



Candidate information pack

Business Development Director / Business Operations

Executive Intelligence Group

on behalf of

a US Headquartered national security consulting firm

Reference No: 970

Close date: 11.59pm Sunday 15 December 2024

Unit 120B, Mode 3 Building
24 Lonsdale Street, Braddon ACT 2612
PO Box 5125, Braddon ACT 2612
T 02 6232 2200 • F 02 6232 2222
E admin@execintell.com.au

Roles and context

Executive Intelligence Group is assisting a US Headquartered national security consulting firm to fill a business development need within their upcoming Canberra presence. Given this is a new footprint for the organisation, there is some flexibility in the role/s to be filled for the right candidate/s. Depending on the experience and skillset of the successful candidate/s the role options available are a Business Development Director and/or a Business Operations.

This is a unique and exciting opportunity to join an international national security firm as they expand their physical presence into Australia. Led by an eminent professional from Australia's national security sector, and working closely with the US arm of the organisation, the successful candidate/s will be able to help shape the direction, culture and business development of this critical platform.

Each of these role types has been listed below in more detail.

Business Development Director (Manager level)

Position Overview

Reports to: Chief Executive Officer, Canberra

Location: Canberra Office

Key Challenges

As **Business Development Director**, you will be responsible for spearheading and overseeing the development of responses to tenders, proposals for access to Commonwealth panels, and ongoing management of panels, as well as generally tracking business development opportunities and managing the local business development pipeline.

Knowledge, Skills and Abilities

To be successful in this role, you will have experience, or an evident ability to get across, strategic business development ideally including having worked for vendors to the Commonwealth Government in this capacity. Not only will you excel in contributing to the strategic direction of the organisation, you will be able to work closely with your peers to implement the strategy. This will include the management, and writing, of government tenders and proposals and positioning the organisation well to be successful in these bids. While the Canberra platform will have a high level of engagement with US Headquarters, the successful candidate will also understand the elements of a 'start-up' approach required to make this a success.

Key internal and external relationships

You will form part of the key leadership cohort of the Canberra footprint as well as liaise with external stakeholders and the US and Asia-based colleagues from the organisation.

Responsibilities:

The duties for a Business Development Director include:

- Serve as internal subject matter expert regarding Commonwealth government procurement policies, procedures, best practices and standards
- Remain abreast of emerging business development opportunities whether panels or specific solicitations on or off panels
- Prepare marketing materials for specific customer engagements
- Maintain local business development pipeline based on input from other team members
- Analyze customer solicitations and develop internal response plans and schedules for meeting customer proposal/quotation requirements.
- Plan, manage, coordinate, prepare, and submit corporate proposals for major or multiple business opportunities in response to customer solicitations, according to established deadlines, guidelines, standards, and client policies.

- Research, write, and edit technical/business/pricing responses.
- Manage all proposal activities during planning, preparation, and post-submittal phases.
- Guide and implement proposal development strategy.
- Ensure proposal compliance, win themes, and consistent style for each proposal.
- Work with the team to identify proposal resource requirements.
- Manage panels and the compliance aspects of contracts issued thereunder

Qualifications/Experience (required)

- 10+ years of experience working in a business development capacity and writing proposals with and for Commonwealth government customers OR an equivalent skillset
- Very Strong MS O365 Formatting/Desktop Publishing skills.
- Experience or proven ability to manage multiple projects with tight deadlines.
- Strong interpersonal skills.

Qualifications/Experience (desired)

- Experience working in a business development capacity and writing proposals for national security-related customers in Australia

Security (desired)

The possession (or the ability to obtain) a security clearance is preferred

Tenure

The successful candidate will be offered ongoing employment.

Remuneration

A Total Remuneration Package (TRP) reflecting the importance of the position will be negotiated with the successful candidate. The TRP comprises of:

- Base salary
- Superannuation

Other entitlements (in addition to TRP) may include:

- Laptop
- Relocation assistance (if relevant)
- Parking

Business Operations (Administrative level)

Position Overview

Reports to: Chief Operating Officer

Location: Canberra Office

Key Challenges

As a **Business Operations** professional, you will be responsible for supporting senior leadership and ensuring day-to-day success of key business functions. You will also play a key role in all aspects of business operations from client interactions to vendor engagement, to liaising with US-based colleagues. This pivotal role is responsible for supporting senior leadership and ensuring day-to-day success of key business functions.

