

## Position Description

<b>Position Title:</b>	Sales Manager, UNSW Global Training
<b>Position Type:</b>	12 month contract, with view to permanency
<b>Reports to:</b>	Senior Manager, UNSW Global Training
<b>Business Unit:</b>	UNSW Global Training
<b>Location:</b>	12-22 Rothschild Avenue Rosebery NSW 2018
<b>Date:</b>	March 10
<b>Position Reference:</b>	10-6010

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### JOB PURPOSE

The Sales Manager is responsible for the achievement of UNSW Global Training's sales targets.

Specifically, the Sales Manager, UNSW Global Training is responsible for lead generation, cold calls, sales visits, sales planning and for providing a link between customers and UNSW Global Training.

The incumbent should expect to spend significant amounts of time in the field visiting customers.

### ENVIRONMENT

UNSW Global is the not-for-profit international education, training and consulting company of the University of New South Wales (UNSW). Established in 1999, the company is a wholly-owned enterprise of UNSW. The company has a specific brief to support the international initiatives and activities of the University and to provide educational activities in the non-degree market. UNSW Global seeks to leverage and enhance the UNSW brand in all its activities, well beyond the University's national and regional boundaries and borders.

UNSW Global has three core areas of expertise:

- education and training
  - educational measurement and assessment
  - consultancy services
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These activities are currently managed through seven Business Groups:

- UNSW Foundation Studies
- UNSW Institute of Languages (UNSWIL)
- UNSW Global Training
- UNSW Global Consulting & Expert Opinion Services
- Educational Assessment Australia (EAA)
- UNSW Study Abroad
- UNSW Global Networks and Recruitment

The Business Groups are supported by a Corporate Services group with responsibility for new business development, financial management and reporting, human resource management, marketing and communications, IT and facilities management and corporate governance.

The company also manages the University's offshore operations in Hong Kong, India, Singapore, Thailand and Vietnam including the student recruitment firm Australian Education Consultancy Ltd (AEC) in Hong Kong.

The company has approximately 290 FTE staff and an annual turnover in excess of \$70 million.

### **UNSW GLOBAL TRAINING**

A Registered Training Organisation (RTO), UNSW Global Training has the potential of becoming a key business group of UNSW Global. The major part of the business is focused on business training for customers from supervisor/team leader to middle management. The business works closely with the Australian Graduate School of Business, which targets senior and executive level management education.

UNSW Global Training programs are offered to the public sector, private sector and the general public.

## **RESPONSIBILITIES**

These include but are not limited to:

- Achievement of demanding sales objectives
- Key Account management
- Understanding the funding options available to an RTO in the context of VETAB and AQTF requirements and facilitating clients in their use of them
- Representation of UNSW Global Training's interests and promotion of UNSW Global Training at decision maker level within Government, industry and higher education
- Productive interaction with other Business Groups (especially UNSWIL and AGSM within the University) and Corporate Services to optimise delivery under a shared services corporate structure
- Liaison with UNSW (especially the Australian School of Business) and possible collaboration on special programs and tenders
- Development and growth of UNSW Global Training's existing products and services.
- Identification and workup of new business opportunities for UNSW Global Training in conjunction with the Group Executive Business Development and Marketing and the international offices
- Ensuring the UNSW Global Training organisation is focused on customers' training requirements

## **ACCOUNTABILITIES**

Success in the role will be determined by the achievement of Key Performance Indicators which demonstrate improved business outcomes at a corporate and Business Group level. Overwhelmingly these will be focused on demonstrable sales growth.

## **REPORTING RELATIONSHIPS**

Supervisor's Title: Senior Manager, UNSW Global Training  
Direct reports: None

The role maintains close working relationships with a wide range of stakeholders, including:

- UNSW Global Training management
  - UNSW management, especially in AGSM
  - UNSW Global contracted service providers
  - Education providers & corporate clients
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- Government Agencies and regulatory authorities e.g. DEST, DEEWR, NEAS, VETAB, AQTF

## **CONSTRAINTS/AUTHORITY LEVELS**

Financial delegation: none.

The position operates in accordance with UNSW Global and UNSW policies, and the requirements of legislation (eg VETAB) awards and agreements.

## **CHALLENGES**

- Developing and Managing a pipeline of sales opportunities.
- Delivering sales and satisfied customers in a 'start-up' situation

## **SELECTION CRITERIA**

### **Essential criteria**

1. Business to Business sales experience
2. Experience in an RTO/AQTF environment
3. Relevant tertiary qualifications in Business management, Marketing or Education
4. Industry experience in vocational education and/or educational businesses
5. Demonstrated high level communication and relationship management skills
6. Excellent interpersonal communication skills, networking and collaborative relationship development skills
7. Ability to work productively with staff at all levels and career stages
8. Understanding of the compliance environment in which the company operates including contract management and applicable legislation
9. Commitment and capacity to implement the principles and practices of EEO and OH&S and the requirements of legislation, awards and agreements.

### **Desirable criteria**

1. Professional experience/ understanding of the unique characteristics of managing commercial outcomes in an educational environment
  2. IT skills in Word, Excel, PowerPoint and email software
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## **SALARY RANGE**

The successful applicant will be offered remuneration of \$70 000 plus 9% superannuation, bonus and benefits.

## **OCCUPATIONAL HEALTH AND SAFETY STATEMENT**

All staff are expected to comply with all health and safety policies and procedures of the company and take all reasonable care to ensure actions do not impact on the health and safety of staff and visitors to the company.

## **EQUITY AND DIVERSITY**

All staff and students at UNSW Global are entitled to enjoy an environment that is fair and equitable and free from harassment. In order to achieve this, staff have the following responsibilities:

- foster a working environment that is respectful of workplace diversity; and
- cooperate with UNSW Global's activities relating to compliance with equal opportunity legislation.

Staff with management responsibility must take all reasonable steps to ensure that the work environment is free from discrimination, vilification, and sexual harassment.

## **CODE OF CONDUCT**

UNSW Global is strongly committed to a set of values and behaviour that are key to the enhancement of the working environment for all staff. UNSW Global is committed to:

- the highest ethical standards;
- an environment free from discrimination and harassment; and
- respecting and valuing the diverse communities it serves.

UNSW Global seeks to have staff who:

- behave honestly and with integrity in the course of their employment;
  - act with care and diligence in the performance of their duties;
  - treat others with respect and courtesy;
  - recognise each other's worth;
  - collaborate to achieve common goals;
  - refrain from any form of harassment or intimidation;
  - display open and honest communication; and
  - seek continuous learning.
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