

Property Industries Remuneration Report (Australia)

Position descriptions | May 2021



Position Families:

Administration	14	Positions
Agency	29	Positions
Construction	20	Positions
Corporate IT	34	Positions
Customer Support/Service	25	Positions
Facilities	19	Positions
Finance	61	Positions
Graduates	2	Positions
Human Resources	35	Positions
Investment Management	9	Positions
Legal, Compliance & Procurement	33	Positions
Marketing	59	Positions
Product	14	Positions
Project Management	12	Positions
Property Development	26	Positions
Property Investment Management	14	Positions
Property Maintenance	6	Positions
Property Management	38	Positions
Residential	88	Positions
Retirement Living	6	Positions
Risk & Fraud	12	Positions
Sales	52	Positions
Senior Executive	9	Positions
Strategy	30	Positions
Valuation & Acquisitions	11	Positions

Position Family: Administration

General Administration

Operations Manager	Aon.ADM.40108.5
Administration Manager	Aon.ADM.40001.4
Administration Team Leader	Aon.ADM.40001.3
Office Manager	Aon.ADM.40101.4
Administration Officer - Level 4	Aon.ADM.40101.3
Administration Officer - Level 3	Aon.ADM.40201.3
Administration Officer - Level 2	Aon.ADM.40001.2
Administration Officer - Level 1 - Entry Level	Aon.ADM.40001.1
Records Management / Librarian	Aon.ADM.40003.2
Data Entry Officer	Aon.ADM.40003.1
Receptionist/Telephonist	Aon.ADM.40007.1

Personal Assistants

Personal Assistant to CEO/Senior Vice President	Aon.ADM.40007.4
Personal Assistant to Senior Executive(s)	Aon.ADM.40007.3
Personal Assistant/Administrator	Aon.ADM.40007.2

Position Family: Agency

Asset and Property Marketing

Functional Lead - Asset Marketing	Aon.AGN.10003.6
Marketing Manager - Asset Marketing	Aon.AGN.10002.4
Marketing Consultant - Asset Marketing	Aon.AGN.10001.2

Consultancy and Mapping

Director - Consultancy and Mapping	Aon.AGN.10102.5
Consultant - Consultancy and Mapping	Aon.AGN.10101.3

Leasing

National Leasing Director	Aon.AGN.10206.7
Leasing Director	Aon.AGN.10205.6
Associate Leasing Director	Aon.AGN.10204.5
Leasing Manager	Aon.AGN.10203.4
Senior Leasing Executive	Aon.AGN.10202.3
Leasing Executive	Aon.AGN.10201.2

Project and Site Sales

National Site Sales Director	Aon.AGN.10307.7
Site Sales Director	Aon.AGN.10306.6
Site Sales Manager	Aon.AGN.10305.4
Site Sales Executive	Aon.AGN.10304.2
Project Sales Director	Aon.AGN.10303.6
Project Sales Manager	Aon.AGN.10302.4
Project Sales Executive	Aon.AGN.10301.2

Project Management - Fit-outs

Head of Project Management (Interior)	Aon.AGN.10405.7
Director - Project Management (Interior)	Aon.AGN.10404.6
Senior Project Manager (Interior)	Aon.AGN.10403.5
Project Manager (Interior)	Aon.AGN.10402.4
Project Coordinator (Interior)	Aon.AGN.10401.2

Tenant Advisory

National Director - Tenant Advisory	Aon.AGN.10506.7
Director - Tenant Advisory	Aon.AGN.10505.6
Associate Director - Tenant Advisory	Aon.AGN.10504.5
Senior Consultant - Tenant Advisory	Aon.AGN.10503.4
Consultant - Tenant Advisory	Aon.AGN.10502.3
Executive - Tenant Advisory	Aon.AGN.10501.2

Position Family: Construction

General Management

General Manager - Construction [Aon.EXS.85007.7](#)

Cost Planning

Cost Planning Manager [Aon.CON.87500.4](#)

Cost Planner/Quantity Surveyor [Aon.CON.87500.3](#)

Estimation

Senior Estimator [Aon.CON.87511.5](#)

Estimator [Aon.CON.87501.3](#)

Project Management - General

Construction Project Manager (Large Projects) [Aon.CON.87502.5](#)

Construction Project Manager (Small Projects) [Aon.CON.87512.5](#)

Construction Project Coordinator [Aon.CON.87502.4](#)

Construction Project Administrator [Aon.CON.87502.2](#)

Site

Construction Manager [Aon.CON.87500.6](#)

Site Manager (Large Projects) [Aon.CON.87503.5](#)

Site Manager (Small Projects) [Aon.CON.87503.4](#)

Senior Site Foreman [Aon.CON.87600.5](#)

Site Foreman [Aon.CON.87600.4](#)

Site Engineer/Project Engineer [Aon.CON.87503.3](#)

Site Administrator [Aon.CON.87503.2](#)

Construction Administrator [Aon.CON.87513.2](#)

Health & Safety

HSE Site Manager [Aon.CON.87523.4](#)

HSE Site Specialist [Aon.CON.87523.3](#)

HSE Site Coordinator [Aon.CON.87523.2](#)

Position Family: Corporate IT

DevOps

[NEW] Principal DevOps Engineer	Aon.ITC.49191.5
[NEW] Senior DevOps Engineer	Aon.ITC.49191.4
[NEW] DevOps Engineer	Aon.ITC.49191.3

IT Senior Management

Chief Information Officer / Chief Technology Officer	Aon.EXE.IT010.7
--	---------------------------------

IT Applications Services

[NEW] Applications Development Manager	Aon.ITC.45359.5
Applications Development Team Leader	Aon.ITC.45359.4
Senior Developer	Aon.ITC.45066.4
Developer	Aon.ITC.45066.3
Associate Developer	Aon.ITC.45066.2
Junior Developer	Aon.ITC.45066.1
[NEW] Digital/Online Development Team Leader	Aon.ITC.45335.4
[NEW] Senior Digital/Online Developer	Aon.ITC.45256.4
Digital/Online Developer	Aon.ITC.45256.3
Senior Systems Analyst	Aon.ITC.45170.4
Systems Analyst	Aon.ITC.45070.3
[NEW] Senior User Interface Developer	Aon.ITC.45074.4
[NEW] User Interface Developer	Aon.ITC.45074.3

IT Infrastructure

General Manager - IT Services/Infrastructure	Aon.EXS.85011.6
IT Manager	Aon.ITC.45024.5
Systems Programming Manager	Aon.ITC.45060.5
Senior Systems Programmer	Aon.ITC.45060.4
Systems Programmer	Aon.ITC.45060.3
Associate Systems Programmer	Aon.ITC.45060.2

IT Professional Services

Senior Business Analyst	Aon.ITC.45067.4
Business Analyst	Aon.ITC.45067.3
Associate Business Analyst	Aon.ITC.45067.2

IT Support

Desktop Support Manager	Aon.ITC.45068.5
Senior Desktop Support Analyst	Aon.ITC.45068.3
Desktop Support Analyst	Aon.ITC.45068.2
Helpdesk Team Leader	Aon.ITC.45168.3
Senior Helpdesk Operator	Aon.ITC.45168.2
Helpdesk Operator	Aon.ITC.45068.1

Graduates

Graduate - Technical (1-2 years)	Aon.GRD.80030.1
Graduate - Technical (Entry Level <1 year)	Aon.GRD.80020.1

Position Family: Customer Support/Service

Management

Head of Customer Support	Aon.EXE.CS010.7
Customer Support/Service Operations Manager	Aon.EXS.85206.6
State/Region Customer Support/Service Manager	Aon.RCS.85501.6
Customer Support/Service Manager	Aon.RCS.85501.5

