

ORGANISATION INFORMATION

Position title	Business Development Officer	Position type	Full time, ongoing
Reports to	Senior Business Development Manager	Hours per week	38
Team	Program Support, Partnerships and New Ventures Team	Award classification	SCHADS 4
Direct reports	0	Budget	N/A
Date reviewed	6 Aug 2021		

ABOUT PLAN INTERNATIONAL AUSTRALIA

Who are we? What do we do?

Put simply, we're the charity for girls' equality.

We tackle the root causes of poverty, support communities through crisis, campaign for gender equality, and help governments do what's right for children and particularly for girls.

We believe a better world is possible. An equal world; a world where all children can live happy and healthy lives, and where girls can take their rightful place as equals. This is the world you will help us create.

What does it feel like?

- You will get up each day feeling like you are helping create justice for vulnerable children and equality for girls. You'll be able to put a commitment to making a difference for children and girls at the centre of your effort, decision making and focus.
- You'll feel part of a broader team - beyond just the people you work with every day - because you'll be in tune with what's needed across the organisation. You'll be able to use your skills of empathy, coaching, and energy where it is needed most.
- You'll receive quality feedback and seek to create feedback loops in your team and in the organisation too.
- You'll find strength in our diversity, inclusiveness and mutual respect.

Here are some of the ways you will bring your best to this role:

- You will demonstrate a deep commitment to equality, human rights and gender justice in all you do.
- You will challenge power dynamics and processes that are unjust.
- You will share decision-making processes. You'll actively seek out strengths of your colleagues in a way that allows everyone to have some power.
- You will be willing to think and work outside of the traditional idea of teams. You'll enjoy coaching rather than directing work.
- You will embody a deep self-awareness and demonstrate the courage to be vulnerable.
- You will look for ways to evolve our ways of working.
- You have a willingness to learn and to share insights and experience with empathy and compassion.
- You will demonstrate a deep commitment to child protection and safeguarding in all you do.

WHAT WILL YOU BE DOING IN THIS POSITION?

You will support the acquisition and establishment of institutional grants and partnerships and occasionally support the incubation and management of new projects. You will lead the preparation of specific grant or other funding applications, sourcing existing information and coordinating technical, grants and finance team members to contribute to quality bid development.

TELL ME MORE (KEY RESPONSIBILITIES AND ACCOUNTABILITIES)

Business Development Strategy and Planning:

- Support the Senior BDM during the design, formulation, and management of PIAs grant acquisition strategy
- Support and at times lead on the initiation of partnership agreements.
- Support the identification and tracking of funding opportunities.
- Support the establishment of a business development information management system to keep track of key indicators and analyse performance trends
- Support the Senior BDM Develop and introduce new systems for pipeline management integrating with PIA database and/or sharepoint systems.

Bid Development:

- Support and at times lead on proposal development and submission. This includes teaming agreements, oversight of technical design and cost proposal, capacity statements, internal peer review/quality control processes and drafting sections of the proposal.
- Work together with relevant PIA technical teams (Programs, Grants, Finance, and others) in concept design and development, with proper costing structure and cost recovery policies applied, as well as keeping them informed on bid progress and opportunities for cross-team collaboration
- Help develop propositional concept notes with Impact staff for submission to donors.
- Build relationships with in-country partners prior to and during bid development. Support key Country Office staff in conducting early prospecting, and donor relationship management.
- Support and, when required, lead in-country design workshops as part of bid development if requested by CO.
- Support during the review and updating of bid policies, procedures, and systems to ensure consistency of administration activities and the efficiency/effectiveness of future projects and support options.
- Support the selection and contracting of consultants involved in technical bids and manage a consultant database for outsourced bid developers.

Finance and Risk Management:

- Support Impact and in-country teams to develop budgets and review all bid proposal budgets prior to submission.
- Support the Senior Business Development Manager to identify and mitigate financial risks

Partnership and Inter-Organisational Liaison:

- Support/conduct prospecting with Plan's Country Offices as directed in order to identify and prepare for upcoming funding opportunities.
- Represent Plan International Australia's business development interests at relevant meetings, events, and within networks.
- Develop and build on existing relationships and investigate options for new partnership.
- Opportunities exist to train and deploy in support of humanitarian responses in relevant roles.

Bid Business Systems:

- Support on scanning and identifying funding opportunities for projects
- Support management of grant opportunity tracking systems
- Support on bid management systems improvements

Project Establishment and Management

- For successful bids, support project establishment, including project coding, initial Country Office agreements (FAD Stage 1) preparation and project convening/handover
- Quality assure information flow from field checks to risk registers and partner capacity assessments and plans.
- From time to time, manage small incubation projects, prior to handover to programmatic teams
- From time to time, undertake other Program Officer/Grants Officer functions as required.

WHAT DO I NEED TO BRING? (KEY SELECTION CRITERIA)

- Knowledge of international development and our regional grant donor market.
- Some experience in business development and/or grant acquisition
- Financial management with strong budgeting skills
- Excellent written and verbal English language skills
- Communication skills including cross-cultural communication

HOW WILL I KNOW IT'S GOING WELL? (KEY PERFORMANCE INDICATORS)

- Donor opportunities are tracked and communicated with the relevant staff members.
- New partners/contacts are introduced to PIA in a way that delivers impactful programs and portfolio growth
- Revenue targets are met and project budgets maximise cost-recovery opportunities
- PIA is utilising improved bid tracking systems using database/CRM or share point system
- You are meeting proposal quality and proposal submission targets.
- You are demonstrating improved efficiency in bid coordination and planning.
- Country offices report high degree of satisfaction with PIA BD performance.
- You engage effectively relevant PIA technical teams and explore opportunities for cross-collaboration
- Staff are supported to deliver quality outcomes in accordance with their own position descriptions and PIA strategy

WHO WILL I WORK WITH?

Along with your team, you will work closely with:

- Members of the International Impact team in Australia
- Members of Plan International Country Offices and partner organisations.

WHICH FORMAL GROUPS WILL I BE A PART OF?

You may participate in other selected cross-agency teams, for example the Risk Assurance Team or Reconciliation Action Plan Working Group.

SAFEGUARDING REQUIREMENTS

We take very seriously our responsibility and duty to ensure that we, as an organisation, and anyone who represents us, does not in any way harm, abuse or commit any other act of violence against children, young people or other vulnerable persons.

Everyone who works with, and engages with Plan, has a responsibility to ensure that children and young people are safeguarded and protected.

High <input type="checkbox"/>	Details: deployments may involve contact with children and child data	
Police Check Required	Yes X	No <input type="checkbox"/>
Working With Children Check Required	Yes X	No <input type="checkbox"/>
Global Anti-Terrorism Screening Required	Yes X	No <input type="checkbox"/>