



Position Description

Position Title:	Employer Engagement / Business Development Co-ordinator
Employment Status:	Full Time
Position reports to:	Program Manager
Location:	31 – 33 Hoddle Street, Richmond VIC 3121
Date Updated:	August 2021

About US

Indigenous Employment Partners (IEP) are an Indigenous operated not for profit social enterprise with a mission to provide culturally appropriate work experience, employment and training for Aboriginal and Torres Strait Islander people who employ them.

IEP seek to address the high-level of poverty and hardship that exists for Indigenous Australians. We bring together close to 50 years' experience supporting Aboriginal communities and building capacity by providing real life employment and training opportunities for Indigenous job seekers to improve their employability and opportunities to apply for and retain jobs

Vision

Contribute to ending the cycle of poverty and disadvantage experienced by Indigenous Australia by building capacity and fostering self-sufficiency through employment.

- Values
- Optimism
- Community
- Inclusion
- Sustainability
- Development
- Professionalism

Job Description

The role of the Employer Engagement / Business Development Co-ordinator is to facilitate the engagement from employers in a range of programs and projects for IEP. The position primarily assists the implementation of the Jobs Victoria Employment Services (JVES) and Job Victoria Advocates programs and will also support various other IEP projects as required.

The tasks and responsibilities outlined in the Job Description may be changed throughout the course of employment to meet organisation requirements. Changes and additions to the role will be directed by the appropriate Manager.

KEY ACCOUNTABILITIES	KEY ACTIVITIES
Correspondence management	<ul style="list-style-type: none"> • Monitor inbox emails and correspondence, including proactive action and follow ups. • Manage employer inquiries received through phone and email • Update and maintain employer database spread sheet • Update and maintain Trello board as required • Assist with monthly reporting • Maintain signed recruitment agreements
Office Management	<ul style="list-style-type: none"> • Manage sales administrative requirements for all programs . • Other matters as required • Provide sales support to IEP team
Meeting and Event Coordination	<ul style="list-style-type: none"> • Manage program diaries to avoid conflicts, to ensure the diary reflects best use of time and anticipates the needs of program. • Coordinate and schedule meetings with internal and external stakeholders, • Generate new business opportunities and services. • Attending Community / Networking Events to increase awareness of our programs. • Conduct effective sales presentations of products and solutions. • Manage a portfolio of existing employers. • Manage sales pipeline to achieve individual and team sales goals. • Generate new business opportunities and services • Develop and maintain in-depth knowledge of company products and services, sales, processes, market trends, competitors, and clients to maximise efficiency and effectiveness

Relationship Management	<ul style="list-style-type: none"> • Liaise with companies to secure their full engagement and support in IEP programs and projects. • Ensure that participating employers have an appreciation of the challenges faced by long-term people returning to work and the associated behavioural adjustments that they may need to make to reintegrate into the workforce if appropriate. • In collaboration with the Mentors and recruitment team, ensure that any concerns of the employer or new employee are addressed in an effective and timely manner so as not to put the employment relationship in jeopardy. • Ensure that participating employers are aware of the appropriate entitlements to the new project employees. • Assist employers and IEP to meet their reporting requirements for programs and projects. • Identify, Obtain, and assist in addressing any concerns amongst participating employers. • Identify and provide feedback about any employer issues and interests to Program Manager. • Generate new business opportunities and services.
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REQUIRED CAPABILITIES	
Knowledge & Skills	Capability Description
Experience	<ul style="list-style-type: none"> • Previous experience in the delivery of government-based employment services and programs such as JVEN. • Strong interpersonal communication skills, including conflict resolution. • Prior experience providing high level employment services to companies. • An appreciation of the challenges people who have been unemployed for some time may face in returning to work. • High level of communication skills to be able to relate effectively to senior company representatives. • Sound appreciation of recruitment practices and the determination of employee entitlements or willing to learn.

Planning and Organising	<ul style="list-style-type: none"> • Develops and implements systems and procedures to guide work and track progress • Identifies more and less critical activities and operates accordingly, reviewing and adjusting as required • Identifies processes, tasks and resources required to achieve a goal • Recognises barriers and finds effective ways to deal with them
Advanced Computer Skills	<ul style="list-style-type: none"> • Assists others with problem-solving on word processing and related applications • Uses a wide range of software application features for word processing, spreadsheets, etc.
Personal Qualities	Capability Description
Relationship Building	<ul style="list-style-type: none"> • Builds trust through consistent actions, values and communication • Establishes and maintains relationships with people at all levels • Forges useful partnerships with employers across business areas, functions and organisations
Teamwork	<ul style="list-style-type: none"> • Accommodates and works well with the different working styles of others • Collaborates and shares information • Cooperates and works well with others in the pursuit of team goals • Encourages resolution of conflict within group • Shows consideration, concern and respect for others' feelings and ideas
Initiative and Accountability	<ul style="list-style-type: none"> • Proactive and self-starting • Seizes opportunities and acts upon them • Takes responsibility for own actions
Key Relationships	<ul style="list-style-type: none"> • Stakeholder • Supporters' networks, • members of the public, • Aboriginal TO groups, • Aboriginal Community Elders, • Board and Committee members, • Reconciliation Victoria, • Kinaway • Employers, • Group Training Organisations, • RTO's