Complaints & Dispute Resolution

Complaints & Dispute Resolution Team Leader	Aon.LGL.25003.4
Complaints & Dispute Resolution Officer	Aon.LGL.25003.3

Contact Centre Customer Service

Customer Service Team Leader	Aon.CSP.35307.3
Senior Customer Service Representative	Aon.CSP.35005.3
Customer Service Representative	Aon.CSP.35005.2

Contact Centre Operations

Contact Centre General Manager	Aon.CSP.35016.6
Contact Centre Operations Manager	Aon.CSP.35002.5
Contact Centre Manager	Aon.CSP.35001.5
Assistant Contact Centre Manager	Aon.CSP.35016.4
Queue Manager	Aon.CSP.35216.4
Call Quality Assurance Analyst	Aon.CSP.35300.3
Contact Dispatch Officer	Aon.CSP.35025.2
Contact Centre Trainer	Aon.CSP.35716.2

Customer Training

Customer Education Manager	Aon.RCS.85508.5
Senior Customer Training Officer	Aon.RCS.85508.4
Customer Training Officer	Aon.RCS.85508.3

Service Account Management

Senior Account Manager - Customer Service	Aon.RCS.85503.5
Account Manager - Customer Service	Aon.RCS.85503.4

Resource Management

Resource Manager	Aon.RSP.91000.5
Resource Consultant	Aon.RSP.91000.3
Resource Coordinator	Aon.RSP.91000.2

Position Family: Facilities

Catering/Hospitality

Head Chef	Aon.HOS.10001.3
Head Waiter	Aon.HOS.10003.2
Sous Chef	Aon.HOS.11001.2
Kitchen Hand	Aon.HOS.10000.1
Chef	Aon.HOS.10001.1
Waiter	Aon.HOS.10003.1
Catering Manager	Aon.HOS.10002.3
Catering Coordinator	Aon.HOS.10002.2
Catering Assistant	Aon.HOS.10002.1

Operations & Facilities

Head of Operations & Facilities Management	Aon.EXS.85410.6
Facilities Manager	Aon.ADM.40008.5
Regional Facilities Manager/Portfolio Manager	Aon.OPR.90201.5
Facilities, Maintenance & Property Team Leader	Aon.ADM.40002.4
Facility Operations Manager	Aon.OPR.90201.4
Senior Facilities, Maintenance & Property Officer	Aon.FIN.30008.3
Facilities, Maintenance & Property Officer	Aon.ADM.40008.2
Facilities, Fleet Management & Purchases Administrator	Aon.FIN.30001.2
Mail Room Manager	Aon.ADM.40301.3
Mail Room Officer	Aon.ADM.40101.1

Position Family: Finance

Accounts

Credit Control Team Leader	Aon.FIN.30112.4
Senior Credit Control Officer	Aon.FIN.30312.3
Credit Control Officer	Aon.FIN.30212.2
Accounts Team Leader	Aon.FIN.30114.4
Senior Accounts Officer	Aon.FIN.30112.3
Accounts Officer	Aon.FIN.30112.2

Commercial

Chief Economist	Aon.FIN.30015.6
Economist	Aon.FIN.30015.4
Head of Financial Planning & Analysis (FP&A)	Aon.EXE.FI030.6
[NEW] Financial Planning & Analysis (FP&A) Manager	Aon.FIN.FI030.5
[NEW] Senior Financial Planning & Analysis (FP&A) Analyst	Aon.FIN.FI030.4
[NEW] Financial Planning & Analysis (FP&A) Analyst	Aon.FIN.FI030.3
[NEW] Principal Quantitative/Predictive Modelling Analyst	Aon.ITC.45300.6
[NEW] Senior Quantitative/Predictive Modelling Analyst	Aon.ITC.45300.5
[NEW] Quantitative/Predictive Modelling Analyst	Aon.ITC.45300.4
Functional Lead of Commercial	Aon.FIN.30220.6
Commercial Manager	Aon.FIN.30004.5
Senior Commercial Analyst	Aon.FIN.30220.4
Commercial Analyst	Aon.FIN.30220.3
Head of Pricing	Aon.FIN.30104.6
Commercial Pricing & Analysis Manager	Aon.FIN.30104.5
Commercial Pricing Analyst	Aon.FIN.30104.4
Sales Commission Administrator	Aon.ITS.15020.3

Credit & Collections

Credit/Collections Manager	Aon.CSP.35116.4
Credit/Collections Team Leader	Aon.CSP.35416.3
Credit/Collections Officer	Aon.CSP.35416.2
Credit Assessment Specialist	Aon.CSP.35425.2
Recoveries Specialist	Aon.CSP.35426.2

Financial Accounting

Financial Accounting Manager	Aon.FIN.30210.5
Senior Financial Accountant	Aon.FIN.30010.4
Financial Accountant	Aon.FIN.30010.3

General Accounting

Chief Financial Officer	Aon.EXE.FI010.7
Financial Controller	Aon.FIN.30012.6
Finance Manager	Aon.FIN.30012.5
Senior Accountant	Aon.FIN.30012.4
Accountant	Aon.FIN.30012.3
Assistant Accountant	Aon.FIN.30012.2
Systems Accountant	Aon.FIN.30412.3

*** Continued on Next Page ***

Position Family: Finance

Senior Financial Analyst	Aon.FIN.30210.4
Financial Analyst	Aon.FIN.30210.3
<i>Internal Audit</i>	
Head of Internal Audit	Aon.EXE.FI040.6
Internal Audit Manager	Aon.FIN.30002.5
Internal Audit Team Leader	Aon.FIN.30102.4
Senior Internal Auditor	Aon.FIN.30002.4
Internal Auditor	Aon.FIN.30002.3
<i>Management Accounting</i>	
Management Accounting Manager	Aon.FIN.30013.5
Senior Management Accountant	Aon.FIN.30013.4
Management Accountant	Aon.FIN.30013.3
<i>Payroll</i>	
Payroll Manager	Aon.FIN.30016.4
Senior Payroll Officer	Aon.FIN.30016.3
Payroll Officer	Aon.FIN.30016.2
<i>Tax Accounting</i>	
Head of Tax	Aon.FIN.30112.6
Taxation Manager	Aon.FIN.30112.5
Senior Taxation Accountant	Aon.FIN.30212.4
Taxation Accountant	Aon.FIN.30212.3
<i>Treasury</i>	
Group Treasurer/Head of Treasury	Aon.FIN.30018.6
Assistant Treasurer	Aon.FIN.30018.5
Treasury Manager	Aon.FIN.30118.5
[NEW] Senior Treasury Analyst	Aon.FIN.30018.4
Treasury Analyst	Aon.FIN.30018.3
Treasury Operations Assistant	Aon.FIN.30019.3

Position Family: Graduates

Corporate Graduates

Graduate - Corporate Support (1-2 years)

[Aon.GRD.80040.1](#)

Graduate - Corporate Support (Entry Level <1 year)

[Aon.GRD.80010.1](#)

Position Family: Human Resources

Generalist

Head of Human Resources	Aon.EXE.HR010.7
Functional Lead of Human Resources - Generalist	Aon.HRS.50003.6
Human Resources Manager - Generalist	Aon.HRS.50005.5
Senior Human Resources Consultant - Generalist	Aon.HRS.50006.4
Human Resources Consultant - Generalist	Aon.HRS.50002.3
Human Resources Associate	Aon.HRS.50001.2

Global Mobility

Senior Human Resources Consultant - Global Mobility	Aon.HRS.50606.4
---	---------------------------------

