



THAMARRURR DEVELOPMENT CORPORATION LTD

Position Description

Position Title	General Manager Commercial and Business Development
Grade	N/A
Department	Head Office
Reporting to	Chief Executive Officer
Financial Authority/Capacity	\$30,000
Number of Employees under supervision	Up to 30
Number of Direct and Indirect Reports	6 Direct and up to 30 indirect
Other Internal Contacts	TDC Board Members TDC Executive Management Team Housing and Construction group TDC Village complex Post Office and related enterprises Rangers Workshop Employment and Training
External Contacts	Government Agencies Wadeye Community Commercial business Commercial Equity Partners NGO's Industry Associations and Business Councils
Location	Wadeye or Darwin
Aim of Position	The General Manager Commercial and Business Development is responsible for the strategic and operational growth of the Thamarrurr Development Corporation (TDC). Under the strategic guidance of the TDC Council, and reporting to the Chief Executive Officer, the role will drive the development of new business and enterprise opportunities in the Wadeye region, manage and be accountable for the implementation of the TDC

	<p>Business Plan, and lead business improvement processes across the different TDC business portfolios</p> <p>This role will work closely with various TDC Department Managers to ensure strategic and operational business improvement processes achieve real on-ground impacts at a community level, provide improved social development outcomes and strengthen TDC financial performance.</p>
Key Focus Areas	<ol style="list-style-type: none"> 1. As a member of the TDC Executive Team, contribute to the strategic leadership and development of TDC to provide a range of social and community development outcomes for Aboriginal land owners and community members within the Wadeye region. 2. Lead a range of strategic commercial initiatives and operational business development programs including, but not limited to, start-up commercial enterprises, social enterprises, tenders, contracting alliances, and grant funding applications and submissions. 3. Manage the implementation of the TDC Business Plan, including performance monitoring and reporting of TDC Business Units and the TDC Enterprise Development Centre. 4. Drive TDC business improvements processes with a particular focus upon business unit integration to create business efficiencies, stimulate growth, and improve program outcomes. 5. All aspects of Human Resources, WHS, and personnel management within the TDC Commercial Development portfolio – 75 approx FTE's
Duties and Responsibilities	<ol style="list-style-type: none"> 1. <i>Executive Leadership</i> - As a member of the TDC Executive Leadership Team, contribute to the strategic leadership and commercial development of TDC, TDC Business Units, and organisational partnerships and alliances. Through liaison with the TDC Board and CEO, develop strategic plans that guide the future growth of TDC commercial entities. 2. <i>Commercial development</i> - Lead TDC's business and commercial development programs, including the development of new initiatives that deliver a range of commercial, social and community development outcomes. Develop innovative business structures, stakeholder collaborations, alliances and commercial partnerships that deliver long-term business growth for TDC.

3. *Business Management* - In accordance with the TDC Business Plan, manage all aspects of TDC commercial business units, including operational and financial reporting, scheduling, performance monitoring, and business improvement.
4. *Personnel Management* - Lead all personnel management across the TDC commercial business portfolio, including contributing toward recruitment and staff placement, staff supervision, work scheduling, delegation of tasks and accountabilities, and individual performance monitoring of direct staff reports.
5. *Risk Management* – Manage the implementation of WHS System throughout the TDC commercial business portfolio. Ensure appropriate Health and Safety committees are maintained and ensure meetings are held and tasks assigned. Maintain a safe working environment in accordance with Workplace Health and Safety legislation.
6. *Best Practices* – Contribute to the development, implementation and improvement of processes and policies in support of organisational goals.
7. *Communication* - Monitor, manage and improve the efficiency of support services such as HR and Finance. Facilitate coordination and communication between support functions and departments
8. *Reporting* – Manage all reporting processes within the TDC commercial portfolio areas including, but not limited to, reports on projects, business development activities, tenders, and business plan objectives and actions.
9. Other duties as required by the Chief Executive Officer.

Person Specification	<ol style="list-style-type: none"> 1. Strong commercial and business acumen and personal entrepreneurial ability. 2. Professional commitment to community development – with a commercial focus. 3. Outstanding networking and collaborative capacity – particularly in relation to building commercial partnerships 4. Excellent written and oral communication skills – strong professional persuasive / influencing skills. 5. High level of problem-solving ability. 6. Strong project and budget management skills. 7. Excellent staff management skills – with an ability to build high performing teams. 8. A commitment to workplace, health and safety requirements.
Qualification	Tertiary qualification in Business Management, Economics, Commercial development, or related discipline
Minimum Experience	<ul style="list-style-type: none"> • Demonstrated business development experience at a portfolio level – ability to lead multiple projects across diverse business areas. • Demonstrated experience in managing, training and supporting staff • Demonstrated ability to plan at a strategic level and develop innovative programs • Knowledge of business improvement practices and quality assurance that deliver high quality and consistent business outcomes. • Strong project management experience, particularly in the areas of developing, writing, implementing, and reporting on commercial projects and partnerships. • Demonstrated financial management experience with the ability to manage and integrate multiple budgets and financial reporting processes. • Demonstrable capacity to build high performing teams to deliver commercial and community development outcomes.
Selection Criteria	<p>Essential</p> <ol style="list-style-type: none"> 1. Demonstrated ability to lead a diverse business development portfolio and manage multiple projects to deliver a variety of economic, social and community development outcomes.

	<ol style="list-style-type: none"> 2. Proven professional business development acumen or professional entrepreneurial skills with experience in developing innovative businesses, business structures, projects or programs. 3. Demonstrated ability to lead and deliver business change and improvement processes that create business efficiencies, stimulate business growth, and improve program outcomes. 4. Demonstrated ability to communicate effectively and proactively (both verbally and via reporting) with a broad range of people, including Aboriginal Traditional Owners, NGO, government organisations, commercial businesses and investment and funding institutions. 5. Demonstrated experience in, or commitment to, indigenous capacity building and community or economic development. Experience in managing programs in cross-cultural environments or remote areas. 6. NT 'C' Class Driver's License, or equivalent.
Key performance indicators	<ul style="list-style-type: none"> • The type, number and impact of new business development initiatives • TDC Business Plan KPI's met • The extent of community engagement in new business and community development programs.
Other Requirements	<ul style="list-style-type: none"> • Police Check required • NT Drivers Licence • Northern Land Council Work Permit

Approved by

Scott McIntyre
Chief Executive Officer