Position Description - Senior Leader

Business Development Manager

Description Fields	Details
Directorate	Communities
Stream/Team	Business Development Hub
Location	North Parramatta /Sydney CBD
EA/Non-Award	Non-Award
Classification	Senior Leader
Date of Approval	4 November 2026

Primary Purpose of Position

The Business Development Manager enables sustainable growth and positive social impact across the Communities directorate. The role partners with operational and practice leaders to identify, assess and progress strategic business opportunities, diversify funding, strengthen partnerships and coordinate high-quality tender and expression of interest responses. It provides sector insight, disciplined opportunity governance and practical frameworks that support evidence-informed service development and successful implementation.

Key Accountabilities

Strategy, growth and opportunity development

• Shape and maintain a directorate-wide pipeline of opportunities aligned with Uniting's purpose, strategy, service priorities and appetite for risk.

• Interpret government policy, commissioning, funding and market trends to identify opportunities for sustainable growth, service improvement and funding diversification.

• Lead early scoping and assessment, bringing together operational, practice, finance and enabling-function perspectives to support timely go/no-go decisions.

Tender and submission leadership

• Direct and coordinate tender, grant and expression of interest responses, establishing clear governance, workplans, responsibilities, quality controls and approval pathways.

• Partner with Operations and subject matter experts to develop compelling, evidence-informed service propositions that respond to community need and funder requirements.

• Ensure submissions are accurate, compliant, commercially considered, appropriately risk assessed and completed within required timeframes.

Commercial and sector analysis

• Provide sector, market and competitor analysis to inform strategic decisions, growth priorities and portfolio planning.

• Partner with Finance to assess viability, sustainability and key assumptions, and clearly communicate commercial implications to decision-makers.

• Develop and monitor business cases, benefits, risks and performance measures, escalating material issues through agreed governance channels.

Uniting

Position Description - Senior Leader

Business Development Manager

Partnerships and influence

• Build strategic relationships with government, non-government, community and sector partners to strengthen Uniting's position, identify shared opportunities and improve outcomes.

• Influence across complex stakeholder groups, balancing service, practice, commercial, legal, risk and operational considerations to achieve aligned outcomes.

Implementation, systems and continuous improvement

• Oversee or support transition of approved opportunities into implementation, ensuring clear ownership, handover, readiness and benefit tracking.

• Develop frameworks, tools and repeatable processes that strengthen business development capability, knowledge management and consistency across Communities.

• Use evidence, population data, lessons learned and performance insights to improve business development practice and service design.

People leadership and safety

• Lead, coach and develop the Business Development Hub, setting clear priorities, standards and accountabilities and ensuring the team has the capability and resources to deliver high-quality work.

• Create an inclusive, psychologically safe and collaborative team environment that reflects Uniting's values and promotes wellbeing, learning and continuous improvement.

• Provide visible leadership in work health and safety, identify and manage risks, and ensure employees are supported and appropriately trained to work safely.

Key Relationships

Relationship	Position / group
Leader	Executive Head of Business Development
Direct Reports	Business Development Hub roles; number and role mix subject to approved structure
Key Internal Relationships	Heads of Operations; Operations Managers; Practice Leads; Finance; Legal; Risk; People and Culture; Marketing and Communications; Property; Digital and Technology; other subject matter experts
Key External Relationships	Australian and NSW/ACT government agencies and commissioning bodies; non-government and community organisations; sector partners; funding bodies; consultants and specialist advisers

Compliance Requirements

• National Police Check

• Working with Children Check, where required for supported service areas

• NDIS Worker Screening Check, where required for supported service areas

• Current Australian driver licence and capacity to travel, where required

Selection Criteria - Essential Requirements

Qualifications

• Tertiary qualification in business, commerce, public policy, social sciences, community services or a related discipline; or equivalent demonstrated experience and knowledge.

• Relevant postgraduate qualification in business, strategy, management or a related discipline is desirable.