



## Kokatha Position Description

### **BUSINESS DEVELOPMENT MANAGER**

#### **KOKATHA - Background:**

The Kokatha People are the Traditional Owners of a large section of the land in the north of South Australia from Lake Torrens in the East to the Gawler Ranges in the West. The Native Title area includes the regional service centres of Woomera, Roxby Downs and Andamooka. Kokatha have various business interests in the region including pastoralism, mining, civil works and training and development.

Reporting to the General Manager the Business Development Manager, although negotiable, will preferably be based at Port Augusta, in the Upper Spencer Gulf region of South Australia, but will require significant intrastate travel.

#### **Position Purpose:**

The Business Development Manager (BDM) for the Kokatha group is a critical resource for a strategically important area of the organisation. The BDM will be responsible for driving the creation of an economically sustainable future for the Kokatha group across corporate, community and individual levels.

The primary focus of the BDM will be the identification of business opportunities, and execution of business development strategies to capitalise on such. In addition, the BDM will assess the current capability of the Kokatha group with a view to building skills and assets to meet demand driven by those business opportunities identified.

#### **Key Role Accountabilities:**

**The position is accountable for the following key outcomes:**

- Develop and establish a thorough understanding of industry sectors in the far north region, and continue to evaluate business and employment needs arising within those sectors.
- Review all existing business activities, explore opportunities to value-add and build those activities in a proper commercial manner in to the future.
- Explore opportunities for passive investment strategies both within the Kokatha Native Title area and in the wider commercial arena.
- Identify skill and asset gaps in the current organisation and identify means of filling those gaps with up-skilling programs and asset accumulation strategies.
- Create an awareness and understanding of Kokatha's Economic Development Plan within the Kokatha group, utilise it to drive business opportunities and strive to build a commercial business focus within the organisation.
- Develop an Action Plan, prioritising resources to explore, evaluate and implement activities to capitalise on opportunities identified.



## Kokatha Position Description

- Identify and develop relationships with key Government agencies and stakeholders, particularly the two mining companies currently holding Native Title Agreements with Kokatha.
- Propose and develop a management structure for any identified business opportunity, and apply considered governance principles to such structures.
- Support, promote, develop and adhere to all Work Health and Safety (WHS) requirements within the Kokatha organisation. Comply with and actively endorse WHS standards of contractors and clients.
- Review existing commercial/business contracts, providing analysis, recommendation and direction to the Kokatha group.
- Assist with the formulation of tender submissions, documentation and business plans for potential business opportunities.
- Establish and maintain both skills and asset registers, conduct regular audits and develop capability statements accordingly.
- Review and update contracting pre-qualification submissions and introduce compliance and safety management systems.
- Identify and review existing Economic Development Plans.
- Present reports to the Commercial Enterprise Committee of all Business Development activities and outcomes.
- Present reports and recommendations including business cases for consideration by the Commercial Enterprise Committee of Kokatha.
- Develop KPI based performance reports to regularly review performance of business development.
- Ongoing liaison with key stakeholders active in relevant business sectors.
- Represent Kokatha at various stakeholder meetings, conferences and other forums.
- Contribute to social media exposure to illustrate Kokatha's capacity and capability, indicating a readiness to participate in the commercial business arena.
- Develop a "brand" that leads to future recognition of Kokatha as a key point of contact for Indigenous services throughout the State.
- Create an ongoing awareness that Kokatha is "open for business" and acting as the key point of contact for existing and prospective business clients.
- Assist Kokatha to develop an organisational vision and mission delivering a clear picture of value propositions to existing and potential business clients.
- Develop a communications strategy to encourage meaningful engagement and dialogue with the wider community – both Indigenous and non-Indigenous.



