

POSITION STATEMENT

Title:	Senior Manager Program Development	Position no:	5011
Level:	IBA Level 7 (\$133,771 - \$156,736)	Last updated:	Oct 2019
Location:	Brisbane, Sydney, Melbourne, Perth or Canberra	Term:	Ongoing
Program:	Business Solutions		
Section:	Business Design		
<p>Context</p> <p>IBA is established under the Aboriginal and Torres Strait Islander Act 2005 and is a dynamic organisation that promotes and encourages self-management, self-sufficiency and economic independence for Aboriginal and Torres Strait Islander peoples. IBA is a significant contributor to the goals of the Australian Government's Indigenous Economic Development Strategy, aimed at closing the gap between the living standards of Indigenous and other Australians.</p> <p>Through the Business Development and Assistance Program, administered by the Business Solutions Program, IBA helps Aboriginal and Torres Strait Islander peoples to start, acquire and grow commercially viable businesses by providing pre-business guidance, business finance, business development and business support at all stages of the business life cycle.</p> <p>The Business Design team works across the program business areas and supports aspiring entrepreneurs, start-ups and established businesses to develop their capabilities and take full advantage of their opportunities. The team also manages complex stakeholder relationships and assists the Indigenous business eco-system across Australia to design innovative programs to support entrepreneurs and businesses.</p>			
<p>Role</p> <p>The Senior Manager Program Development reports to the Director of the Business Solutions Program and provides leadership to staff located within their designated area of responsibility. They are responsible along with Director for the design and implementation of various program initiatives, including managing complex stakeholder management, including the implementation of new program initiatives, managing resources required to meet the programs strategic objectives. They are also expected to work with a significant degree of independence and under limited supervision and direction.</p>			
<p>Duties</p> <ul style="list-style-type: none"> • Develop operating strategies outlining; key areas of business focus for Business Solutions pre-finance customers, identifying sector stakeholders and resources and managing promotion and marketing, • Design and maintain a strategic approach to support the Indigenous entrepreneurs and businesses to develop sustainable businesses • Support the Director and the Executive in delivering IBA's services and provide local leadership and management to all Business Solutions staff within an operational environment, • Provide expert advice, guidance, coaching, and skills and capabilities development to team members, • Ensure the team has sufficient resources, tools and support to achieve required outcomes, 			

- Assist with implementation and management of key projects.
- Provide advice and recommendations for the continual improvement of the program and service delivery.
- Developing national networks to better facilitate program delivery
- Manage complex stakeholder relationships,
- Accurately capture, manage and report information, and
- Exercise delegations in accordance with IBA policy & procedures.

Required capabilities

These are essential unless otherwise indicated.

1. Displays Aboriginal and Torres Strait Islander cultural capability.
 - Awareness and understanding of Aboriginal and Torres Strait Islander societies and culture as well as the demonstrated ability to liaise, communicate and negotiate sensitively and effectively with Indigenous individuals and communities.
 - Awareness and understanding of Australian Indigenous issues particularly as they relate to small business.
2. High level ability to network, partner, and maintain productive relationships with internal and external stakeholders, with a particular focus on designing and implementing programs.
3. Well-developed ability to negotiate confidently and to communicate at a leadership and formal level with persuasion, influence, clarity and with the ability to understand and adapt to an audience.
4. Well-developed customer focus displaying a commitment to quality customer service and to the customer being at the centre of everything they do.
5. Well-developed business acumen and expert knowledge and understanding of small business development and management principles and commercial lending.
6. Well-developed leadership capabilities in developing a result focused and effective team.
7. Well-developed personal drive and integrity including:
 - professionalism and probity
 - engaging with risk and showing personal courage
 - commitment to action
 - promoting and adopting a positive and balanced approach to work
 - self-awareness and commitment to personal development.
8. High degree of proficiency in Microsoft suite of products - primarily Word, Excel and Outlook.

Prerequisite requirements

1. Current driver's licence.
2. Willingness and ability to undertake regional and remote travel as required, including overnight absences at least once each month.

Reference documentation: www.iba.gov.au

- About Us – Our Values
- About Us – Working at IBA
- About Us – News and Publications - Annual Report

Further enquiries: People for Purpose, email: hello@peopleforpurpose.com.au
Phone: 0468 625 252

Applications

- IBA Application Coversheet
- Resume
- Cover letter outlining why you are interested in the role and explain how your skills, experience and values align to this opportunity

Please note that applications not accompanied by the Application Coversheet available from our website or sent directly to the enquiry officer will not be accepted.

Closing date: 5pm 12 January 2020