

# Commercial Enterprise Business Development Coordinator

## Position Description

<b>Directorate:</b>	Commercial Enterprise, Fundraising and Communications
<b>Reports to:</b>	Innovation and Business Development Manager
<b>Direct reports:</b>	NIL
<b>Location:</b>	Lewisham
<b>Primary position objective:</b>	Support the development and implementation of new and innovative projects in social or commercial enterprises that align with the Society's values and mission.

### Directorate overview

This position is in the Commercial Enterprise Directorate.

**Commercial Enterprises:** this team is responsible for state-wide recycling and sustainability initiatives; Container Deposit Scheme (CDS); and new commercial enterprises.

### Accountabilities and responsibilities

The Commercial Enterprise Business Development Coordinator will: for state-wide recycling and sustainability initiatives; Container Deposit Scheme (CDS); and new commercial enterprises.

- Ensure the successful implementation of the Strategic Plan within their team.
- Coordinate the delivery of innovative commercial projects that diversify income generation and promote environmental sustainability.
- Actively promote the expansion of Commercial Enterprise's existing business units
- Research and respond to needs of new markets, including the identification and monitoring of competitors.
- Assist with engaging external and internal stakeholders coordinating meetings and stakeholder information.
- Support the Commercial Enterprise Manager to actively support a culture of social entrepreneurship and commercial innovation.
- Contribute to the development and implementation of operational structures and systems to support the launch of new commercial and social enterprises with a particular focus on circular economy.
- Ensure a safe working environment for members, staff and volunteers by implementing the Society's workplace health and safety practices.

- Ensure that staff and volunteers complete relevant pre-engagement checks (National Criminal History check, and where required Working With Children Check); act in accordance with the organisation's Code of Conduct and Member and Volunteer Charter; and comply with the organisation's Workplace Health and Safety program.
- Ensure that effective risk management protocols and procedures are in place to ensure compliance with legal, employment and governance requirements.
- Other duties as directed by the Commercial Enterprise Manager

## Critical Key Performance Indicators (KPIs)

- Actively participate in the planning and development of new funding models by working collaboratively with other teams in the Commercial Enterprise, Fundraising and Communications directorate.
- Contribute to the delivery of innovative commercial projects that diversify income generation and promote environmental sustainability.
- Contribute to work that enables an increased surplus growth at 10% from all commercial activities year on year.
- Identify industry best practices and evaluate appropriateness for implementation.
- Coordinate and contribute towards continuous improvements by developing internal data systems and reporting.
- Support the work of the directorate in developing relevant contacts including government departments, local businesses and industry.
- Establish productive working relationships with private sector organisations, government agencies and industry bodies.

## Key working relationships

In addition to the Director, Commercial Enterprises and their direct reports, the Commercial Enterprise Business Development Coordinator will foster close working relationships with:

- Director, Retail and Logistics (Commercial Enterprise, Fundraising and Communications);
- Manager, State-wide Logistics (Commercial Enterprise, Fundraising and Communications);
- Director, Communications and Marketing (Commercial Enterprise, Fundraising and Communications);
- Regional Directors (Membership, Volunteers and Regional Operations.)

## Essential criteria

### Critical capabilities

There are nine capabilities expected of all leaders across the Society:

- **'People we serve' centric:** (Level 2) Enable the delivery of high-quality services that provide a hand up for the people we serve.
- **Values based leadership:** (Level 2) Enable individuals and teams to be guided by the Society's mission, vision, values and lay Catholic heritage.
- **Impact focus:** (Level 2) Enable others to deliver positive impact through informed decision making and efficient and effective use of resources.
- **Collaboration:** (Level 2) Enable collaboration with Conferences, directorates and teams to create opportunities, solve challenges, foster the Society's mission and implement the Strategic Plan.
- **Change leadership:** (Level 2) Support others to engage with, and adapt to change.
- **Team performance:** (Level 2) Motivate and manage individual and team performance and develop their capabilities.
- **Digital engagement:** (Level 2) Enable and facilitate participation in virtual, dispersed teams using digital tools.

- **Innovation and improvement:** (Level 2) Encourage innovative behaviour to improve existing and new services and ways of working.
- **Financial acumen:** (Level 2) Enable others to use the Society's resources responsibly and keep expenses within budget.

### **Role-specific criteria**

- Relevant tertiary qualification/s and/or experience in business, marketing or equivalent/associated discipline related to the role.
  - Established experience in social and commercial enterprise service design.
  - Sound business acumen demonstrated through innovation and enterprises.
  - Demonstrated entrepreneurial success and ability to identify and act on market opportunities.
  - Demonstrated ability and expertise in project and operational management to oversee effective implementation of initiatives.
  - Demonstrated experience in being proactive by nature
- Excellent interpersonal and relationship management skills, with a proven ability to collaborate effectively with internal and external stakeholders.
- NSW driver licence.
- Ability to travel across NSW.