



## POSITION DESCRIPTION

<b>Job Title:</b>	Business Engagement Manager	<b>Reporting To:</b>	State Manager - Tasmania
<b>Team:</b>	Operations	<b>Travel:</b>	Local area
<b>Location:</b>	Launceston	<b>Position Type:</b>	Full-time ongoing
<b>Level/Salary Range:</b>	\$70,000 annual package (inclusive of Salary, 9.5% Super and Vehicle Allowance) + PBI salary packaging to reduce tax payable and thus increase take home pay	<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 northern 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
- Proven track record in building and maintaining collaborative and productive relationships with communities, industry and school
- Professional customer centric interpersonal and communication skills, including in public speaking settings
- Strong ability for clear and concise written communication, business development proposals and reports
- Passionate, charismatic and positive attitude that creates influence, drives change and inspires community engagement
- Highly effective administrative, organisational and event management skills reflecting strong attention to detail
- Resilient and agile with the ability to manage competing priorities within tight deadlines and budgets
- Optimistic, solutions focused and responsive to dynamic, changing contexts
- Strong initiative and drive to self-motivate and work under limited direction but also as part of a team
- Flexible in hours of work to ensure successful implementation of work functions and tasks, when required
- Strong Microsoft Office Suite skills and interest in technology
- Highly developed judgement in relation to problem solving, time management and prioritisation to ensure objectives are achieved
- Maintain high standards of work practice and embody integrity, professionalism, respect and confidentiality

### KEY RESPONSIBILITIES:

- Carry responsibility for the quality delivery of Beacon activity in eight partner schools

- Develop and maintain relationships with key community stakeholders including business, industry and community leaders, relevant government and local council representatives, school leadership and media representatives
- Coordinate local business and industry partners and assist schools to deliver best practice Beacon Foundation work exposure/career programs and events for students
- Identify potential local and regional employment opportunities and coordinate and deliver subsequent tailored work preparation activities
- Liaise with relevant Department of Education Vocational Learning and Career Education Services, including Australian School-Based Apprenticeship team and My Education to deliver effective outcomes
- Coordinate and conduct quarterly cluster meetings to share best practice amongst local schools/communities
- Encourage participation in Beacon Foundation High Impact Programs and online Beacon products and programs
- Work closely with Beacon’s various program development and delivery teams to ensure national consistency in the delivery of Beacon programs
- Work with the community to secure positive media coverage of Beacon Foundation programs and outcomes and share success stories
- Provide regular support and project assistance to the State Manager, as required

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 meetings and professional development opportunities
- 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 and professional networks with the local community, businesses and schools that will support Beacon’s vision
- Experience in similar roles, including business development and relationship management
- Understanding of the Tasmanian education system and Australian School-Based Apprenticeship is desirable
- 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.