



Position Description

Role:	Executive Director Growth
Portfolio:	Growth
Salary Classification:	Executive PESES-2
Location:	Metro or Regional (regular travel to other sites)
Reporting to:	Chief Executive Officer
Direct Reports:	~4 Direct Reports (~100 staff)
Budget Accountability:	New Business Revenue \$12+ million year on year Indirect \$250m (OpEx, CapEx)

Organisational Overview

Bendigo Kangan Institute (BKI) is a Victorian Government entity, an integrated skills provider that brings together education, assessment and learning. We have an impressive 150-year history that helps inform our future. A modern, agile organisation, delivering future-ready skills, training and assessment solutions, as well as lifelong learning opportunities. Working in close partnership with industry, educators, government and communities to deliver life-changing education and skills development. This partnership and collaboration mindset with stakeholders gives deep insights to design solutions for education and skills frameworks, teaching, migration and policy, which in turn lifts the entire sector.

BKI comprises four brands: Bendigo TAFE, Kangan Institute, VETASSESS and eWorks, connecting people and industries with the transformative power of education and careers. We transform lives, strengthen communities, empower workforces, and support industries to grow and thrive.

We've expanded our TAFE offering in Victoria's north-west and will continue to sustainably grow our impact across the State, the Nation, and Internationally. BKI is one of the largest TAFEs in Victoria with nine campuses stretching from Docklands to Echuca, and will grow to include new campuses at Castlemaine, Sunbury, Melton and a Technical School at Broadmeadows, this is in addition to being the largest provider of education in Victorian Correctional facilities.

- Kangan Institute - provider of vocational education and training for metropolitan Melbourne
- Bendigo TAFE - provider of vocational education and training for regional Victoria.
- VETASSESS – Australia's leading authority in qualifications and skills assessment, particularly for skilled migration.
- eWorks – provider of holistic online solutions and e-learning systems for organisations and education providers.

BKI is a for purpose entity, committed to minimising its environmental impact and supporting social initiatives that benefit local communities.

BKI Vision

Australia's leading skills provider

BKI Purpose

Changing lives through the power of education and skills

Growth Portfolio

The Growth Portfolio was established to support the 2030 Strategic Plan – 'Growth for Impact'. BKI is committed to fostering growth and driving impact in a time marked by significant change and opportunity. BKI has a role in equipping students and customers with the skills and knowledge they need to thrive in a dynamic and complex world. To cater for rising demand, BKI will focus on sustainable growth, through innovation and organisational agility. BKI's aim is to increase accessibility and provide diverse skilling opportunities that meet the needs of our students, customers and the industries we serve. This Portfolio is accountable for business development, along with brand and marketing.

Position Summary

The Executive Director Growth is accountable for the business development pipeline for business to business and business to customer, including strategic partnerships to deliver growth for impact. This role involves developing and executing growth strategies, fostering partnerships, and leading efforts to increase enrolment, funding, and sponsorship offerings.

Key Accountabilities

- Strategic Planning and Execution:
 - Develop and implement comprehensive growth strategies aligned with the organisational strategic plan, purpose and vision.
 - Identify and evaluate new opportunities for expansion, including new markets, programs, and partnerships.
 - Lead the development of business plans and financial models to support growth initiatives.
- Partnership Development:
 - Cultivate and maintain relationships with key stakeholders, including educational institutions, government agencies, corporate partners, and community organisations.
 - Negotiate and manage strategic partnerships and collaborations to enhance the offerings and reach.
- Enrolment and Program Growth:
 - Drive initiatives to increase student enrolment and retention across programs.
 - Oversee the development and launch of new educational programs and services.
 - Monitor and analyse enrolment trends and market demands to inform growth strategies.
 - Expand the skills assessment capability and purpose across the globe.
- Fundraising and Resource Development:
 - Lead efforts to secure financial support for growth initiatives.
 - Identify and pursue grant opportunities, sponsorships, and other funding sources.
 - Establish and embed a charitable foundation, maintaining relationships with donors and funding organisations.
- Team Leadership and Development:
 - Build and lead a high-performing growth team, providing mentorship and professional development opportunities.

- Foster a culture of innovation, collaboration, and continuous improvement within the team.
- Performance Monitoring and Reporting:
 - Establish and track key performance indicators (KPIs) to measure the success of growth initiatives.
 - Prepare and present regular reports to the CEO and Board of Directors on growth progress and outcomes.

Knowledge, skills and experience requirements

- Extensive demonstrated experience leading professional services.
- Proven track record of successfully leading growth initiatives and achieving measurable results.
- Strong strategic thinking, analytical, and problem-solving skills.
- Excellent communication, negotiation, and relationship-building abilities.
- Ability to work collaboratively with diverse stakeholders and lead cross-functional teams.
- Strength in strategic planning to enable growth and service excellence.
- Ability to achieve strategic goals in the context of legislative frameworks, operational systems, financial sustainability, and performance.
- Strong commercial and business intelligence acumen to drive sustainable financial results.
- Focus on data driven decision making to surface and solve the right problems.
- The ability to create a culture of high performance and accountability, with a disciplined focus on the execution of strategy.
- Strong stakeholder management skills and experience.
- Passion for education, skills and a commitment to the organisation's vision.

