



## POSITION DESCRIPTION

<b>Job Title:</b>	Project Officer and Business Engagement Manager	<b>Reporting To:</b>	State Manager - Tasmania
<b>Team:</b>	Operations	<b>Travel:</b>	Local area
<b>Location:</b>	Hobart	<b>Position Type:</b>	Full-time fixed-term 24 Months
<b>Level/Salary Range:</b>	\$77,500 (includes Base, Vehicle Allowance and Superannuation) + PBI salary packaging	<b>Leave Entitlements:</b>	5 weeks annual leave 2 weeks personal leave 2 days compassionate leave
<b>Human Resources Contact:</b>	Alice Richards <a href="mailto:recruitment@beaconfoundation.net">recruitment@beaconfoundation.net</a>	<b>Position Contact:</b>	Nick Probert <a href="mailto:nick.probert@beaconfoundation.net">nick.probert@beaconfoundation.net</a>

### ROLE:

Develop and maintain business and industry partnerships to service Beacon Foundation's growing activity in Tasmania, and manage business engagement and relationships in our southern partner schools.

### KEY ATTRIBUTES:

- Commitment to creating better opportunities for young Tasmanian's and demonstrated commitment to and understanding of the Beacon Foundation's core values of passion, team, professionalism, flexibility and innovation
- Exceptional writing, oral communication and interpersonal skills
- Highly effective administration, organisation, analytical and research skills
- Proven track record in building and maintaining collaborative and productive relationships with communities, industry and school
- Professional, confident and effective client centric communication and interpersonal skills, including training and facilitation
- Management of multiple and changing competing priorities within tight deadlines and budgets
- Highly developed judgement in relation to problem solving, time management and prioritisation to ensure objectives are achieved
- Adaptability and resilience in challenging interactions and situations
- Optimistic, solutions focussed and responsive to dynamic, changing contexts
- Proven team player, with the ability to self-motivate and work under limited direction
- Maintain high standards of work practice and embody integrity, professionalism, respect and confidentiality at all times
- Embrace, utilise and learn new software and technology

### KEY RESPONSIBILITIES:

- Assist the State Manager to proactively manage professional and strategic partnerships with key educational, business and industry, and government stakeholders for the benefit of local communities and Beacon Foundation

### Project Officer

- Assist the State Manager to develop and manage a business engagement planning process for Tasmanian activities
- Support the administration of Tasmanian Operations Team projects and events
- Prepare funding applications/proposals, manage reporting timelines and compile reports
- Administer the documentation of new/continuing funding agreements and partnerships in Tasmania
- Support the reporting of career awareness and work exposure activity for partner/funder reports
- In collaboration and consultation with other relevant staff, identify, develop and maximise new local partnership opportunities

### Business Engagement Manager

- Carry responsibility for the delivery of Beacon activity in 6 current schools
- Assist Beacon partnered schools in Southern Tasmania to develop strong relationships with local business connections, with the view to transitioning young people from school to further education or employment
- Collaborate with local business and industry partners and assist schools to deliver best practice Beacon Foundation work exposure/career programs and events for students
- Conduct regular cluster meetings to share best practice among local schools/communities, as appropriate
- Encourage participation in Beacon Foundation High Impact Programs and eBeacon
- Work closely with Operations, Programs and High Impact Programs to ensure national consistency in the delivery of Beacon programs

### General

- Effectively maintain records and ensure activity is captured and reported in a timely fashion
- Ensure strong relationships with Beacon staff, both at a local and national level
- Participate in Beacon Foundation professional development opportunities, including phone conferences and in-person workshops
- Meet internal administration requirements including Key Performance Indicators, budgets, record keeping and reporting, and adherence to Beacon Foundation policies and procedures at all times

### EXPERIENCE:

- Established relationships with local industry that contribute to Beacon's mission
- Experience in similar roles, including business development and relationship management
- Writing business development proposals is desirable

### EQUIPMENT AND CHECKS:

- A satisfactory National Police check and Working with Vulnerable People certification
- Driver's license and own vehicle (insured and maintained to a road worthy standard at all times)
- A mobile phone (reimbursed for work related expenses)

### HOW TO APPLY:

Please email your application to [recruitment@beaconfoundation.net](mailto:recruitment@beaconfoundation.net). Applications must include:

- A cover letter/statement of no more than two pages outlining your skills and experience against the above Key Attributes, Key Responsibilities and Experience;
- Detailed curriculum vitae (CV); and

– Contact details for two referees who can confirm your capabilities in relation to the position.

Approved by Scott Harris – Chief Executive Officer – September 2017