



KORNAR WINMIL YUNTI - KWY

ROLE DESCRIPTION

1. Role details	
Job Title	Senior Manager (Business Development)
Start Date	As negotiated
Program	Development and Innovation
Location	Adelaide, 180 Greenhill Road, Parkside
Salary	SCHADS Level 7
Job Status	Full-Time (parttime optional)
Reports to	Executive Manager
2. ROLE CONTEXT	
<p>The Senior Manager reports to and is under the direction of the Executive Manager and will lead a team of people responsible for overseeing a diverse range of functions to ensure sustainable and efficient operations and maintaining a culture of quality, innovation and continuous improvement. The position requires a highly skilled individual with experience in research, strategy development, analysis, writing, service modelling and implementation.</p> <p>The Senior Manager will be required to undertake research and analysis to identify business development opportunities (grants, tenders, bids, formal partnerships) as well as key areas of improvement to address organisational challenges contributing to the development of the organisation, implementing strategies and monitor progress to ensure success. Providing leadership and technical advice to ensure quality of service provision across KWY.</p> <p>To be successful in this role, you will need to have a broad range of experience across multiple functions and be able to apply your expertise to develop effective strategies and solutions. You will need to be able to work collaboratively with others and have excellent problem solving skills.</p> <p>As a Senior Manager at KWY, you will be provide the following:</p>	



Coordination and Supervision - Coordinate, manage and monitor the workings of your work area and ensuring the highest standards of collaboration occur.

Quality - Provides direct expert direction and advice and may provide clinical leadership to multidisciplinary staff. The Senior Manager is a person who through education and experience can effectively ensure KWY provides quality services to our stakeholders. Monitor performance and implement improvements,

Best Practices - Improve processes and policies in support of organizational goals. Formulate and implement departmental and organizational policies and procedures to maximize output. Monitor adherence to compliance, regulations and procedures.

Human Resources - Plan the use of human resources across your work area, including organise recruitment and placement of required staff, establishing organizational structures, delegation of tasks and accountabilities. Provide supervision and support to staff, establishing work schedules and monitor and evaluate performance.

Communication – Has excellent written and verbal communication skills.

Strategic Input - Liaison with management and assist in the development of strategic and business plans for operational activity. Implement and manage operational plans.

The appointee will be located in Adelaide and surrounding areas, some overnight and interstate work may be required from time and in remote locations.

Relevant other duties as requested by the CEO.

3. ESSENTIAL CRITERIA

1. Relevant qualifications and/ or experience in business management, project management, social science or related field.
2. Proven experience in program or project management, with a minimum of 5 years relevant experience.
3. Strong knowledge of business and organisational development functions including, research, analysis, strategy development, policy development, service modelling, tender writing, communication, consultation and stakeholder relationship management.
4. Strong leadership and people management skills to manage cross-functional teams, motivate staff and delegate tasks effectively.
5. Excellent written and verbal communication skills, including the ability to communicate with internal and external stakeholders effectively.



6. Strong analytical skills to identify problems, develop effective strategies, and monitor progress to achieve project objectives.
7. Strong planning and organisational skills to manage multiple projects simultaneously, prioritise tasks and meet deadlines.
8. Demonstrated knowledge, experience and understanding of working with Aboriginal and Torres Strait Islander families and communities.
9. Demonstrated knowledge and experience in trauma informed practice.
10. Ability to work effectively in a team, and independently as required.
11. Strong skills in data analysis and understanding of client data and information systems.
12. Must hold a current South Australian drivers licence, be willing to drive a work vehicle.
13. Must hold or be willing to obtain and keep current, Child Safe Environments Training (Through Their Eyes).
14. Must hold a current: DHS Working with Children Check and must hold or be willing to obtain the following: Working with Vulnerable Person's Check and National Police Check.