HRIS & Reporting

HRIS & Reporting Manager	Aon.HRS.50015.5
Senior HRIS & Reporting Specialist	Aon.HRS.50016.4
HRIS & Reporting Specialist	Aon.HRS.50012.3

Industrial/Employee Relations

Functional Lead of Human Resources - Industrial/Employee Relations	Aon.EXE.HR020.6
Human Resources Manager - Industrial/Employee Relations	Aon.HRS.50505.5
Senior Human Resources Consultant - Industrial/Employee Relations	Aon.HRS.50506.4

Leadership & Organisational Development

Functional Lead of Human Resources - Leadership & Organisational Development	Aon.HRS.50503.6
Human Resources Manager - Leadership & Organisational Development	Aon.HRS.50605.5

Learning & Development

Functional Lead of Human Resources - Learning & Development	Aon.HRS.50203.6
Human Resources Manager - Learning & Development	Aon.HRS.50205.5
Senior Human Resources Consultant - Learning & Development	Aon.HRS.50206.4
Human Resources Consultant - Learning & Development	Aon.HRS.50202.3
Trainer/Training Facilitator - Learning & Development	Aon.HRS.50212.3

Work Health & Safety

[NEW] Functional Lead of Work Health & Safety	Aon.HRS.50405.6
Human Resources Manager - Work Health & Safety	Aon.HRS.50405.5
Senior Human Resources Consultant - Work Health & Safety	Aon.HRS.50406.4
Human Resources Consultant - Work Health & Safety	Aon.HRS.50402.3

Recruitment

Functional Lead of Human Resources - Recruitment	Aon.HRS.50303.6
Human Resources Manager - Recruitment	Aon.HRS.50305.5
Senior Human Resources Consultant - Recruitment	Aon.HRS.50306.4
Human Resources Consultant - Recruitment	Aon.HRS.50302.3

Remuneration & Benefits

Functional Lead of Human Resources - Remuneration & Benefits	Aon.HRS.50103.6
Human Resources Manager - Remuneration & Benefits	Aon.HRS.50105.5
Senior Human Resources Consultant - Remuneration & Benefits	Aon.HRS.50106.4
Human Resources Consultant - Remuneration & Benefits	Aon.HRS.50102.3

*** Continued on Next Page ***

Position Family: Human Resources

Diversity & Inclusion

Functional Lead of Human Resources - Diversity & Inclusion

[Aon.HRS.80001.6](#)

Human Resources Manager - Diversity & Inclusion

[Aon.HRS.80001.5](#)

Senior Human Resources Consultant - Diversity & Inclusion

[Aon.HRS.80001.4](#)

Position Family: Investment Management

General Management

Chief Investment Officer

[Aon.EXE.30001.7](#)*Investment Analytics*

Manager - Investment Analytics

[Aon.INM.IA201.6](#)

Senior Analyst - Investment Analytics

[Aon.INM.IA112.4](#)

Analyst - Investment Analytics

[Aon.INM.IA110.3](#)*Investment Management*

Senior Portfolio Manager - Investment Management

[Aon.INM.IM101.6](#)

Portfolio Manager - Investment Management

[Aon.INM.IM101.5](#)

Senior Analyst - Investment Management

[Aon.INM.IM112.4](#)

Analyst - Investment Management

[Aon.INM.IM110.3](#)

Investment Support Administrator

[Aon.INM.IM101.2](#)

Position Family: Legal, Compliance & Procurement

Compliance

Head of Compliance	Aon.LGL.25001.6
Compliance Manager	Aon.LGL.25001.5
Senior Compliance Officer	Aon.LGL.25001.4
Compliance Officer	Aon.LGL.25001.3

Contracts Administration

Contracts Administration Manager	Aon.LGL.25002.5
Team Leader Contracts Administration	Aon.LGL.25022.4
Senior Contracts Administrator	Aon.LGL.25022.3
Contracts Administrator	Aon.LGL.25012.2

Legal

Chief Legal Counsel	Aon.EXE.LE010.7
Senior Legal Counsel	Aon.LGL.25009.6
Legal Counsel	Aon.LGL.25009.5
Senior Lawyer	Aon.LGL.25009.4
Lawyer	Aon.LGL.25009.3
Entry Level Lawyer (Graduate)	Aon.LGL.25109.2
Senior Paralegal	Aon.LGL.25008.3
Paralegal	Aon.LGL.25009.2
Junior Paralegal	Aon.LGL.25009.1
Legal Secretary	Aon.LGL.25209.2

Litigation

Head of Litigation	Aon.EXE.LE040.6
--------------------	---------------------------------

Purchasing/Procurement

Functional Lead Purchasing/Procurement	Aon.EXS.85505.6
Purchasing/Procurement Manager	Aon.LGL.25010.5
Purchasing/Procurement Team Leader	Aon.LGL.25012.4
Contracts Negotiator	Aon.LGL.25002.3
Senior Purchasing/Procurement Officer	Aon.LGL.25016.3
Purchasing/Procurement Officer	Aon.LGL.25011.2

Quality Assurance

Corporate Quality Manager	Aon.ADM.40090.6
Corporate Quality Assurance Manager	Aon.PRO.90807.5
[NEW] Corporate Quality Assurance Consultant	Aon.PRO.90807.3
Corporate Quality Assurance Coordinator	Aon.CSP.35019.2

Regulatory Affairs

Head of Regulatory Affairs	Aon.EXE.LE050.6
Regulatory Affairs Manager	Aon.LGL.26001.5
[NEW] Senior Regulatory Affairs Specialist	Aon.LGL.26001.4
Regulatory Affairs Specialist	Aon.LGL.26001.3

Position Family: Marketing

Brand

Functional Lead of Marketing - Brand	Aon.EXE.MK020.6
[NEW] Brand Manager	Aon.MKT.20014.5
[NEW] Senior Marketing Consultant - Brand	Aon.MKT.20501.4
[NEW] Marketing Consultant - Brand	Aon.MKT.20501.3

Communications

Functional Lead of Marketing - Marketing Communications	Aon.MKT.20211.6
Marketing Manager - Marketing Communications	Aon.MKT.20315.5
Senior Marketing Consultant - Marketing Communications	Aon.MKT.20225.4
Marketing Consultant - Marketing Communications	Aon.MKT.20406.3
Marketing Manager - Internal Communications	Aon.MKT.20715.5
[NEW] Senior Marketing Consultant - Internal Communications	Aon.MKT.20715.4
Marketing Consultant - Internal Communications	Aon.MKT.20715.3

Corporate Affairs

Head of Corporate Affairs	Aon.EXE.CA010.7
Corporate Social Responsibility Manager	Aon.FIN.30106.6
Marketing Manager - Corporate Affairs	Aon.MKT.20415.5
Senior Marketing Consultant - Corporate Affairs	Aon.MKT.20325.4
Marketing Consultant - Corporate Affairs	Aon.MKT.20106.3

Customer Experience

[NEW] Customer Experience Manager	Aon.MKT.20030.5
[NEW] Customer Experience Team Leader	Aon.MKT.20030.4
[NEW] Customer Experience Analyst	Aon.MKT.20030.3

Digital/Online

General Manager - Digital/Online	Aon.EXE.DG010.7
Marketing Manager - Digital/Online	Aon.MKT.20090.5
Senior Marketing Consultant - Digital/Online	Aon.MKT.20090.4
Marketing Consultant - Digital/Online	Aon.MKT.20090.3
Senior SEO/SEM Specialist	Aon.MKT.20060.4
SEO/SEM Specialist	Aon.MKT.20060.3
Digital/Online Content Team Leader	Aon.ITC.45255.4
Senior Digital/Online Content Author	Aon.ITC.45255.3
Digital/Online Content Author	Aon.ITC.45135.2

