



Position Statement- Overview

Australian Disability Enterprises (ADE) – Business Development Coordinator

Role

Coordinate a team of staff to provide support and training to employees with a disability across a variety of employment settings to ensure safety and production targets are met.
Maintain and create business networks and relationships at a regional level from existing and new customer bases.

Accountability.

The ADE Business Development Coordinator will report directly to Business Development Manager and indirectly, from time to time, to the Employment Services Manager.

Primary Objectives

The primary objectives for the ADE Business Development Coordinator will be to:

- Ensure all new and existing stakeholders experience the highest professional service, training opportunities and job assistance.
- Maintain communication with key parties.
- Liaise with the Employment Support Coordinator to ensure a coordinated approach to ADE client welfare issues or problems across the region.
- Address ADE supported employee staffing levels, support and training issues within the region.
- Assist in the development of a regional development strategy that feeds into the organisational plan for business opportunities and networking.
- Assist in the Sourcing of regional contract work opportunities through expansion and development of existing and/or new contracts.
- Ensure that agreed commercial targets are met while maintaining quality control.

Skills & Abilities

As the ADE Business Development Coordinator, demonstrated skills and abilities are required in the following areas and form the selection criteria:

Essential

- Positive and Contemporary attitude towards people with a disability.
- Ability to work within Intework's Mission and Values Statements ensuring that all work performed is constantly aligned with the values of Intework
- Good analytical and problem solving skills
- Excellent interpersonal and communication skills.
- Proactive and positive attitude to change.
- Demonstrated evidence collecting and report writing skills.
- Positive attitude towards networking and marketing for new business opportunities.
- An understanding of the Microsoft Office suite of computer programs.
- Sound knowledge in the use of the General Employment Management & Marketing Application
- Current "C" class drivers licence.
- Current National Police Clearance.
- Ensure that all employment services activities are delivered in a culturally sensitive and empathetic manner

Desirable

- Experience in working with people with significant disabilities.
- Knowledge of the community resources available to people with disabilities in the region.

NOTE: Thorough checks with referees will be undertaken. False or misleading information will disqualify applicants.



Duty Statement:

Australian Disability Enterprises (ADE) Business Development Coordinator.

Responsible to the Business Development Manager for the day to day regional business development whilst at a regional level will work collaboratively with the Employment Services Manager.

Specific Duties:

Employment Support

- Conduct all aspects of Induction for new employees with a disability and assist with inductions of new staff.
- Monitor and maintain workflow, contract and employer expectations/requirements within the business sites.
- Take a proactive role, in conjunction with Development Trainers, in ensuring that supported employees are provided with a suitable work breakdown so tasks are understood and can be done effectively (i.e.: Task Analysis).
- Monitor capacity and staffing levels and requirements of worksites and crews.
- Follow required recruitment procedures to manage staffing levels in the business sites.
- On a day-to-day basis facilitate the smooth operation of the regions ADE program by liaising with the Employment Services Manager and the Employment Support Coordinator.
- Ensure that agreed commercial targets are met while maintaining quality control.
- Ensure that regular inspections and maintenance on machinery, equipment, furniture and fixtures is undertaken.
- Ensure invoices are sent out in a timely manner and payments are tracked and followed up.
- Provide input into the maintenance of commercial and administration records associated with the activities of the workplace

Promotion and Public Relations

- At a regional and organisational level (where appropriate), promote Intework services to prospective employers, businesses and other potential revenue streams.
- Maintain and develop close and collaborative links with government and non-government agencies.
- Contribute to the discussion and implementation of innovative marketing strategies.
- Participate in key employer and business organisations activities to develop potential local networking opportunities.
- Develop local alliances/partnerships that contribute to the achievement of planned outcomes.
- Contribute to the planning and participation in Intework displays at conferences, industry Expo's and networking functions.

Staff Supervision and Support

- At a regional level, in conjunction with the Employment Services Manager, ensure Development Trainer issues are addressed in a timely manner.
- Involvement in Development Trainer supervision, performance appraisal completion and development programs in conjunction with the Employment Services Manager.

Coordination and Administration.

- Maintain communication and liaison with all key business stakeholders.
- Liaise with the Employment Support Coordinator to ensure a coordinated approach across the region in the supervision and training of employees with a disability in a variety of production settings ensuring that safety, welfare and production targets are met.
- In conjunction with the Employment Support Coordinator, maintain up to date and accurate records in particular those of a workplace nature
- Participate in staff and other relevant meetings.
- Participate in supported employee development activities.

- Observe and adhere to all Intework policies, procedures and guidelines.

General

- Assist employees with a disability with any associated employment and identified individual needs such as personal care and transportation
- Participate in the identified services related training
- Provide input for the maintenance of commercial and administration records associated with the activities of the workplace.
- Capacity to accept change as the priorities and production requirements change
- Contribute to the maintenance of a motivating site environment.

Personal Development and Training

- Ensure skills and competencies are maintained and kept up to date and relevant to the changing needs of the position
- Attend external and internal training to ensure continuous improvement in service provision.

Occupational Safety and Health

Every member of staff has a duty to comply with Intework’s Health and Safety Policy to:

- Identify and report potential and actual hazardous situations and involvement in their investigation and resolution
- Assist in keeping the workplace clean and tidy
- Work in a manner that does not endanger self other members of staff
- Ensure maintenance of all business crew equipment is maintained and stored safely within the region and/or worksites
- Use protective clothing and equipment as provided in a correct manner
- Attend training as organised by Intework
- Maintain work site service manuals with up-to date information on equipment maintenance
- Ensure worksite inductions are conducted for all support staff and supported employees.

Quality Assurance

- Respect the rights of all supported employees in accordance with the Quality Standards.
- Assist with on the job training and assessment of supported employees.
- Conduct formalised training and assessment of supported employees.
- Comply with all relevant procedures and instructions to support and supervise supported employees.
- Assist with compilation of procedures and instructions relevant to the quality system.

Certification

Business Development Manager

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position

Signature: _____

Print Name: _____ **Date:** _____

Employee

I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Signature: _____

Print Name _____ **Date:** _____