4. ROLES AND RESPONSIBILITIES

<p>Management and Team Work</p>	<ul style="list-style-type: none"> • Contribute to the leadership of the KWY workforce and Strategic Groups • Work under the direction of the Executive Manager in the development of relevant tasks. • Provide line supervision and management of staff, and develop professional development plans, provide performance reviews and management plans where required. • Responsible for the day-to-day operation and reporting issues as they immerge. • Participate in recruitment and the onboarding of staff. • Maintain team boundaries and confidentiality in a professional manner. • Displays a commitment to open communication. • Ensures assigned tasks are completed on time and to a high standard.
<p>Governance</p>	<ul style="list-style-type: none"> • Be able to audit and provide support to staff work. • Identifies and assesses risk in relation to the operational and strategic needs of KWY. • Sets and maintains compliance with relevant standards and regulatory compliance. • Sets and maintains high standard of teamwork • Maintain team boundaries and confidentiality in a professional manner. • Sets and maintains high standard of teamwork



	<ul style="list-style-type: none"> • Maintain team boundaries and confidentiality in a professional manner. • Displays a commitment to open communication. • Completes assigned tasks on time and to a high standard. • Takes responsibility for own work. Manages own workload and workflow to achieve the position's purpose • Report regularly to CEO and the Board
Administration and Record Keeping	<ul style="list-style-type: none"> • Keeps all necessary records in accordance with KWY policies and procedures. • Assists in the production of reports regarding program progress and results. • Prepare for and actively participate in regular supervision sessions and professional development and training. • Collect client data in keeping with professional and organisational standards. • Provide timesheets, travel logbook, worker expenses and other administration data according to organisational policy and procedures. • Responsible for financial management of programs • Undertake other administrative and office management tasks as required. • Practice self-care strategies and apply safety procedures in all work practices.
Stakeholder Engagement	<ul style="list-style-type: none"> • Work collaboratively with KWY staff and consumer groups and services within the service sector. • Attend sector meetings and build relationships with stakeholders. • Conduct consultation with a variety of stakeholders and staff. • Writing and editing engaging and compelling content for a variety of audiences, including internal and external stakeholders. • Establish and maintain open and effective communication channels and working relationships with management and stakeholders. • Undertake specific tasks allocated by the CEO relating to the promotion of the service and the enhancement of the partnership between the team and key stakeholders.
Project and Policy Work	<ul style="list-style-type: none"> • Researching and identifying business development and managing grant reporting requirements. • Technical guidance and support in writing and editing



	<p>proposals, bids, and tender responses, ensuring they meet the requirements and specifications of the tender document.</p> <ul style="list-style-type: none"> • Collaborating with internal and external stakeholders to develop and implement project plans and timelines, and ensuring project milestones are met. • Project Manage, monitoring and reporting on project progress and outcomes, and making recommendations for improvement. • Managing budgets and resources for projects and tenders. • Ensuring all project and tender documentation is accurate, up-to-date, and stored appropriately. • Conducting research and analysis to inform project and tender development, and making recommendations for improvement. • Staying up-to-date with sector trends and best practices. • Developing and implementing policies and procedures to ensure compliance with relevant laws, regulations, quality assurance and other industry standards. • Drafting, reviewing, and editing policy documents, including policies, guidelines, and procedures. • Collaborating with internal stakeholders to identify policy needs and priorities, and ensuring policies align with KWY goals and objectives. • Facilitating policy consultation processes, including stakeholder engagement, feedback collection, and analysis. •
Reporting	<ul style="list-style-type: none"> • Submitting high quality reports as required. • Ensure that all client contact and engagement is appropriately documented and recorded on the data management system.
Contribute to organisational culture	<ul style="list-style-type: none"> • Actively participate and contribute to responsible and safe work practices. • Embrace diversity and cultural differences in the workplace. • Be aware of Aboriginal cultural practices and/or differences and seek cultural consultation to promote inclusive practice. • Attend cultural supervision. • Identify personal learning needs and give feedback on the service including the identification of gaps and areas for improvement.



	<ul style="list-style-type: none">• Contribute to the development and maintenance of a positive, supportive, and collaborative team environment.• Follow the direction of and have an open line of communication with line management.• Understanding and adhering to all KWY policies and procedures.
Other	<ul style="list-style-type: none">• Participate proactively in team project initiatives.• Other duties as required by the Executive and/or CEO.
7. KWY Staff are required to work in accordance with the legislative and professional requirements including:	
<ul style="list-style-type: none">• Children and Young Persons (Safety) Act 2017• Government of South Australia-interagency Code of Practice 2001• Professional Practice Standards consistent with the area of practice	