Generalist

Chief Marketing Officer	Aon.EXE.MK010.7
Functional Lead of Marketing - Generalist	Aon.MKT.20011.6
Marketing Manager - Generalist	Aon.MKT.20115.5
Senior Marketing Consultant - Generalist	Aon.MKT.20025.4
Marketing Consultant - Generalist	Aon.MKT.20206.3
Marketing Associate	Aon.MKT.20004.2
Campaign Delivery Manager	Aon.MKT.20002.4

*** Continued on Next Page ***

Position Family: Marketing

Graphic/Visual Design

[NEW] Head of Design	Aon.TEC.92201.6
Graphic/Visual Design Manager	Aon.TEC.92201.5
Graphic/Visual Design Team Leader	Aon.ITC.46035.4
Senior Graphic/Visual Designer	Aon.ITC.45135.3
Graphic/Visual Designer	Aon.ITC.45035.2

Investor Relations

Functional Lead of Marketing - Investor Relations	Aon.EXE.CA030.6
Investor Relations Manager	Aon.MKT.21415.5
Investor Relations Consultant	Aon.MKT.21415.3

Segment/Channel

Functional Lead of Marketing - Segment/Channel Marketing	Aon.MKT.20111.6
Marketing Manager - Segment/Channel Marketing	Aon.MKT.20215.5
Senior Marketing Consultant - Segment/Channel Marketing	Aon.MKT.20125.4
Marketing Consultant - Segment/Channel Marketing	Aon.MKT.20306.3

Social Media

Social Media Strategy Manager	Aon.MKT.20022.5
Social Media Team Leader	Aon.MKT.20022.4
Senior Social Media Specialist	Aon.MKT.20022.3
Social Media Specialist	Aon.MKT.20022.2

Sponsorship & Events

Marketing Manager - Sponsorships	Aon.MKT.20005.5
Marketing Consultant - Sponsorships	Aon.MKT.20005.3
Marketing Manager - Events	Aon.MKT.20006.5
Senior Marketing Consultant - Events	Aon.MKT.20006.4
Marketing Consultant - Events	Aon.MKT.20006.3

Technical/B2B

Marketing Manager - Technical Marketing	Aon.MKT.20615.5
Senior Marketing Consultant - Technical Marketing	Aon.MKT.20525.4
Marketing Consultant - Technical Marketing	Aon.MKT.20606.3

Position Family: Product

Market Insights & Analytics

Functional Lead of Marketing - Intelligence/Research	Aon.EXE.MK030.6
Marketing Manager - Market Intelligence/Research	Aon.MKT.20515.5
Senior Marketing Consultant - Market Intelligence/Research	Aon.MKT.20425.4
Marketing Consultant - Market Intelligence/Research	Aon.MKT.20506.3
Customer Insights Manager	Aon.MKT.20514.5
Senior Customer Insights Analyst	Aon.MKT.20515.4
Customer Insights Analyst	Aon.MKT.20515.3

Product Management

Functional Lead - Product Management	Aon.EXE.MK050.6
Senior Product Manager	Aon.PRD.47001.5
Product Manager	Aon.PRD.47001.4
Associate Product Manager	Aon.MKT.21020.3

User Experience Design

User Experience Design Manager	Aon.ITC.45064.5
Senior User Experience Designer	Aon.ITC.45064.4
User Experience Designer	Aon.ITC.45064.3

Position Family: Project Management

Cost/Schedule Control

Senior Project Officer - Cost/Schedule Control

[Aon.FIN.30007.4](#)

Project Officer - Cost/Schedule Control

[Aon.FIN.30007.3](#)*Project Management - General*

Project Director

[Aon.PMN.70003.6](#)

Project Manager (Large)

[Aon.PMN.70002.5](#)

Project Manager (Medium)

[Aon.PMN.70002.4](#)

Project Manager (Small)

[Aon.PMN.70002.3](#)

Project Manager (Very Small)

[Aon.PMN.70001.3](#)*Project Office*

Project Office Manager

[Aon.PMN.70004.5](#)

[NEW] Senior Project Office Manager

[Aon.PMN.70004.6](#)

Senior Project Office Administrator/Coordinator

[Aon.ITC.45041.4](#)

Project Office Administrator/Coordinator

[Aon.PMN.70004.3](#)

Project Office Analyst

[Aon.PMN.70004.4](#)

Position Family: Property Development

Design

Engineering Manager	Aon.OPR.90200.5
Engineer	Aon.OPR.90200.3
Senior Draftsperson	Aon.OPR.90225.4
Experienced Draftsperson	Aon.OPR.90225.3
Engineering Assistant	Aon.OPR.90200.2
Senior Architect	Aon.OPR.90224.4
Architect	Aon.OPR.90224.3
Design Manager	Aon.OPR.90224.5
Interior Designer - Senior	Aon.OPR.90214.4
Interior Designer - Experienced	Aon.OPR.90204.3
Landscape Designer - Senior	Aon.OPR.90203.4
Landscape Designer - Experienced	Aon.OPR.90203.3
Urban Designer	Aon.ARC.87100.3
Senior Town Planner	Aon.TWP.92600.4
Town Planner	Aon.TWP.92600.3
Junior Town Planner	Aon.TWP.92600.2

Property Development

General Manager - Property Development	Aon.EXS.85107.7
Director of Property Development	Aon.PDV.90401.6
Senior Property Development Manager	Aon.PDV.90401.5
Property Development Manager	Aon.PDV.90401.4
Associate Property Development Manager	Aon.PDV.90401.3
Trainee Property Development Manager	Aon.PDV.90401.2

Sustainability

Functional Lead - Sustainability/Environment & Community Affairs	Aon.EXE.CA040.6
National Sustainability Manager	Aon.FIN.30006.5
Sustainability Specialist	Aon.FIN.30006.4
Sustainability Consultant	Aon.FIN.30006.3

Position Family: Property Investment Management

Property Investment Management

General Manager - Funds / Capital Partnerships	Aon.EXS.85707.7
Fund Manager - High Risk/Short Term	Aon.INV.89000.6
Fund Manager - Moderate Risk/Medium Term	Aon.INV.89001.6
Fund Manager - Low Risk/Long Term	Aon.INV.89002.6
Head of Property Investment	Aon.INV.89200.6
State/Sector Manager - Investment	Aon.INV.89200.5
Property Investment Manager	Aon.INV.89210.5
Senior Property Asset Manager	Aon.INV.89220.5
Property Analysis Manager	Aon.INV.89222.5
Senior Property Analyst	Aon.INV.89200.4
Property Analyst	Aon.INV.89200.3
Property Finance Officer	Aon.INV.89210.3
Property Asset Manager	Aon.INV.89220.3
Property Portfolio Accountant	Aon.FIN.30009.3

Position Family: Property Maintenance

Property Maintenance

Senior Property Facilities Manager	Aon.OPR.90211.5
Property Facilities Manager	Aon.OPR.90211.4
Property Team Leader	Aon.OTH.92910.4
Maintenance Manager/Building Operations Supervisor	Aon.OPR.90202.3
Property Officer	Aon.OTH.92910.3
Maintenance Officer	Aon.OPR.90202.2

Position Family: Property Management

Property Senior Management

General Manager - Operations	Aon.EXS.85407.7
General Manager - Property	Aon.EXS.85507.7

