

JOB TITLE	Business Development Officer
DATE	21 April 2022
REPORTS TO	Chief Executive Officer



JOB DESCRIPTION

Purpose of role

To stimulate and support business, innovation and diversification within the primary industries of the Northern Territory. To work collaboratively across industry sectors and government to facilitate the delivery of a range of government and industry programs and initiatives to primary producers. Focus on regional business needs and pathways for local and regional adoption. Provide operational support to the CEO, the Executive Committee and other functions as directed.

Key Responsibilities

With a concentrated focus on Northern Territory primary industries, the key responsibilities, activities and duties include:

- Liaise with primary producers, industry bodies and groups to determine business issues within the NT agribusiness sector, and increase the accessibility of information and support to form pathways for business, trade development and diversification.
- Establish a high degree of visibility and mobility with all relevant stakeholders to extend the uptake and employment of business improvement programs and government funding initiatives.
- Work with NT Government departments, the Commonwealth Government and industry bodies to deliver information workshops and provide stakeholders with access to tailored support services.
- Support individual businesses with financial analysis and insight, market and investment opportunities and workforce strategies, to develop and strengthen enterprise performance.
- Provide expert advice to landholders seeking regulatory approval to utilise an area of a pastoral lease for non-pastoral purposes. Contribute to capturing R&D priorities within the NT pastoral sector for inclusion in an NT Pastoral Industry Innovation and Adoption strategy.
- Operate as an effective one-stop utility to address queries and provide appropriate direction on agribusiness matters on request.
- Maintain strong business relationships with all partners in a professional, informative and deferential manner.
- Develop, manage and facilitate other programs and events where required.
- Help to promote other NTCA projects and facilities to key stakeholders.
- Respond to core NTCA membership issues as required.
- Assist with NTCA Annual Conference organisation as required.
- Identify and assist with grant sourcing and applications.

The above list is not exhaustive and the role may change to meet the overall objectives of the company fulfil other duties as required by management and other department personnel as requested/required.

Selection Criteria (Essential)

1. Demonstrated knowledge of business development and commercial practices within the agribusiness sector. This includes skills in interpreting financial documentation with the ability to provide detailed advice on performance and position.
2. Demonstrated ability to work cooperatively and collaboratively across government and industry. This includes maximising the involvement and investment of related programs and initiatives to deliver outcomes to the client base.
3. Demonstrated ability to develop strong working relationships with the business community showing a high level of understanding and regard to differing backgrounds, culture and regional issues; providing flexible and responsive services.
4. High level written and oral communication skills, including presentation and negotiation skills, to suit a wide range of audiences together with a strong ability in research, analysis, report writing and project management.
5. Proven leadership ability to work autonomously and within teams to achieve practical, innovative solutions with the ability to prioritise work to meet deadlines.
6. High level of accuracy and attention to detail.
7. Understanding of NT primary industries and Indigenous culture.
8. Ability to travel to remote areas within Australia for extended periods (2-3 weeks).
9. Demonstrated ability with a range of computing software and an understanding of current business technology.
10. Current NT 'C' Class Drivers Licence.

Selection Criteria (Desirable)

1. Degree in a relevant field of business or demonstrated work experience.
2. Knowledge and understanding of relevant animal welfare, work health and safety legislation for the Northern Territory.

Application Details

Applications close 1st May. Applicants must address the selection criteria and include a covering letter and resume with previous employment referees.

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.

Send your application or request for further information to –

email office.darwin@ntca.org.au

or phone 08 8981 5976