


	<b>Position Title:</b> Business Development Manager	<b>Team:</b> Take Two	  
	<b>Band:</b> E	<b>Salary:</b> Senior Manager \$106K	<b>Date:</b> August 2020

OUR VISION AND PURPOSE	ROLE CONTEXT
<p><b>We believe children, young people and families should be safe, thriving and hopeful.</b></p> <p><b>Our Vision for 2022: Together we will courageously change lives and reimagine service systems.</b></p> <p>For over 140 years, Berry Street has adapted to a changing world, and we will continue to adapt to achieve our purpose.</p> <p>Berry Street will continue to be a strong and independent voice for the children, young people and families with whom we work. In collaboration with others, we will advocate for investment in early intervention and prevention services that enable families to be safe and stay together. We will use approaches that are culturally safe and informed by the best evidence available. We will measure and learn from the impact of our work, and we will continually contemporise our models of practice.</p> <p><b>We look forward to working with children, young people, families, carers, staff and partners to achieve this vision. Together.</b></p>	<p>Take Two provides a range of therapeutic services for infants, children and young people who have suffered trauma, neglect and disrupted attachment, and contributes to the service system that provides care, support and protection for these children. One of these services is the Intensive Therapeutic Service, a Victoria-wide service funded by the Department of Health and Human Services, managed by Berry Street.</p> <p>Take Two is also involved, in partnership with other community service agencies, in the provision of therapeutic foster care, therapeutic Family Violence services, Aboriginal therapeutic home-based care, therapeutic residential care, Stronger Families, Navigator and the Community Wellbeing Program.</p> <p>Additionally, the service also provides training, consultation and reflective practice to the wider Children and Family Services sector and conducts and disseminates evaluation research on Take Two's therapeutic services.</p> <p>Take Two is a flagship site of the Child Trauma Academy implementing the Model of Neurosequential Therapeutics to guide intervention planning.</p>
OUR VALUES	PRIMARY OBJECTIVES OF THE ROLE
<p><b>We expect all staff to apply these Values in all aspects of their work.</b></p> <p><b>Courage:</b> to never give up, maintain hope and advocate for a 'fair go'</p> <p><b>Integrity:</b> to be true to our word</p> <p><b>Respect:</b> to acknowledge each person's culture, traditions, identity, rights, needs and aspirations</p> <p><b>Accountability:</b> to constantly look at how we can improve, using knowledge and experience of what works, and ensure that all our resources and assets are used in the best possible way</p> <p><b>Working Together:</b> to work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills</p>	<p>This is a new position developed to respond to growing demand and to extend the impact of Take Two. The primary objectives of the role are to:</p> <ul style="list-style-type: none"> <li>• Support the growth of Take Two and Take Two consultancy services</li> <li>• Develop innovative strategies for the scalability and sustainability of Take Two</li> </ul>
	REPORTING RELATIONSHIPS
	<p>This position can be based state-wide within all regions including North (Wurundjeri Country, Latji Latji Country or Dja Dja Wurrung Country), South East (Boonwurrung Country), Western (Wadawurrung Country, Wurundjeri Country or Wathaurong Country), Hume (Yorta Yorta Country) or Gippsland (Gunaikurnai Country or Bunurong Country). Or you are also able to work remotely.</p> <p>It is part of the broader Berry Street Take Two program and reports to the Take Two Director who will provide supervision and review. The role works very closely with the Assistant Director, Clinical Managers and the Take Two Team Leaders, including Clinical Practice Development. This role has no direct reports and works in conjunction with the other Take Two team members to oversee the Take Two Consultancy Service.</p>