Leasing

General Manager - Leasing	Aon.EXS.85807.7
Head of Leasing	Aon.LSG.89801.6
Leasing Manager	Aon.LSG.89801.5
Senior Leasing Administrator	Aon.LSG.89800.4
Leasing Administrator	Aon.LSG.89800.3
Senior Leasing Representative/Agent	Aon.LSG.89802.4
Leasing Representative/Agent	Aon.LSG.89802.3
Junior Leasing Representative/Agent	Aon.LSG.89802.2

Property Management

Head of Property Management	Aon.OPR.90204.6
Senior Property Manager	Aon.OPR.90204.5
Property Manager	Aon.OPR.90204.4
Assistant Property Manager	Aon.OPR.90204.2

Property Research

Property Research Manager	Aon.CST.87700.5
Senior Property Research Analyst	Aon.CST.87700.4
Property Research Analyst	Aon.CST.87700.3
Junior Property Research Analyst	Aon.CST.87700.2

Shopping Centre Leasing

Head of Casual Mall Leasing	Aon.SCM.91600.5
Casual Leasing Manager	Aon.SCM.91600.4
Retail Manager	Aon.SCM.91602.4
Retail Design Manager	Aon.SCM.91612.4
Casual Leasing Executive	Aon.SCM.91600.3
Casual Leasing Coordinator	Aon.SCM.91600.2

Shopping Centre Management

Head of Shopping Centre Management	Aon.SCM.91601.6
Shopping Centre Manager (Major Metropolitan)	Aon.SCM.91610.5
National Shopping Centre Operations Manager	Aon.SCM.91611.5
Shopping Centre Manager (Major Regional)	Aon.SCM.91620.5
Shopping Centre Manager (Urban)	Aon.SCM.91630.5
Car Park Manager	Aon.EBA.00002.2
Concierge	Aon.EBA.00001.1
Car Park Attendant	Aon.EBA.00002.1

Tenancy

General Manager - Tenancy	Aon.EXS.85907.7
Head of Tenancy	Aon.TEN.91701.6
Tenancy Coordination Manager	Aon.TEN.91701.5
Senior Tenancy Coordinator	Aon.TEN.91701.4

*** Continued on Next Page ***

Position Family: Property Management

Tenancy Coordinator

[Aon.TEN.91701.3](#)

Junior Tenancy Coordinator

[Aon.TEN.91701.2](#)

Position Family: Residential

Senior Executive

[NEW] General Manager - Operation & Construction [Aon.EXE.RES00.7](#)

Assurance/Warranty

[NEW] Home Assurance Manager [Aon.RES.AW000.5](#)

[NEW] Assurance/Warranty - Team Leader [Aon.RES.AW100.4](#)

[NEW] Assurance/Warranty - Administrator/Scheduler [Aon.RES.AW100.3](#)

[NEW] Assurance Inspector [Aon.RES.AW200.3](#)

[NEW] Maintenance Tradesperson [Aon.RES.AW300.3](#)

[NEW] Handover - Team Leader [Aon.RES.AW400.4](#)

[NEW] Handover Inspector [Aon.RES.AW400.3](#)

Construction

[NEW] State Construction Manager [Aon.RES.CM000.6](#)

[NEW] Regional Construction Manager [Aon.RES.CM001.5](#)

[NEW] Construction Manager [Aon.RES.CM000.5](#)

[NEW] Senior Site Manager - Team Leader [Aon.RES.CM200.4](#)

[NEW] Site Manager [Aon.RES.CM200.3](#)

[NEW] Site Manager - Cadet [Aon.RES.CM200.1](#)

Construction Support

[NEW] Construction Support - Manager [Aon.RES.CS000.5](#)

[NEW] Construction Support - Team Leader [Aon.RES.CS000.4](#)

[NEW] Construction Support - Coordinator [Aon.RES.CS000.3](#)

[NEW] Construction Support - Administrator [Aon.RES.CS000.2](#)

[NEW] Construction Support - Cadet [Aon.RES.CS000.1](#)

Customer Support (Pre-construction)

[NEW] Customer Support Pre-construction - Manager [Aon.RES.PC000.5](#)

[NEW] Customer Support Pre-construction - Team Leader [Aon.RES.PC000.4](#)

[NEW] Customer Support Pre-construction - Coordinator [Aon.RES.PC000.3](#)

[NEW] Customer Support Pre-construction - Administrator [Aon.RES.PC000.2](#)

[NEW] Customer Support Pre-construction - Cadet [Aon.RES.PC000.1](#)

Design/Product Development

[NEW] National Design Manager [Aon.RES.DD000.6](#)

[NEW] Urban Designer [Aon.RES.DD100.3](#)

[NEW] Energy & Sustainability Manager [Aon.RES.DD200.5](#)

[NEW] Senior Interior Designer [Aon.RES.DD300.4](#)

[NEW] Interior Designer [Aon.RES.DD300.3](#)

[NEW] Interior Design Assistant [Aon.RES.DD300.2](#)

[NEW] Design Manager [Aon.RES.DD000.5](#)

[NEW] Senior Designer [Aon.RES.DD000.4](#)

[NEW] Designer [Aon.RES.DD000.3](#)

[NEW] Landscape Designer [Aon.RES.DD001.3](#)

[NEW] BIM Manager [Aon.RES.DD002.4](#)

[NEW] BIM Developer [Aon.RES.DD002.3](#)

[NEW] BIM Support Officer [Aon.RES.DD002.2](#)

*** Continued on Next Page ***

Position Family: Residential

Drafting

[NEW] Drafting Manager	Aon.RES.DR000.5
[NEW] Draftsperson - Team Leader	Aon.RES.DR100.4
[NEW] Senior Draftsperson	Aon.RES.DR101.4
[NEW] Draftsperson	Aon.RES.DR100.3
[NEW] Draftsperson – Cadet	Aon.RES.DR100.1

Estimating

[NEW] Estimating Manager	Aon.RES.EM000.5
[NEW] Estimator – Team Leader	Aon.RES.EM100.4
[NEW] Senior Estimator	Aon.RES.EM101.4
[NEW] Estimator	Aon.RES.EM100.3
[NEW] Estimator – Cadet	Aon.RES.EM100.1

Operations

[NEW] State Operations Manager	Aon.RES.OP000.6
[NEW] Operations Manager	Aon.RES.OP001.6
[NEW] Administration Manager	Aon.RES.OP100.5
[NEW] Workflow Manager	Aon.RES.OP200.5
[NEW] Workflow Coordinator	Aon.RES.OP200.3
[NEW] Systems/BOQ Team Leader	Aon.RES.OP400.4
[NEW] Systems/BOQ Estimator	Aon.RES.OP400.3
[NEW] Thermal Performance Assessor	Aon.RES.OP500.3
[NEW] Permits Officer	Aon.RES.OP600.3
[NEW] Permits Administrator	Aon.RES.OP600.2
[NEW] Building & Contracts Team Leader	Aon.RES.OP700.4
[NEW] Building & Contracts Administrator	Aon.RES.OP700.3
[NEW] Land Administrator	Aon.RES.OP800.2

Sales

[NEW] State Sales Manager	Aon.RES.S0000.6
[NEW] Regional Sales Manager	Aon.RES.S0000.5
[NEW] Sales Support Manager	Aon.RES.S0100.5
[NEW] Sales Support Coordinator	Aon.RES.SO100.3
[NEW] Sales Support Administrator	Aon.RES.SO100.2
[NEW] Sales Manager	Aon.RES.S1000.5
[NEW] House & Land Coordinator	Aon.RES.S0010.4
[NEW] House & Land Administrator	Aon.RES.S0010.3
[NEW] Tender/Contracts Team Leader	Aon.RES.S0020.4
[NEW] Tender/Contracts Presenter	Aon.RES.S0020.3
[NEW] Sales Team Leader	Aon.RES.S1000.4
[NEW] Sales Consultant	Aon.RES.S1000.3
[NEW] Sales Cadet	Aon.RES.S1000.1
[NEW] Sales Associate	Aon.RES.S1100.1

