



# Position Description

## Manager Business & Sector Development

Reports to: Director of Programs & Sector Development

Date: June 2026

Duration: Full time 1.0FTE (fixed-term, 12-month contract)

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### Mental Health Australia Values

Mental Health Australia's values are curiosity, courage and connection. These guide all our work.

### Position Purpose

Reporting to the Director of Programs & Sector Development, the Manager Business & Sector Development plays a key role in strengthening Mental Health Australia's capacity to deliver high-quality, fee-for-service offerings that support both sector capability and organisational sustainability.

The role contributes to diversifying income in a way that aligns with our purpose and role as the national peak body for the mental health sector, our values and our commitment to strengthening the sector. A core focus of the role is expanding our impact by building the capability and capacity of the mental health sector through high-quality training, facilitating peer learning opportunities and partnerships.

This role brings together relationship management, business development, and service coordination to ensure our fee-for-service and sector collaboration activities are accessible, effective, and financially sustainable.

The position also provides leadership to a Strategic Project and Growth Project Officer, supporting delivery of key initiatives, including sector collaboration and capacity-building activities.

### Position Responsibilities

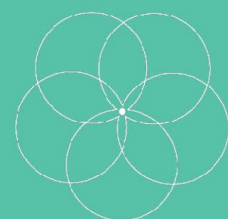
Working closely with the Director, Programs & Sector Development:

## Fee-for-service strategy and development

- Coordinate delivery of capability building and training programs for external clients, ensuring high-quality and impactful outcomes
- Ensure business development and fee-for-service activities are delivered in a way that manages financial, reputational, and ethical risks while maintaining alignment with organisational role and purpose
- Identify potential partners and collaboration opportunities aligned with training programs
- Contribute to the adaptation of training to meet diverse sector needs, as required
- Undertake regular sector and market analysis to identify emerging needs, capability gaps and opportunities to expand training offerings, markets and delivery approaches
- Contribute to achieving agreed income and delivery targets that support organisational sustainability
- Support the development and refinement of pricing approaches that balance accessibility and sustainability
- Identify opportunities to translate organisational expertise into fit-for-purpose training and capacity-building activities
- Clearly articulate the benefits and impact of services to external partners and clients
- Collaborate with internal and external communications and marketing teams to coordinate and deliver effective promotion of key initiatives.
- Willingness and capability to deliver training and facilitate learning sessions as required

## Relationship and stakeholder engagement

- Develop and maintain strategic relationships and partnerships with consultants and subject matter experts to support delivery across a broad suite of development areas, including overseeing procurement and contract processes.
- Position the organisation as a trusted partner in sector capability-building and training
- Build and maintain relationships with clients, partners, and stakeholders across the sector, to support repeat engagement and strengthening sector networks
- Conduct research on training needs across the sector, emerging capability gaps and priorities and competitor and market offerings
- Provide insights to strengthen and expand training services to better support sector development



## Management and leadership

- Provide leadership, direction, and support to the Strategic Project and Growth Project Officer
- Lead delivery of key initiatives that strengthen sector collaboration

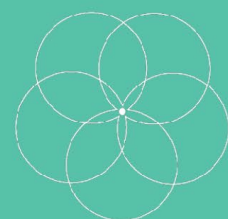
## Corporate Requirements

- Participate as an effective team member within Mental Health Australia, including assisting other members of the team when required
- Demonstrate a strong commitment to a quality culture, implementing standards of excellence and a continuous improvement business focus
- Support and promote a strong safety culture by ensuring all work activities are performed in compliance with the organisation's Work Health and Safety Policy
- Reinforce and promote the principles of Equal Employment Opportunity and diversity in the workplace by ensuring that all employees and stakeholders are treated with dignity and respect
- Be conversant with policies and procedures relevant to this position and workplace
- Undertake other general duties commensurate with skills, knowledge and experience.

## Skills, Knowledge and Experience (Selection Criteria)

The candidate characteristics for this position include:

- Demonstrated experience in business development and/or generating sustainable income, preferably in training, consulting, or service-based environments
- Proven ability to build and maintain strong, collaborative relationships with a diverse range of stakeholders, including community organisations, government and commercial partners
- Experience developing and implementing fee-for-service or earned income models
- Strong commercial acumen, including experience in pricing, financial modelling, and developing sustainable revenue streams, with the ability to balance financial outcomes with social impact in a not-for-profit context
- Experience providing leadership, guidance and supervision to staff, with a focus on fostering a collaborative, inclusive and high-performing team environment



- Highly developed written and verbal communication skills, including experience preparing proposals, tenders and stakeholder communications, and the ability to clearly articulate the value and impact of services
- Strong organisational skills, including the ability to manage competing priorities, coordinate multiple projects, and deliver high-quality outcomes within agreed timeframes
- Ability to work effectively both independently with limited supervision and collaboratively as part of a team
- Able to demonstrate values consistent with Mental Health Australia.

**Desirable characteristics include:**

- Experience in the not-for-profit, social enterprise, or purpose-driven sector
- Experience in developing or delivering training, workshops, or facilitated learning experiences