EXPECTATIONS	
<ul style="list-style-type: none"> <li>• Conduct oneself in accordance with the Berry Street Code of Conduct which is underpinned by the values of accountability, courage, integrity, respect and working together within the principles of continuous improvement and occupational health and safety.</li> <li>• Berry Street is committed to service delivery that prioritises diversity and inclusion. We aim to ensure every individual is treated with dignity and respect regardless of their cultural background, ability, ethnicity, gender identity, sexual orientation, spirituality or religion.</li> <li>• Berry Street is committed to being a child safe, child friendly and child empowering organisation. In everything we do we seek to protect children. We are committed to the cultural safety of Aboriginal and Torres Strait Islander children; children from culturally and/or linguistically diverse backgrounds; children with a disability; children who identify with a sexual and or gender minority identity.</li> </ul>	
KEY SELECTION CRITERIA: KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO FULFIL THE ROLE	
<ul style="list-style-type: none"> <li>• Capacity to build and maintain strong relationships with the Take Two Leadership team, Berry Street Finance and Admin teams, community and strategic partners.</li> <li>• Understanding of business operations and systems.</li> <li>• Sophisticated knowledge of the Child Welfare sector and DHHS, including understanding of current trends and the political environment.</li> <li>• Experience in developing innovative business strategies for entrepreneurial growth and social impact.</li> <li>• Ability to efficiently project manage and oversee record keeping.</li> <li>• Expertise in data collection and forecasting.</li> <li>• Demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety.</li> <li>• Excellent written and oral communication skills (including report writing, public speaking, presentations and facilitation skills).</li> <li>• Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practicing and promoting self-care strategies.</li> <li>• Ability to both work autonomously and as a member of a team.</li> <li>• Self-motivation and confidence.</li> </ul>	
QUALIFICATIONS AND OTHER REQUIREMENTS	DESIRABLE
<ul style="list-style-type: none"> <li>• An appropriate Bachelor degree level or higher qualification in a Health or Welfare related field such as Occupational Therapy, Psychology, Social Work, Family Therapy, Speech Pathology or related discipline.</li> <li>• Experience in business processes, such as management roles and/or private practice.</li> <li>• Staff must hold a valid WWCC, current drivers licence at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in a similar role across a variety of sectors.</li> </ul>

## ABOUT TAKE TWO

### Who we are

Berry Street started in Melbourne in 1877 and believes children, young people and families should be safe, thriving and hopeful. Take Two is a program of Berry Street providing trauma informed intensive therapeutic services for infants, children, young people and families impacted by trauma, neglect or abuse.

Take Two is also involved, in partnership with other community service agencies, in the provision of therapeutic foster care, therapeutic Family Violence services, Aboriginal therapeutic home-based care, therapeutic residential care, Stronger Families, Navigator and the Community Wellbeing Program. Additionally, the service also provides training, consultation and reflective practice to the wider Children and Family Services sector and conducts and disseminates evaluation research on Take Two's therapeutic services. Take Two is a flagship site of the Child Trauma Academy implementing the Model of Neurosequential Therapeutics to guide intervention planning.

The service is a consortium of:

- Berry Street – lead agency & child welfare expertise
- VACCA – cultural expertise
- Mindful (University of Melbourne) – practice development expertise
- La Trobe University – research expertise

Take Two operates from more than a dozen Victorian sites, including metro, regional and rural areas.

### Our therapeutic model

Take Two is the only fully accredited outreach program that provides a state-wide service for infants, children, young people impacted by trauma, neglect or abuse. Treatment approaches focus on the repair of harmful outcomes, and improvements in emotional health, relationships and development. We work with the traumatised child, and with their caregivers, families and communities. We help them understand the child's trauma, and how it's impacting their development and behaviours.

We use the Neurosequential Model of Therapeutics (NMT) to guide treatment and intervention planning. Based on current neuroscientific research, the NMT model helps us assess the impacts of the child's trauma on their developing brain and determine which interventions we should use to support the child. We then use evidence-based and evidence-informed interventions and treatments to support children who have suffered developmental trauma.

### What we do

Take Two provides individual, dyadic and systemic client facing services including:

- Intensive Therapeutic Service (children referred by Child Protection)
- Therapeutic Foster and Residential Care programs
- Stronger Families program (helping families keep their children out of out-of-home care)
- Restoring Childhood program (working with the child and the non-offending parent after family violence)
- Specific wellbeing programs for very vulnerable groups of children in our community, including; Aboriginal children, and young people who have disengaged with school.

Take Two also provides a range of research, practice development and consultation services. Our research has provided unique insights into what helps and what hinders children from overcoming childhood adversity.

Take Two is highly committed to providing culturally appropriate support to Aboriginal children accessing our services. We employ Aboriginal staff in dedicated positions and work closely with Aboriginal Controlled Community Organisations across the state.