Key Competencies

- **Results orientation/execution:** Develop and maximise team capability to deliver results; leverage creativity and existing resources to achieve outcomes within financial parameters
- **Complex Problem-Solving & Prioritisation:** Navigate and simplify complex issues, focusing on the highest-impact tasks and effectively prioritising to meet organisational goals in a dynamic environment.
- **Change orientation / leadership:** supports change across Portfolio
- **Cross-functional awareness and teamwork:** Manage cross-functional teamwork
- **Lead and manage:** lead and manage multiple functions
- **Commercial orientation:** apply commercial knowledge to maximise Business Unit performance
- **Influencing and negotiating:** Engage stakeholders with credibility and insight to influence outcomes aligned with organisational objectives. Apply effective negotiation strategies to reach agreements that balance organisational goals with stakeholder needs
- **Building and maintaining relationships:** establish and maintain external networks and relationships
- **Dispute resolution:** Address and resolve conflicts constructively, using active listening and mediation skills to achieve mutually beneficial outcomes. Foster a collaborative environment that maintains positive relationships and supports organisational cohesion
- **Communication Skills (written and verbal):** Convey information clearly and persuasively across all levels of the organisation, adapting style and approach for diverse audiences. Demonstrate strong written and verbal skills to ensure key messages are understood and organisational goals are supported.
- **Risk Mitigation skills:** Identify, assess, and proactively address potential risks to minimise impact on organisational objectives. Apply sound judgement to anticipate challenges and adapt strategies to maintain consistent progress towards goals
- **Agility:** has skills and experience in reprioritising, refocussing and redirecting efforts to constantly respond to the evolving needs of the organisation.
- **Collaborative mindset:** approaches activities, decisions and outcomes from the perspective of working with others.
- **Creativity:** develops new or different ways of thinking, working or solving problems.
- **Self-management:** plans and prioritises work to ensure outcomes are achieved, and confident in own ability to achieve.
- **Executive Leadership:** Demonstrate visionary and strategic leadership that inspires and aligns teams across the organisation. Act as a credible, influential leader who fosters a culture of high performance, accountability, and collaboration, while championing the organisation's mission and goals.

Other Position Related Information

Health, Safety & Wellbeing

The health, safety and wellbeing requirements of this position include:

- Ensure activities of the Portfolio or Department comply with *Occupational Health and Safety Act 2004*, *Occupational Health and Safety Regulations 2017* and the BKI Occupational Health, Safety & Wellbeing Management System (OHSW MS), including implementation and monitoring.
- Demonstrate leadership and commitment with respect to the OH&S management system by ensuring that the:
 - HSW policy and objectives are established and compatible with BKI's strategic direction.
 - OHWS MS requirements are integrated into BKI's business processes.

Fulfil other responsibilities as outlined in the BKI Occupational Health, Safety & Wellbeing Management System (OHSW MS) documentation.

Other specific responsibilities are incorporated into BKI Policy and Procedures where they vary from this.

Child Safety

BKI is a child safe organisation, as such all employees, volunteers, contractors, and service providers are required to promote a culture of child safety, comply with Child Safety laws and reporting obligations of suspected child abuse per institute Child Safety policy and procedures.

All employees are required to hold and maintain a current Working with Children clearance for the duration of their employment.

How to Apply

The Bendigo Kangan Institute is partnering with SHK Asia Pacific on this search. Applications are to be submitted online by visiting <https://www.shk.com.au/jobs> (preferred). Submit your CV (in Microsoft Word format, no more than five pages).

You are not required to separately address the Key Selection Criteria. Your CV (résumé) should demonstrate achievements commensurate with the position description. All documents are to be attached in Microsoft Word format.

If you require more information after reviewing this position description and submitting your CV, please contact Dalia Klein, Director and Senior Partner, SHK +61 401 000 499, noting that call backs may be out-of-hours in the evening and may take several days.

Please note, there is a concurrent search and selection process which may take some time and may include multiple review stages, panel interviews and meetings. These may be conducted over the next months. Candidates may be contacted by email or phone, including voicemail message. Direct and third-party applications will be forwarded to SHK.

Referees will only be requested and contacted at the time they are required, after initial stages of this process are completed.

Probity checks must be completed in full before you can be considered for appointment. There are specific probity requirements for this role, and you may be asked for particular information outside standard details, if this is relevant. Being considered for appointment must remain confidential throughout the period, prior to formal endorsement.