

Position Title Partnerships Manager	Functional Area Commercial
Position Description Id.	Business Area Partnerships

Reporting relationships

Reports to:	General Manager, Commercial
Direct reports:	Community Partnerships Advisor

Context

Our Purpose

Scitech's purpose is to inspire engagement by all Western Australians in science, technology, engineering and mathematics.

Our Values

Passion - We are passionate about Scitech and our purpose. This passion is the energy that inspires our excellence.

Respect - We are honest, respectful and look out for each other's well-being. We foster a supportive community by being open-minded and welcoming of people of all ages, genders, abilities, and cultural backgrounds.

Innovation - We encourage innovation and creativity. We learn and grow by working together.

Fun - We share the fun we have at work by including each other and the community, engaging our own curiosity and encouraging it in others.

Sustainability - We minimise our environmental footprint, responsibly using our resources and energy.

Our context

As a not-for-profit organisation, we're reliant on the generosity of our government, education, corporate and community partners. Because of their long-term investment and support, we're able to do more, reach further, engage minds, inspire imaginations and enable STEM long into the future.

Primary purpose of the role

The Commercial portfolio maintains and builds on Scitech's revenue generating activities including retail, travelling exhibitions, partnerships, bookings and events; ensuring sustainability through strategies to increase self-generated income. The Commercial team also strives to raise the profile of, and increase interest in, Scitech's activities with all current and potential external stakeholders.

The Partnerships Manager is responsible for maintaining and building trusted relationships with stakeholders and partners globally to drive funding sources and improve capabilities through increased collaboration with stakeholders, ultimately driving increased STEM engagement and participation.

Summary of key accountabilities, challenges and relationships

Key accountabilities

- Identify and pursue new corporate and community partnership opportunities that align to Scitech's strategic objectives and contribute to the organisation's financial sustainability
- Build on and implement a growth plan for Scitech's financial sustainability including corporate memberships, sponsorships, program partnerships and grant opportunities
- Maintain in-depth knowledge of Scitech programs and value proposition as well as knowledge of industry trends and emerging opportunities which could lead to new partnerships
- Manage, lead and develop the Community Partnerships Advisor, setting individual objectives, effective performance reviews and providing continuous feedback.
- Proactively communicate and engage with existing partners and key stakeholders, conducting regular reviews with the partnership program managers and executive leaders to ensure that Scitech successfully delivers against contractual obligations.
- Provide regular partnerships program reporting to General Manager Commercial
- Attend networking events as a representative of Scitech, building upon extensive business networks to achieve strategic outcomes.
- Promote Scitech's mission to potential financial partners, addressing alignment to their objectives
- Undertake other duties as directed from time to time.

Key challenges

- Continuous and consistent commitment to following through on promises to partners.
- A level of flexibility, compromise, and fairness to meet the needs of the organisation and partner expectations.

Key relationships

- Scitech partners
- Program managers
- All other business areas
- WA corporate / business philanthropic community

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- WA STEM community
- WA and Australian Government and quasi-government entities
- Existing and potential new suppliers

Capabilities and behavioural indicators	Essential or Desirable
<i>The following selection criteria are to be read in the context of the key accountabilities, challenges and relationships of this position.</i>	
Role specific <i>and undertakes other duties as directed</i> <ul style="list-style-type: none"> ▪ Extensive experience building relationships by being a proactive, responsive and strategic resource. ▪ Extensive experience in negotiating partnerships and agreements using different communication methodologies. ▪ Experience in the preparation of funding submissions. ▪ Experience in preparing professional reports including review and analysis. ▪ Experience in preparing and delivering strategic growth plans, including mapping of existing partners. ▪ Experience in managing, leading and motivating team members. 	 E E E E E E
Personal attributes <ul style="list-style-type: none"> ▪ Continuously displays dedication to personal integrity, accountability, flexibility and collaboration. 	E
Team and self <ul style="list-style-type: none"> ▪ Demonstrated effective leadership skills in a management role with capabilities to manage, collaborate and hold a high performing team accountable. 	E
<u>Budget Management</u> <ul style="list-style-type: none"> ▪ Demonstrated experience with planning and budgeting of a business to achieve agreed outcomes within cost and schedule constraints. 	E
Communication <ul style="list-style-type: none"> ▪ Highly developed written and verbal communication skills as well as excellent interpersonal skills including the ability to build positive working relationships with customers and staff at all levels on a range of topics in a consultative role. 	E
Technology <ul style="list-style-type: none"> ▪ Intermediate experience with MS Office Suite (Word, Excel and PowerPoint, Teams) and SharePoint. 	E
Qualifications and licences <ul style="list-style-type: none"> ▪ Relevant qualifications in Business, Management, Marketing or related field/s ▪ Minimum 5 years' experience in a similar role. ▪ Working with Children Check <i>or ability to obtain one</i> 	 E E E

Signatures		
Employee		
Name	Signature	Date