

# Position Description

<b>Position Title</b>	<b>Business Development/ Administrative Assistant – The New Daily</b>
<b>Reports to</b>	Executive Manager
<b>Employment type</b>	Part time (3 days per week) – 12 month contract

## Role Summary

Working in a small team, this role is responsible for assisting the Executive Manager with the running of The New Daily (TND) corporate office with business development activities, account management and administrative assistance. The successful incumbent will support the strategic business plan, including the onboarding of new databases, day to day administrative duties and assist the Executive Manager.

The vision of TND is to deliver a respected and sustainable digital news service, with a reputation for fair and balanced reporting. TND's focus is to provide content that engages ordinary working Australians and specialises in content to enhance the financial literacy of all subscribers.

## Accountabilities/ Key Result Areas

### ***Business Development***

- Understand the TND business plan and contribute to the development and communication of strategies
- Undertake direct marketing to ISFs, Unions, NGOs and commercial database holders, including working with Motion Publishing on preparation of materials
- Review and manage the process of onboarding new funds
- Work collaboratively with stakeholders from TND's associated Company's such as Industry Fund Services, Industry Super Australia and shareholders etc
- Work collaboratively with other external stakeholders such as Motion Publishing, participating organisations etc
- Coordinating the production and distribute regular database reports and other material for participating organisations
- Assist with business development activities to increase growth of TND

### ***Stakeholder Management***

- Work with key stakeholders including, Motion Publishing and other participating organisations
- Support relationships with stakeholders as a source of news and expertise
- Provide assistance to client funds in use of TND for their own promotions
- Work with organisations to implement the provision of database and other onboarding requirements including reports
- Effectively build good working relationships for mutual advantage

### **Administrative Support**

- Undertake general administrative duties required, such as maintenance of the corporate scorecard
- Assist the Executive Manager with the implementation of Board directives and assistance with the preparation of Board submissions (if required)
- Support Executive Manager in liaising with all funds and other prospective clients to determine their participation in TND and the appropriate process to accommodate their involvement
- Liaise with prospective clients and legal advisers to ensure the implementation of all privacy policies and data security processes are reviewed and undertaken
- Provide assistance to the Executive Manager, such as prepare documentation for meetings, manage the Executive Manager's diary and travel arrangements
- Other duties as required by the Executive Manager

### **Key Selection Criteria**

- **Business Development** – have experience and be able to contribute to business development activities
- **Relationship Management** – skilled in managing networks in a positive manner to the benefit of TND
- **Communication Skills** – the ability to ensure open communication across multiple internal and external stakeholders
- **Administrative and Organisation skills** – the ability to plan and organise own work with limited supervision, contribute to operational improvements and meet agreed deadlines
- Sound understanding of the Superannuation industry and the union movement
- **Strong IT competence** – advance computer skills and understanding of Microsoft applications and others as required

Skills	
<b>Builds Partnerships</b>	<ul style="list-style-type: none"><li>• Skilled in building alliances and networks to facilitate achievement of goals;</li><li>• Champions open communication across business areas and with all stakeholders;</li><li>• Ability to maintain a professional approach with key stakeholders and prospective clients</li></ul>
<b>Communication &amp; Quality</b>	<ul style="list-style-type: none"><li>• Practically applies developed communications skills.</li><li>• Approach and behaviour when dealing with people, tasks and projects demonstrates initiative, excellence and strives for improvement.</li><li>• Performs role to a high standard and ensures that business success and objectives are at the forefront of all work so that our clients see the value of TND.</li><li>• Willingness to work hard and produce high quality work.</li></ul>
<b>Planning &amp; Organising</b>	<ul style="list-style-type: none"><li>• Ability to meet deadlines and self-manage.</li><li>• Practically shows strong organisation skills.</li><li>• Ability to set up new systems and processes in line with operational changes</li></ul>
<b>Ownership &amp; Accountability</b>	<ul style="list-style-type: none"><li>• Accepts accountability for own actions</li><li>• Takes ownership of allocated tasks and duties</li><li>• Establishes set goals that are clearly defined</li></ul>
<b>Workplace values and culture</b>	<ul style="list-style-type: none"><li>• Demonstrate a strong work ethic</li><li>• Possess a positive attitude and act professionally</li><li>• Conduct oneself honestly and with integrity</li><li>• Exhibit behaviour that demonstrates dependability and responsibility</li><li>• Motivated to grow and learn</li></ul>