*** Continued on Next Page ***

Position Family: Residential

Showroom

[NEW] Design Showroom Manager	Aon.RES.SW000.5
[NEW] Showroom Team Leader	Aon.RES.SW000.4
[NEW] Design - Senior Consultant	Aon.RES.SW300.4
[NEW] Design - Consultant	Aon.RES.SW300.3
[NEW] Showroom Coordinator	Aon.RES.SW400.4
[NEW] Showroom Assistant	Aon.RES.SW400.2
[NEW] Concierge/Receptionist	Aon.RES.SW400.1
[NEW] Interior Design - Team Leader	Aon.RES.SW500.4
[NEW] Interior Design - Senior Stylist	Aon.RES.SW501.4
[NEW] Interior Design - Stylist	Aon.RES.SW500.3

Work Health & Safety

[NEW] WHS Manager	Aon.RES.WS000.5
[NEW] WHS Team Leader	Aon.RES.WS000.4
[NEW] WHS Coordinator	Aon.RES.WS100.4
[NEW] WHS Administrator	Aon.RES.WS000.2

Position Family: Retirement Living

Retirement Living

Director of Retirement Living Management	Aon.RET.10000.6
Senior Retirement Living Manager	Aon.RET.10000.5
Retirement Living Manager	Aon.RET.10000.4
Retirement Services Manager	Aon.RET.20000.3
Retirement Services Officer	Aon.RET.20000.2
Retirement Services Assistant	Aon.RET.20000.1

Position Family: Risk & Fraud

Fraud

Fraud Investigations Manager	Aon.LGL.25005.5
Fraud Team Leader	Aon.LGL.25007.4
Fraud Analyst	Aon.LGL.25004.3
Fraud Investigator	Aon.LGL.25006.3

Risk

Chief Risk Officer	Aon.EXE.45001.7
Head of Risk	Aon.EXE.RM010.6
Senior Risk Manager	Aon.RSK.31101.6
Risk Management Manager	Aon.RFN.85401.5
Risk Management Team Leader	Aon.RFN.85401.4
Risk Management Senior Analyst	Aon.RFN.85401.3
Head of Risk Management	Aon.EXE.RM010.7
Risk Management Analyst	Aon.RFN.85401.2

Position Family: Sales

Account Management

Account Director (Existing Account Only)	Aon.ITS.15001.6
Strategic Account Manager (Existing Account Only)	Aon.ITS.15001.5
Major/Key Account Manager (Existing Account Only)	Aon.ITS.15001.4
Senior Sales Account Manager (Existing Account Only)	Aon.ITS.15002.4
Sales Account Manager (Existing Account Only)	Aon.ITS.15003.3
Associate Account Manager	Aon.ITS.15001.2

Bid Management

Senior Bid Manager	Aon.PRO.90800.5
Bid Manager	Aon.PRO.90800.4

Business Development

[NEW] Head of Business Development	Aon.EXE.MK060.7
Principal Business Development Manager	Aon.ITS.15009.6
Senior Business Development Manager	Aon.ITS.15009.5
Business Development Manager	Aon.ITS.15009.4
[NEW] Associate Business Development Manager	Aon.ITS.15009.3
Business Development Assistant	Aon.ITS.14009.2

Channel/Dealer Sales

Senior Channel/Dealer Sales Manager	Aon.EXS.85004.6
Channel/Dealer Sales Manager	Aon.ITS.15014.5
Senior Channel/Dealer Sales Representative	Aon.ITS.15013.4
Channel/Dealer Sales Representative	Aon.ITS.15114.3
Associate Channel/Dealer Sales Representative	Aon.ITS.15013.2

Contact Centre Sales

Contact Centre Sales Team Leader	Aon.SLS.15036.3
Senior Contact Centre Sales Representative	Aon.CSP.35036.2
Contact Centre Sales Representative	Aon.CSP.35036.1
Lead Generation Specialist	Aon.CSP.35156.1

Generalist Sales

Head of Sales	Aon.EXE.SA010.7
Senior Principal Sales Representative	Aon.ITS.15024.6
Principal Sales Representative	Aon.ITS.15024.5
Senior Sales Manager - Industry/LOB/Region/Market/BU	Aon.ITS.15020.6
Sales Manager	Aon.ITS.15020.5
Area Sales Team Leader	Aon.ITS.15014.4
Senior Sales Representative	Aon.ITS.15214.4
Sales Representative	Aon.ITS.15014.3
Associate Sales Representative	Aon.ITS.15014.2

Inside Sales

Inside Sales Manager	Aon.ITS.15018.5
Senior Inside Sales Representative	Aon.ITS.15018.4
Inside Sales Representative	Aon.ITS.15018.3
Associate Inside Sales Representative	Aon.ITS.15018.2

*** Continued on Next Page ***

Position Family: Sales

Retail Outlet/Store Sales

Merchandise Manager	Aon.BEV.75660.4
Retail Outlet/Store Manager	Aon.SLS.15035.4
Assistant Retail Outlet/Store Manager	Aon.SLS.15035.3
Retail Outlet/Store Sales Consultant	Aon.ITS.15035.2

Sales Operations/Support

Functional Lead - Sales Operations & Support	Aon.EXE.SA020.6
Sales Operations Manager	Aon.SLS.15027.5
Sales Operations Team Leader	Aon.ITS.15019.4
Sales Operations Analyst	Aon.ITS.15019.3
Sales Operations Coordinator	Aon.ITS.15019.2
Order Processing/Sales Administration Assistant	Aon.SLS.15028.1

Technical Pre-Sales Support

Senior Pre-Sales Support Manager	Aon.SLS.15023.6
Pre-Sales Support Manager	Aon.SLS.15022.5
Principal Pre-Sales Support Specialist	Aon.SLS.15122.5
Senior Pre-Sales Support Specialist	Aon.SLS.15022.4
Pre-Sales Support Specialist	Aon.SLS.15022.3
Associate Pre-Sales Support Specialist	Aon.SLS.15022.2

Position Family: Senior Executive

General Management

Chief Executive Officer	Aon.EXE.GM010.8
Chief Operating Officer	Aon.EXE.GM020.7
Company Secretary	Aon.EXE.LE020.7
Head of Single Corporate Function (Not Elsewhere Classified)	Aon.EXE.CO900.7
Head of Multiple Corporate Functions (Not Elsewhere Classified)	Aon.EXE.CO999.7
Head of Single Profit Centre	Aon.EXE.GM040.7
Head of Multiple Profit Centres	Aon.EXE.GM030.7
Head of Single Operations/Technical Discipline (Not Elsewhere Classified)	Aon.EXE.OP900.7
Head of Multiple Operations/Technical Discipline (Not Elsewhere Classified)	Aon.EXE.OP999.7

Position Family: Strategy

Business Intelligence

[NEW] Head of Data/BI Analytics	Aon.ITC.45016.6
Data/BI Analytics Manager	Aon.ITC.45016.5
Senior Data/BI Analyst	Aon.ITC.45016.4
Data/BI Analyst	Aon.ITC.45016.3
[NEW] Junior Data/BI Analyst	Aon.ITC.45016.2

Change Management

[NEW] Change Manager	Aon.HRS.50022.5
Change Management Specialist	Aon.HRS.50012.4
[NEW] Change Management Coordinator	Aon.HRS.50022.3

