

Project Officer, Business Development Analyst

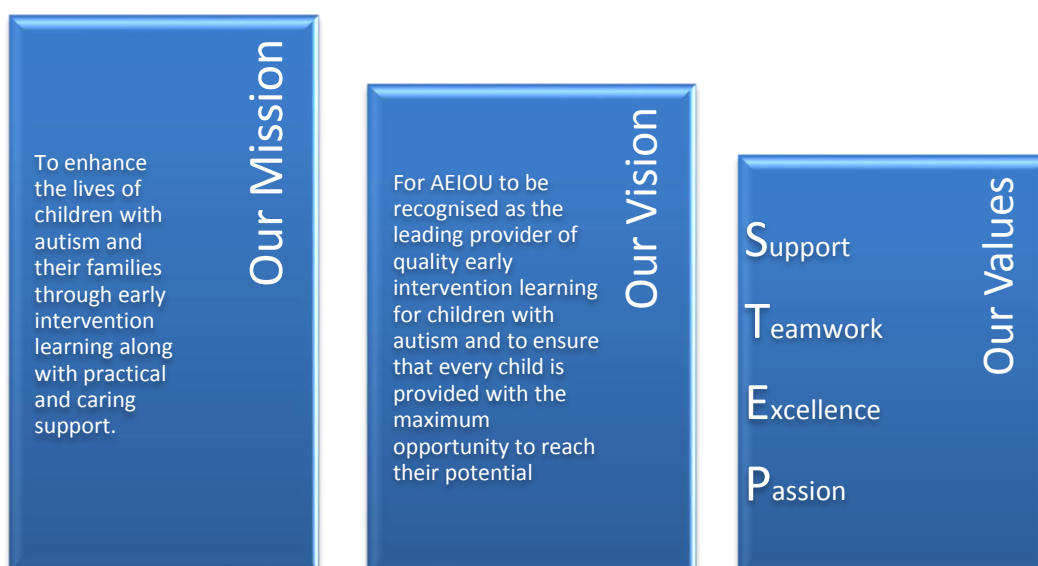
Location	Nathan	Essential Qualification(s)	Tertiary qualification in a relevant discipline (eg. Business, Accounting, Commerce)
Tenure and Status	Contract 3-6 months (with possibility for extension) Full-time	Essential licence(s)	Ability to obtain or hold Positive Blue Card Current Queensland Drivers Licence
Classification	Salaried	Probationary Period	3 months
Position resources	Parking Permit	Annual Leave	4 weeks
Delegation of Duties:	COO	Authorities in your absence:	COO

AEIOU Foundation

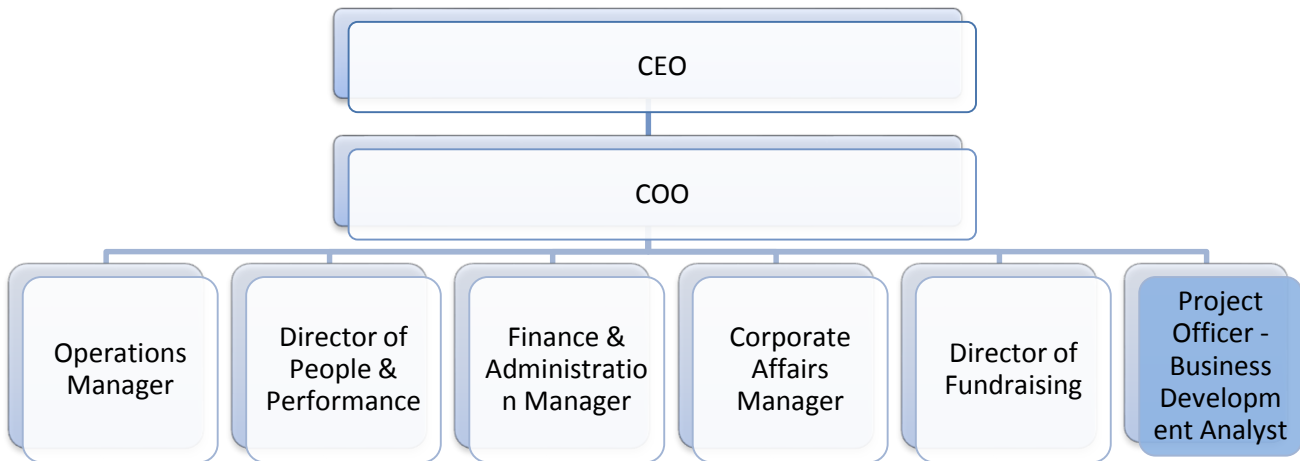
The AEIOU Foundation is a not-for-profit organisation and one of Australia's leading providers of full-time and part-time early intervention for children who have been diagnosed with an autism spectrum disorder who are aged 2 ½ to 6 years. AEIOU provides the only service of its kind in Queensland, delivering a curriculum which has been specifically developed to meet the individual needs and strengths of each child.