Our Developmental Specialists Team (including a Neuropsychologist, Occupational Therapist and Speech Pathologist) provide individual client assessments and consultation.

## KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
<b>Client management</b>	<ul style="list-style-type: none"> <li>• Developing and building new business relationships with DHHS and community organisations</li> <li>• Maintaining and nurturing these new relationships.</li> <li>• Explaining Take Two to prospective clients.</li> <li>• Developing business proposals for new and existing clients or practice development</li> <li>• Client and stakeholder follow-up.</li> <li>• Developing key relationships with stakeholders, primarily in the health and welfare sectors.</li> </ul>
<b>Marketing</b>	<ul style="list-style-type: none"> <li>• Reaching new clients to expand the Take Two brand. Working with the Take Two Communications Consultant as well as Berry Street Marketing and Communications Team to develop and implement a Take Two Marketing Plan.</li> <li>• Collaborate with the Take Two Communications Consultant to develop promotional materials and digital content.</li> </ul>
<b>Strategic growth</b>	<ul style="list-style-type: none"> <li>• Analysing budgetary patterns over time and using this data to make recommendations for business growth and development.</li> <li>• Ongoing scoping and analysis of the market.</li> <li>• Identifying opportunities for further growth and innovative approaches to business development.</li> <li>• Assisting with the development of approaches to scalability and sustainability.</li> <li>• Contributing to the development of and following the annual business plan based on Take Two strategic directions.</li> <li>• Meeting (or exceeding) agreed growth targets.</li> </ul>
<b>Reporting and Administration</b>	<ul style="list-style-type: none"> <li>• Following invoicing procedures and liaising with Berry Street's Finance Department in relation to fee-for-service model delivery.</li> <li>• Creating and maintaining business development systems.</li> <li>• Analysing Take Two income and expenditure and reporting on variances.</li> <li>• Maintaining database of clients, referrals, prospects and Take Two activity.</li> <li>• Interpreting data and producing reports.</li> </ul>
<b>Self and Organisation Development</b>	<ul style="list-style-type: none"> <li>• Participate actively in supervision. The Berry Street model of supervision encompasses management, support, development and mediation. It is not supervision to maintain professional standards. It is the forum to discuss clinical governance and risk and seek approvals and guidance as required.</li> <li>• Engage in workplace organisation training and initiatives of Take Two.</li> <li>• Engage in Communities of Practice and Friday Focus.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Participating in relevant organisational and team meetings, including Leadership meetings.</li> <li>• Ensuring practices and procedures specific to the program are consistent with Berry Street's policies and procedures</li> <li>• Berry Street are committed to the safety, participation and empowerment of all children, including those with a disability and culturally and/or linguistically diverse backgrounds. Berry Street are also committed to cultural safety, inclusion and empowerment of Aboriginal children, their families and communities.</li> <li>• Other duties as directed.</li> </ul>

**INHERENT REQUIREMENTS OF WORK ACTIVITIES / ENVIRONMENT**

Following is a table that outlines the main physical and psychological requirements of the position.

Element	Key Activity	Frequency
<b>Work Environment</b>	Manage demanding and changing workloads and competing priorities.	Daily
	Work in a team environment.	Regular
	Work in different geographic locations.	Regular
	Be exposed to all outdoor weather conditions.	Regular
	Work office hours with the possibility of extended hours.	Regular
	Work in an open plan office.	Daily
	Work in buildings which may be two-storey.	Regular
	Sit at a computer or in meetings for extended periods.	Daily
	Work in an environment with competing demands.	Daily
<b>People Contact</b>	Liaise with government, non-government and community organisations.	Daily
	Interact with members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police.	Regular
	Interact with clients and members of the public who could display verbal or physically challenging behaviour.	Regular
	Facilitate access to specialist, generic and community services.	Daily
	Undertake training and professional development activities.	Regular
<b>Administrative Tasks</b>	Undertake administrative tasks which may include the following: computer work, filing, writing reports, case notes/plans and client records, participating in meetings, concentrating for long periods of time, managing resources and budget and researching and analysing information and data.	Daily
	Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos, and electronic whiteboards.	Daily
<b>Transport</b>	Drive vehicles possibly over long distances and in all traffic and weather conditions.	Regular