

POSITION DESCRIPTION

Position Title	Business Development Coordinator		
Organisational Unit	The Faculty of Education and Arts		
Functional Unit	Learning and Leadership Enterprise		
Nominated Supervisor	Partnerships Operations Manager		
Classification	HEW 7		
CDF Level	HEW 7 CDF1	Position Number	10613457
Attendance Type	Full Time	Date reviewed	25-AUG-2026

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

ACU has a bold vision for its future. Our Vision 2033 is our landmark statement of strategic direction for ACU's mission as a Catholic university to constitute a 'Christian presence in the university world confronting the great problems of society and culture'. Our mission is to help shape the coming generations in Australia and beyond, by enabling flourishing lives, fostering thriving communities, and building a more ethical future.

Our Catholic mission informs everything we do – challenging us to respect the dignity of the human person, serve the common good, and embed ethical and social justice considerations throughout our teaching and research. We strive to live our core values of truth, excellence, and service.

We are a publicly funded university, and while we are young, we have grown significantly and we and we are making our mark: we are one of the largest university contributors to the care economy in Australia and rank among the top universities worldwide. We have seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We prioritise our staff, supporting their growth with a positive culture, generous leave, and flexible work arrangements. We invite all staff to engage with our mission in whatever way is most meaningful to them – whether as Catholics, as members of other churches and faiths, or as people with no religious affiliation but who are willing to embrace our vision, mission and strategic direction. We continue to invest in our facilities and workplaces and actively involve staff in shaping the future direction of the organisation.

For further information about the university please refer to ACU's [organisational structure](#).

ABOUT THE FACULTY OF EDUCATION AND ARTS

The Faculty of Education and Arts encompasses two nationally recognised schools – the National School of Education and the National School of Arts and Humanities – and four leading research institutes: the Institute for Positive Psychology and Education, the Institute for Learning Sciences and Teacher Education, the Institute for Child Protection Studies, and the Institute for Humanities and Social Sciences. The Faculty also hosts several specialised programs and centres, including the Australian Centre for the Advancement of

Literacy, the Clinic for the Advancement of Literacy, the Ancient Israel Program, and the Western Civilisation Program. The Faculty is widely regarded for its excellence in teacher education and its impact in the humanities and social sciences, especially in history, politics and sociology.

Operating across our campuses in Ballarat, Brisbane, Canberra, Melbourne, North Sydney, Strathfield, Blacktown and internationally in Rome (Italy), the Faculty supports a vibrant and inclusive community of more than 11,000 students. It offers a dynamic program of teaching and research for both students and staff. Through strategic research partnerships, global exchange opportunities, and community engagement, the Faculty builds enduring relationships with universities and organisations across the public, private and community sectors.

ABOUT PROFESSIONAL SERVICES HUB

The Faculty Professional Services Hub within the Faculty of Education and Arts is a collaborative team comprised of professional staff that deliver Faculty-based services.

The hub's purpose is the integration and collaboration of professional services to ensure a seamless experience for all staff and students. By bringing together our people, resources and expertise, the hub streamlines processes and enhances efficiency in service delivery.

As one of six hubs across the university, the Professional Services Hub plays a vital role in delivering integrated services for ACU. It fosters communication and cooperation between different departments and units, facilitating a cohesive approach to meeting the diverse needs of staff and students alike.

ABOUT LEARNING AND LEADERSHIP ENTERPRISE

The Learning and Leadership Enterprise (LLE) has been established within the Faculty of Education and Arts in order to drive partnership engagement and revenue diversification for the faculty. The LLE fosters innovative lifelong learning opportunities that are evidence-informed by our world class research, student-centred and underpinned by our signature pedagogies which are grounded in the pursuit of building a better society. We offer a range of flexible, co-designed learning opportunities tailored to the needs and interests of both individuals and our industry partners. The LLE supports the development and submission of tenders, as well as the implementation of strategies and programs implemented as a result of successful tenders.

POSITION PURPOSE

The Business Development Coordinator contributes to the growth and success of the Learning and Leadership Enterprise (LLE) by supporting the identification, development, and progression of partnership, tenders and commercial opportunities across domestic markets.

Working under the direction of the Associate Dean Partnerships and the Partnerships Operations Manager, the Business Development Coordinator plays a key part in advancing LLE's enterprise and commercial activities and building a strong pipeline of tenders, products, and commercial initiatives.

Operating within a dynamic enterprise environment, the Business Development Coordinator requires agility, initiative, sound judgement, and strong problem-solving capability to progress opportunities and navigate competing priorities. This includes undertaking opportunity scoping, contributing to business case development, supporting the preparation of high-quality proposals and tenders, and monitoring opportunity progression and pipeline activity.

The Business Development Coordinator works closely with academics and professional staff to translate research, disciplinary expertise and education concepts into clear and compelling proposals. The position also contributes to the articulation and positioning of LLE partnership initiatives and education offerings, supporting engagement with partners and stakeholders across domestic markets.