Knowledge, Skills and Abilities

To be successful in this role, you will have experience in supporting business operations of a fast-paced, complex organisation and in assisting the delivery of key projects. You will excel in working with senior managers and other internal stakeholders to support and drive organisational goals. Your proven ability in performing administrative tasks, strong organisational skills and ability to assist in the management of daily operational activities will set you apart from others. With at least 5 years' experience in a similar role you will have strong process analysis skills, the ability to identify process enhancements and creative problem-solving skills.

Key internal and external relationships

You will form a key part of the Canberra footprint as well as work closely with senior leaders and stakeholders to deliver business development needs.

Responsibilities:

The duties for a Business Operations professional include:

- Providing proposal writing support to proposals for panel access and tenders
- Preparing marketing materials as requested by the team
- Serving as a primary point of local contact for regulatory and other governmental bodies
- Working with internal company department heads to learn departmental needs and goals and assist with the management of daily operational activities
- Supporting multiple indirect projects by managing, facilitating, and serving as delegate for project-related staffing, allocation management, budgeting, and any related integration, coordination, and communications activities
- Performing administrative tasks, such as meeting coordination, submitting purchasing requisitions, administering data calls, etc.
- Interacting with the operations and administrative support teams to be a liaison with US-based HR and Finance teams, to enable the day-to-day business operations and recurring business activities.
- Observing, reviewing and analyzing processes to identify inefficiencies and areas where improvements could be made

Qualifications/Experience (required)

- Minimum of 5 years of direct business operations experience.
- Proven experience in performing administrative tasks, such as coordinating meetings, submitting requisitions, and handling data calls.
- Strong organizational skills with the ability to manage multiple tasks and prioritize effectively.
- Experience working with senior managers to understand internal departmental needs and goals.

- Ability to assist in managing daily operational activities and aligning with company objectives.
- Demonstrated ability to simultaneously support and manage multiple projects and tasks
- Strong interpersonal skills for interacting with various teams, including operations, administrative support, HR, and Finance.
- Effective communication skills for serving as a liaison and facilitating coordination and integration activities.
- Experience in observing, reviewing, and analyzing processes to identify inefficiencies.
- Ability to recommend and implement improvements to enhance operational efficiency.
- Strong analytical skills to evaluate processes and identify areas for improvement.
- Creative problem-solving abilities to address operational challenges and enhance efficiency.
- Demonstrated experience with Microsoft products including OneDrive, Teams, SharePoint Online, OneNote, Excel, and PowerPoint.

Qualifications/Experience (desired)

- Degree in business administration, management or a related field

Security (desired)

The possession (or the ability to obtain) a security clearance is preferred

Tenure

The successful candidate will be offered ongoing employment.

Remuneration

A Total Remuneration Package (TRP) reflecting the importance of the position will be negotiated with the successful candidate. The TRP comprises of:

- Base salary
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Other entitlements (in addition to TRP) may include:

- Laptop
- Relocation assistance (if relevant)
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The Organisation

Executive Intelligence Group is working on behalf of a US Headquartered national security consulting and technology firm to fill roles in their soon-to-be established Canberra footprint. This organisation provides specialised training, advisory, software engineering and cyber services to government and commercial clients. The Australia platform will be led by an eminent leader from Australia's national security sector and will have a physical presence in Canberra.

More information

More information please contact Tricia Searson or Lauren Searson-Patrick at contactus@execintell.com.au or on 02 6232 2200.

About Executive Intelligence Group

Executive Intelligence Group is a Canberra based executive search and recruitment management firm. We specialise in finding, selecting, developing, coaching and mentoring mid-senior executives across a range of different contexts and sectors.

Preparing your application and how to apply

Your application should include a CV and a cover letter outlining which role/s you are best suited to including what you offer the organisation, your skill set, relevant career history and achievements, and your leadership attributes.

Your application can be submitted at <https://adr.to/cgzf4ai>

At **Executive Intelligence Group**, we respect the confidentiality of the personal information you provide to us and understand that your privacy is critical.

To review our Privacy Policy please click here: <https://executiveintelligencegroup.com.au/privacy-policy/>.

Reasonable adjustments

Executive Intelligence Group is committed to all prospective applicants and can provide reasonable adjustments during the application and/or the interview process. If you require **Executive Intelligence Group** to provide reasonable adjustments, please contact our Project Managers: Catherine Jennings or Renee Brassington on 02 6232 2200 for a confidential discussion.