



Jubilee Community Care Inc

87 Central Avenue Indooroopilly • PO Box 1052 Indooroopilly Qld 4068

Position Description

Project Manager for Business Development

Base salary:	Negotiated
Additional benefits:	Superannuation at 12%, salary sacrifice and salary packaged fully maintained motor vehicle
Employment status:	Hours negotiable (up to Full Time) 1 Year Fixed Term with potential of extending to 2 nd years
Reports to:	Executive Manager
Direct reports:	Nil
Internal relationships:	Deputy Executive Manager, Marketing Coordinator, Coordinators, Scheduling Coordinator, Roster-Receptionist, Care Worker Trainer, Activities Officer, Financial Administrator, Financial Administrator Assistant, Care Workers and Management Committee
External relationships:	General public, community organisations, Government departments and agencies, statutory bodies

Purpose

Research and develop new revenue opportunities through non-Government services and Government tenders and grant applications.

Initiate, plan, implement and manage projects that are aligned to business growth.

In consultation with the Executive Manager complete submissions within prescribed directives and timescales for new Government funding opportunities.

Accountable to achieve annual target of consumers/hours for private fee for service.

In consultation with the Marketing Coordinator, develop strategic marketing initiatives to interact with and promote Jubilee Community Care to:

- referring agencies (Government and non-Government) for Government subsidised aged care services, and,
- non Government organisations to develop the private services of Jubilee Community Care.



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Duties

These cover the following main areas:

<p>Business Development</p>	<p>Research and develop revenue opportunities through non-Government private fee for service and Government tenders and grant applications.</p> <p>In consultation with the Executive Manager complete submissions within prescribed directives and timescales for new Government funding opportunities.</p> <p>Achieve annual target of consumers/hours for private fee for service.</p> <p>Submit an annual Business Development Plan to the Executive Manager.</p>
<p>Marketing and Communication</p>	<p>In consultation with the Marketing Coordinator, develop strategic marketing initiatives to interact with and promote our Government subsidised aged care programs and private fee for service to:</p> <ul style="list-style-type: none"> - referring agencies (Government and non-Government), private healthcare insurers, medical practices, hospital discharge personnel, community agencies and service providers. - non Government organisations such as local groups, clubs and associations. <p>Represent the organisation at forums and through the development and maintenance of appropriate networks.</p> <p>Represent the organisation at local business, industry and community functions, as required</p> <p>Promote the organisation's services by developing innovative ways of providing information to individuals and community groups regarding choices in home and community care.</p> <p>Provide a monthly update of activities at the monthly management meeting.</p>
<p>Project Management</p>	<p>Initiate, plan, implement and manage projects that are aligned to business growth.</p> <p>Manage workload and priorities to ensure that agreed projects are responded to within prescribed timelines.</p>
<p>Workplace Health and Safety</p>	<p>Comply with policies and procedures, ensure safety in the workplace is upheld and report hazards, accidents and incidents to the Executive Manager.</p>



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All staff and volunteers are:

- Expected to be aware of, and embrace, the organisation's values, vision, mission and goals.
- Required to become familiar with, and abide by, the organisation's Code of Conduct.
- Required to undergo an induction process, attend staff meetings and participate in ongoing training and development.

Selection Criteria

Essential

- Tertiary qualifications in business, marketing or relevant discipline related to the health services industry.
- An Australian Criminal History Check or the ability to obtain one.

Key selection criteria

1. Demonstrated working knowledge of Community Home Care and Aged Care Services.
2. Demonstrated experience at a senior level for business development that has led to growth in service provision and revenue growth.
3. Strong organisational and project management skills with the demonstrated ability to work independently, prioritise and manage competing tasks, meet deadlines and achieve targets/deliverables.
4. Highly developed oral and written communication, negotiation, consultation and interpersonal skills, including the ability to represent Jubilee Community Care in a range of contexts and forums and develop partnerships that will promote business growth.
5. It would be highly desirable to have experience in successfully developing Government tender and grant applications.