultural development
- Highly developed communication skills, both written and verbal, including an ability to prepare high level reports for Board and Executive
- An ability to manage a multitude of complex tasks and projects simultaneously
- High level strategic thinking in the context of the operating environment
- Flexibility and adaptability to changing conditions
- Strong business acumen and analytical skills – business case planning/implementation
- Excellent project management and organisational skills
- Ability to network and successfully manage a range of stakeholder relationships

- Teamwork and collaboration as well as the ability to work independently
- Initiative within areas of responsibility/experience/authority
- Research and information presentation skills.

Health and Safety

All employees are responsible for:

- Compliance with the Work Health & Safety policies and systems at RANSW
- Reporting any and all conditions or unsafe practices that may affect the health of employees or others to management promptly.
- Adopting safe work practices that comply with health and safety requirements and must not wilfully place at risk the health and safety of any other person in the workplace.
- Assisting in timely completion of any corrective action items and reporting / investigation procedures.
- Participating in relevant health and safety induction, training and other relevant activities.

Please note: Relationships Australia NSW reserves the right to change job duties and responsibilities outlined in this Position Description at any stage in line with business requirements and needs.