At AEIOU, children are supported by a range of professionals, including skilled learning facilitators, early childhood teachers, speech pathologists and occupational therapists. The program is also supported by a dedicated research and psychology team.

AEIOU is recognised for its work with the broader community to raise awareness, improve service delivery and for providing an evidence based early intervention program which meets the 2012 Australian Good Practice Guidelines. The Foundation is committed to delivering a high quality service, and improving the way we operate and work together.



Reporting Relationships



Position Purpose

To assist the CEO and COO in business development planning for the organisation's strategic growth. This includes modelling costs and benefits of proposed business development options, and identifying alternative opportunities to support strategic decision-making by the Executive Management Team and the Board. This role is also responsible for ensuring proposed initiatives align to the strategic plan; are scoped and costed in accordance with their relative priority & value and provide an initial blueprint/roadmap for implementation.

Key Duties

- Critically analyse and interpret data and information including; activity, funding, workforce data, current and projected population demographics and relevant market analysis to support strategic decision making.
- Analyse funding and revenue streams, and service capacity to assess the case for feasibility of business development options.
- Assist in the develop business cases related to a range of business development opportunities underpinned by robust quality analysis, including risks, costs and benefits.
- Interact with the Executive Management Team, Centre Managers and their staff to determine and assess risks.
- Within the scope of the role, manage expectations of management and staff while cultivating productive working relationships, partnerships and teamwork.
- Produce timely, well researched documents, including business cases, submissions, correspondence and reports

Organisational Responsibilities

- To comply with all AEIOU policies and procedures at all times
- A commitment to meeting and exceeding customer expectations
- To adopt and embrace the organisation's values
- To ensure the environment is kept in a safe and hygienic state at all times
- To promote AEIOU to the local and wider communities
- A commitment to work as an effective team member
- To assist team members in understanding and responding to challenges, change and conflict
- To ensure that all communication is completed in a professional and polite manner
- To follow and practice correct fire and emergency evacuation procedures
- Consider Workplace, Health & Safety at the service at all times

Key selection criteria

- Solid financial and commercial acumen, including analytical skills, financial skills, and ability to interpret and analyse data from financial and other activity information systems to underpin strategy development and strategic decision making.
- Demonstrated experience in contributing to effective business cases with costing and recommendations.
- Excellent writing skills, including the ability to develop comprehensive reports, briefs and recommendations within tight timelines.
- Strong analytical capability including the use of MS Excel and related analytical tools.
- Excellent interpersonal skills to build and maintain professional relationships with management and staff.
- Well organised in terms of time management, prioritisation and working to deadlines.
- Financial acumen gained from a similar sized organisation within the health or education sectors, ideally in a not-for-profit environment.
- Sound knowledge of, or ability to quickly acquire knowledge of relevant policies, regulations and funding contracts which govern services in education and disability services.
- Ability to work in a semi-autonomous manner on multiple projects simultaneously.