Through the application of market insight, strong coordination capability, and a proactive, solutions-focused approach, the Business Development Coordinator supports the growth and conversion of LLE's tender, bid, and commercial education pipeline, strengthens its market presence, and contributes to the successful delivery of enterprise initiatives.

KEY RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- [ACU's Vision 2033](#)
- [Catholic Identity and Mission](#)
- [Code of Conduct for all staff](#)
- [ACU Capability Development Framework](#)
- [ACU Staff Enterprise Agreement 2022-2025](#)
- [ACU Staff Reconciliation Action Plan](#)

The [Capability Development Framework](#) describes the core competencies needed in all ACU staff to achieve the university's strategy and supports its mission.

Responsibility	Scope
Identify and assess government tender, competitive bids, and commercial opportunities that align with Faculty and University priorities, contributing to the development of an active pipeline of enterprise and revenue-generating activities.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Undertake opportunity scoping and verification, applying judgement stakeholder requirements,, delivery feasibility, strategic alignment, and relevant procurement or funding requirements, and supporting informed decision-making on opportunity progression.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Develop business cases and commercial proposals to support partnership and program development, including budgets, pricing considerations, cost drivers, delivery assumptions, and value propositions.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Coordinate and contribute to tender and other competitive proposal development, working closely with academics and professional staff to translate research, disciplinary expertise and education concepts into clear and compelling submissions. This includes drafting and editing content, developing diagrams and supporting materials, synthesising inputs, and aligning responses to funding requirements and evaluation criteria.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Apply market and sector analysis to identify trends, emerging opportunities, and comparable offerings, informing opportunity	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit

Responsibility	Scope
development and the positioning of LLE partnership and education initiatives.	
Contribute to the positioning and articulation of partnership initiatives and education offerings, applying stakeholder, partner and market insights to support opportunity development , proposal development, and partner engagement.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Support the preparation of partner-facing materials, presentations, and supporting documentation required for proposals, competitive tenders, and opportunity development activities.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Build and manage stakeholder relationships across internal and external environments, supporting the progression of opportunities and maintaining effective engagement throughout partnership lifecycles.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Maintain and utilise business development systems and processes, including CRM and pipeline tracking, ensuring accurate data capture and visibility of enterprise activities.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Provide independent coordination across opportunity and partnership activities, including tracking progress, identifying risks, and adapting approaches to support timely and effective delivery.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit

HOW THE ROLE OPERATES

The position will need to seek approval from their supervisor before making changes to processes and procedures.
The position requires resilience and adaptability to be able to respond to changes in the sector and business landscape and identify areas of improvement.
The position needs to build relationships with staff across the organisation to perform their duties.
This position does not have managerial responsibilities.

SELECTION CRITERIA

Qualifications, skills, knowledge and experience:	• Qualification - A degree with subsequent relevant experience in business development, partnerships, commercial engagement, education enterprise, or a related field; or an equivalent combination of relevant experience and/or education/training. • Experience - Demonstrated experience coordinating and developing tenders, competitive bids or other complex proposals, preferably within education, research or a government-facing environment. • Skill - Well-developed written and verbal communication skills, including demonstrated ability to work closely with academics or subject matter experts to develop, structure and refine high-quality documents such as proposals, pitch documents, briefs and presentations for a range of audiences. • Skill - Demonstrated analytical and conceptual skills, including the ability to interpret information, synthesise inputs, and apply
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	judgement to support opportunity development and decision-making. • Experience - Demonstrated ability to undertake market or landscape analysis and apply insights to inform positioning, opportunity scoping, or partnership and program development. • Knowledge - Sound level of computer literacy and a good working knowledge of the Microsoft Office Suite, Adobe Design Suite, Microsoft Teams. Experience working with Content Management Systems (CMS) and Customer Relationships Management (CRM) software such as Zoho CRM is an advantage. • Skill - Demonstrated organisational, planning, and problem-solving skills with the ability to work under pressure, deal with multiple and urgent priorities and meet deadlines. • Experience - Demonstrated ability to work independently as well as collaboratively in a team environment to achieve shared outcomes and results.
Core Competencies:	• Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values. • Display openness and resilience, inspire others to change and act to make change happen with ACU's strategic goals and Mission at the heart of all outcomes. • Keep stakeholder interest at the core of ACU business decisions and ACU service excellence as a top priority. • Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence. • Take personal accountability for achieving the highest quality outcomes through understanding the ACU context, self-reflection, and aspiring to and striving for excellence.
Essential Attributes:	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
Working with Children and vulnerable adults check	This role does not require a Working with Children Check.
Pre-employment declaration and background check	Preferred candidates will be required to complete mandatory pre-employment declarations and background checks, including those related to gender-based violence and foreign interference, in line with ACU's compliance requirements.

REPORTING RELATIONSHIPS

For further information about the structure of the University, refer to the Organisation Chart
<https://www.acu.edu.au/about-acu/leadership-and-governance/leadership/organisational-structure>