## Kokatha Position Description

<b>Significant Working Relationships:</b>	
<b>Internal:</b>	<ul style="list-style-type: none"> <li>• Kokatha General Manager</li> <li>• Kokatha Executive Directors and the Commercial Enterprise Committee</li> <li>• Kokatha Administration staff</li> <li>• Kokatha Board of Directors</li> <li>• Kokatha community members</li> </ul>
<b>External:</b>	<ul style="list-style-type: none"> <li>• Business Industry Stakeholders.</li> <li>• Key Government agencies – both State and Federal particularly those with a regional presence in the Far North of SA</li> <li>• Tier one contractors and major suppliers to the resource sector</li> <li>• Kokatha’s Accounting and Finance service provider</li> </ul>

### Person Specification:

<b>Qualifications (includes education, tickets, licences, certifications):</b>	
<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"> <li>• SA Drivers licence (with ability to drive manual vehicle)</li> </ul>	<ul style="list-style-type: none"> <li>• Formal qualifications in a business discipline such as a recognised Degree, Diploma or other Tertiary qualification.</li> </ul>

<b>Work Experience &amp; Skills:</b>	
<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"> <li>• Proven ability and experience to seek out business opportunities across a number of industry sectors.</li> <li>• Proven ability and experience to develop internal business capability and capacity.</li> <li>• Demonstrated previous experience in business development, either through ownership of a business or through proven results managing or operating a business.</li> <li>• Previous experience in applying commercial management principles and creating sound business structures.</li> <li>• Previous experience in analysing and illustrating potential business opportunities to ensure clear business decisions can be made.</li> <li>• Ability to assess skills and resources gaps and identifying actions to rectify.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience within regional or remote Aboriginal communities including an awareness of barriers relating to business development and resource optimisation.</li> <li>• Previous history of “hands-on” operation within the regional and remote business environment.</li> </ul>



## Kokatha Position Description

<ul style="list-style-type: none"> <li>• Proven ability to structure concise reports, illustrate clear concepts and deliver proposals to both internal and external stakeholders.</li> </ul>	
--	--

Qualities & Behaviours:	
Essential:	Desirable:
<ul style="list-style-type: none"> <li>• Proven ability to work in regional and remote locations, relying on personal resources and maintaining high levels of self-motivation.</li> <li>• Strong communication skills to actively engage key stakeholders from industry, the government sector and Indigenous organisations.</li> <li>• Sound understanding of Aboriginal people and their culture.</li> </ul>	<ul style="list-style-type: none"> <li>• A reputation for achieving goals within a business development field, demonstrated by application of personal resources.</li> <li>• Ability to lead others within an organisation, convey new and at times foreign concepts in a culturally sensitive manner.</li> </ul>

Role Competencies:
<ul style="list-style-type: none"> <li>• Implement commercial business practices, systems and procedures for existing business activities and for any new business activity undertaken.</li> <li>• Propose and develop a management structure for any identified business opportunity, and apply considered governance principles to such structures.</li> </ul>

Role Compliances:
<ul style="list-style-type: none"> <li>• Inductions as required to access Stakeholder Mine-sites</li> <li>• Police clearances as required to access Stakeholder mine sites and Woomera Prohibited Area</li> </ul>

Key Organisational Accountabilities:
<p><b>Holistic endeavour</b></p> <ul style="list-style-type: none"> <li>• At all times acting in the role of Business Development Manager have a focus on Kokatha’s vision to “improve the lives of Kokatha people”</li> <li>• To drive the economic future of the Kokatha people in line with their Economic Development Plan – “investing in our own future”</li> </ul> <p><b>Safety, Health, Environment and Community</b></p> <ul style="list-style-type: none"> <li>• Demonstrating safe behaviour at all times in line with Kokatha values and Kokatha policies and procedures</li> <li>• Promoting awareness of SHEC practices and positive behaviours, both within the Kokatha organisation and externally</li> </ul>



## Kokatha Position Description

<b>Authority Levels:</b>	
<b>Operating Expenditure (\$'000):</b>	AUD \$10,000
<b>Capital Expenditure (\$'000):</b>	AUD \$10,000
<b>Asset Responsibility: (\$'000)</b>	N/A

<b>Additional Information:</b>	
<ul style="list-style-type: none"> <li>KPIs are developed annually as part of the Performance Review cycle. These KPIs will be in addition to the role accountabilities.</li> </ul>	