Digital/Online

Head of Digital/Online Strategy	Aon.MKT.20099.6
Digital/Online Strategy Manager	Aon.MKT.20099.5
Digital/Online Optimisation Consultant	Aon.MKT.20018.4
Senior Digital/Online Strategy Analyst	Aon.MKT.20099.4
Digital/Online Strategy Analyst	Aon.MKT.20099.3

Group Strategy

Head of Strategy	Aon.EXE.ST010.7
Functional Lead of Strategy - Strategy & Projects	Aon.EXE.ST030.6
Strategy Manager	Aon.STR.10000.5
Senior Strategy Analyst	Aon.STR.10000.4
Strategy Analyst	Aon.STR.10000.3

Mergers & Acquisitions

Functional Lead of Strategy - Mergers & Acquisitions	Aon.EXE.ST020.6
--	---------------------------------

Process Improvement

Process Improvement Manager	Aon.STR.10040.5
Process Improvement Consultant	Aon.STR.10040.4
Process Improvement Analyst	Aon.STR.10040.3

Innovation

Head of Innovation	Aon.INO.89310.7
[NEW] Innovation Consulting Director	Aon.INO.89315.7
[NEW] Senior Innovation Manager	Aon.INO.89310.6
[NEW] Innovation Manager	Aon.INO.89310.5
[NEW] Innovation Principle Consultant	Aon.INO.89315.5
[NEW] Innovation Senior Consultant	Aon.INO.89310.4
[NEW] Innovation Consultant	Aon.INO.89310.3
[NEW] Innovation Analyst	Aon.INO.89310.2

Position Family: Valuation & Acquisitions

Acquisitions

Head of Acquisitions/Capital Transactions	Aon.VAA.92800.6
Acquisitions/Capital Transactions Manager	Aon.ACQ.86600.5
Acquisitions/Capital Transactions Specialist	Aon.ACQ.86600.4
Property Acquisition/Disposal Administrator	Aon.VAA.92811.2

Valuation

General Manager - Valuation	Aon.VAA.92801.6
Valuation Manager	Aon.VAA.92811.5
Residential Valuation Manager	Aon.VAA.92821.5
Senior Valuer	Aon.VAA.92801.4
Valuer	Aon.VAA.92801.3
Residential Valuer	Aon.VAA.92811.3
Assistant Valuer	Aon.VAA.92801.2

Position Description

Position title: Operations Manager
Position code: Aon.ADM.40108.5
Level: 5

Responsible for

Managing, monitoring and continually improving all Corporate operational processes and ensuring a high level of customer service.

Report to

Chief Operating Officer/Chief Financial Officer.

Supervises

Staff working within the operational functions of the organisation.

Main activities

- Directing the development, implementation and ongoing enhancement of organisational processes.
- Contributing to the overall business direction and strategy by recommending improvements to customer service.
- Preparing and analysing operational and management reports monitoring the effective delivery of organisational KPI's.
- Reviewing financial statements, sales and activity reports and other performance data to measure productivity. Determining areas needing cost reduction and process improvement.
- Managing the day to day running of the operations team.
- Building relationships between the operations and support divisions and ensuring business units receive adequate operational support.
- Ensuring that all customer enquiries are resolved in a timeframe that meets established service level agreements.
- Building and maintaining effective working relationships with internal and external clients.

Key skills

- Excellent written and oral communication skills.
- Excellent customer service skills.
- Strong negotiation skills.
- Ability to develop and implement a system, process or procedure for effective utilisation of resources.

Internal contacts

Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Operations team, Corporate Support Functions.

External contacts

Suppliers, Clients/Customers.

Typical experience

7 - 10 years operations experience, coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Administration Manager
Position code: Aon.ADM.40001.4
Level: 4

Responsible for

Managing and developing the organisation's administration policies and processes and supervising staff engaged in one or more administrative activities.

Report to

Divisional Manager/General Manager, Branch Department Manager.

Supervises

Administration staff.

Main activities

- Managing staff responsible for accounts payable/receivable.
- Recommending and initiating changes for procedures and policies.
- Overseeing import/export/foreign exchange transactions and inter-company charging.
- Processing freight charges.
- Ensuring orders are processed and stock levels are maintained.
- Cashiering and banking.
- Ensuring accuracy of statistical records/returns.
- Ensuring accuracy of ledgers.
- Coordinating the training and development of administration staff.

Key skills

- Proven management and administrative ability.
- Organisational and decision-making ability.
- Strong analytical and interpersonal skills.

Internal contacts

Divisional Staff, IT Staff, Internal Auditors.

External contacts

Suppliers of Business Equipment, Customers/Clients, External Auditors.

Typical experience

Will have 5 - 7 years relevant practical experience across a broad spectrum of administration duties. May have experience in an accounting environment.

Other comments

Position Description

Position title: Administration Team Leader
Position code: Aon.ADM.40001.3
Level: 3

Responsible for

Organising and supervising staff engaged in an array of administrative duties.

Report to

Office Manager, Administration Manager or Company Secretary, Branch Department Manager.

Supervises

Administration staff.

Main activities

- Supervising staff responsible for accounts payable/receivable.
- Overseeing import/export/foreign exchange transactions and inter-company charging.
- Processing freight charges and supervising courier and mail delivery.
- Ensuring orders are processed and stock levels are maintained.
- Cashiering and banking.
- Maintaining accuracy of statistical records/returns.
- Maintaining consistency of ledgers.
- Dealing with problems, queries and complaints caused by other departments and third parties and taking appropriate action to ensure an effective resolution.
- Training and developing Administration staff.

Key skills

- Leadership and administrative ability.
- Organisational and decision making ability.
- Strong analytical and interpersonal skills.
- Ability to multitask.

Internal contacts

Divisional Staff, IT Staff, Internal Auditors.

External contacts

Suppliers of Business Equipment, Customers/Clients, External Auditors.

Typical experience

5+ years relevant practical experience across a broad spectrum of administrative duties.

Other comments

Alternative Title: Administration Supervisor.

Position Description

Position title: Office Manager
Position code: Aon.ADM.40101.4
Level: 4

Responsible for

Ensuring the office is operated professionally, effectively and efficiently by providing support in Office Management, Administration and Human Resources, as required.

Report to

General Manager.

Supervises

Receptionist and/or Clerk. May also supervise Project Administrator, Accounts, Clerical staff.

Main activities

- Allocating work assignments to ensure an efficient productive workload from the administration team.
- Providing assistance to the General Manager on matters relating to implementing agreed policies and procedures - based on both internal guidelines and the interpretation/adherence to relevant pieces of government legislation .
- Being responsible for the management of the company filing and archiving systems.
- Managing resources to ensure that reception is operational between standard working hours.
- Maintaining office supplies, researching specific purchase information for regular goods and services required by the office and negotiating contracts for the supply of such goods and services.
- Arranging internal staff movements/office relocations, including Telecommunication requirements.
- May coordinate activities associated with the maintenance of building facilities and equipment including the administration of building security/access for employees.

Key skills

Nil.

Internal contacts

General Manager, Administration staff, Receptionists, Accounts staff.

External contacts

Suppliers, Recruitment Agencies, Telecommunications companies.

Typical experience

6+ years of hands on experience in managing and coordinating general Office Support.

Other comments

This role is typically found in organisations with mid-range sized offices where office administration activities can be conveniently coordinated from a central location.

Position Description

Position title: Administration Officer - Level 4
Position code: Aon.ADM.40101.3
Level: 3

Responsible for

Acting as a lead person in an administrative unit or performing varied functions in a particular administrative area.

Report to

Administration Manager, Payroll Manager, Accounts Manager, Accountant, Logistics Manager, Purchasing Manager, Branch Manager, Human Resources Manager.

Supervises

May supervise day-to-day operations of Administration Officers.

Main activities

- Supervising a group of staff within an administrative department, following and determining priority of assigned work.
- Maintaining all accounts payable, accounts receivable, ledgers, import/export transactions.
- Managing stock control, processing orders, processing freight changes, insuring maintenance of statistical records/returns.
- Cashiering and banking, carrying out foreign exchange transactions and insurance claims.
- Ensuring satisfactory completion of all necessary documentation before final processing.
- Drafting of correspondence as required.
- Collating reports and statistical information and creating PowerPoint presentations within area of assigned activity.
- Resolving discrepancies and handling difficult exceptions, recognising problem areas as they arise and making recommendations to group leader for action.
- Recommending and actioning changes for policies and procedures.

Key skills

- Excellent interpersonal and communication skills.
- Advanced MS Office skills.
- Ability to prioritise individual work load with that of the Team.
- Developing supervisory skills.
- Ability to work in a team environment.

Internal contacts

Staff at all Levels, Internal Auditors.

External contacts

Suppliers of Business Equipment, Customers and Clients, External Auditors.

Typical experience

At least 5 years applicable experience in a specific functional area. High school qualifications or equivalent with course work in business curriculum.

Other comments

Alternative Titles: Clerk - Level 4, Senior Accounts Clerk, Administration Supervisor.

Position Description

Position title: Administration Officer - Level 3
Position code: Aon.ADM.40201.3
Level: 3

Responsible for

Providing administrative support for the organisation and internal Departments/Teams as required.

Report to

Administration Manager, Payroll Manager, Accounts Manager, Accountant, Logistics Manager, Purchasing Manager, Branch Manager, Human Resources Manager.

Supervises

No supervisory responsibilities.

Main activities

- Handling complete segments of a Department's administrative work without supervision.
- Maintaining all accounts payable/receivable, processing orders and preparing invoices.
- Processing payroll information and updating personnel records if required.
- Maintaining stock levels and maintaining associated records.
- Cashiering and banking.
- Drafting of correspondence as required.
- Collating reports and statistical information and creating PowerPoint presentations within area of assigned activity.
- Resolving discrepancies and handling difficult exceptions, recognising problem areas as they arise and making recommendations to group leader for action.
- Recommending and actioning changes for procedures and policies.

Key skills

- Good interpersonal and communication skills.
- Intermediate MS Office skills.
- Strong organisation and time management skills.
- Ability to work in a team environment.

Internal contacts

Staff at all Levels.

External contacts

Suppliers of Business Equipment, Customers and Clients.

Typical experience

At least 2 - 4 years applicable experience in a specific functional area. High school qualifications or equivalent with course work in business curriculum.

Other comments

Alternative Titles: Clerk - Level 3.

Position Description

Position title: Administration Officer - Level 2
Position code: Aon.ADM.40001.2
Level: 2

Responsible for

Providing administrative support for the organisation and internal Departments/Teams as required.

Report to

Administration Manager, Payroll Manager, Accounts Manager, Accountant, Logistics Manager, Purchasing Manager, Branch Manager, Human Resources Manager.

Supervises

No supervisory responsibilities.

Main activities

- Handling complete segments of a Department's administrative work under minimal supervision.
- Classifying, indexing, maintaining and updating both manual and electronic filing systems.
- Maintaining all accounts payable/receivable, processing orders and preparing invoices.
- Answering incoming calls, operating switchboard, fax machine and other electronic/digital office equipment.
- Ordering stationery and office equipment supplies and keeping stock records.
- Typing correspondence.
- Organising travel and accommodation.
- Maintaining and organising the repair of all office machines and equipment.

Key skills

- Good interpersonal and communication skills.
- Intermediate MS Office skills.
- Effective organisation and time management skills.
- Efficient and accurate typing ability.
- Ability to work in a team environment.

Internal contacts

Staff at all Levels.

External contacts

Suppliers of Business Equipment, Customers and Clients.

Typical experience

At least 2 years applicable work experience. High school qualifications or equivalent with course work in business curriculum.

Other comments

Alternative Titles: Clerk - Level 2.

Position Description

Position title: Administration Officer - Level 1 - Entry Level
Position code: Aon.ADM.40001.1
Level: 1

Responsible for

Providing administrative support for the organisation and internal Departments/Teams at a basic level.

Report to

Administration Manager, Payroll Manager, Accounts Manager, Accountant, Logistics Manager, Purchasing Manager, Branch Manager, Human Resources Manager.

Supervises

No supervisory responsibilities.

Main activities

- Answering incoming calls, operating switchboard, fax machine and other electronic/digital office equipment.
- Classifying, indexing, maintaining and updating both manual and electronic filing systems.
- Opening and distributing mail.
- Typing of correspondence and data entry.
- Preparing invoices and processing orders.
- Ordering stationery and equipment supplies.
- Performing messenger duties and/or collections and arranging couriers.
- Maintaining general tidiness of conference/meeting rooms and their booking register.

Key skills

- Good interpersonal and communication skills.
- Sound MS Office skills.
- Organisation and time management skills.
- Efficient and accurate typing ability.
- Ability to work in a team environment.

Internal contacts

Staff at all Levels.

External contacts

Suppliers of Business Equipment, Customers and Clients.

Typical experience

High school qualifications or equivalent with course work in business curriculum an advantage although not necessary.

Other comments

This is an entry level position.

Position Description

Position title: Records Management / Librarian
Position code: Aon.ADM.40003.2
Level: 2

Responsible for

Managing effective systems for the storage, retrieval and dissemination of key information via means such as tertiary resources, intranet, website, internal libraries, newsletters, archival material and administrative records.

Report to

Senior Records Management/Librarian, Team Leader.

Supervises

May supervise a small team of Records Management/Library staff.

Main activities

- Recommending, researching, formulating, implementing and evaluating Records Management/Library policies and services.
- Examining publications and materials, interviewing publishers' representatives and recommending material and resources for selection.
- Providing support to Records/Library users to ensure that relevant resources are accessed and utilised.
- Performing information research activities on behalf of Records/Library users and researching databases where applicable.
- Managing the organisation's central records system and monitoring indexing, filing and retrieval activities.
- Purchasing, classifying and cataloguing new Records and Library resources.
- Supervising and training Records Management/Library staff where applicable.

Key skills

- Thorough knowledge of typical Records Management/Library services.
- Excellent communication and analysis skills.
- Team leading ability.
- Customer focus.
- Exceptional organisational skills.

Internal contacts

Staff at all levels.

External contacts

Records/Library Resource Suppliers, Records/Library Users.

Typical experience

Will have 5 years of Records Management/Library experience, coupled with a relevant tertiary qualification. Employees in this role may have professional membership to the Australian Library and Information Association.

Other comments

Position Description

Position title: Data Entry Officer
Position code: Aon.ADM.40003.1
Level: 1

Responsible for

The receipt, capture, balance and dispatching of customer information files. Handling customer inquiries regarding receipt and processing of files.

Report to

Team Leader.

Supervises

No supervisory responsibilities.

Main activities

- Receiving, preparing, capturing and balancing customer information files and balancing of files from status reports back to lodgement forms.

Key skills

- Working knowledge of the Direct Entry processing system, manual and database.
- Knowledge of IMS essential and bank account types available to recipients.
- Good understanding of AAS reconciliation procedures.
- Excellent keyboard skills.

Internal contacts

Other departments within the Data Processing Centre, Customer Service Centre.

External contacts

Customers, Branches, Bank Departments, Transactional Business IBG.

Typical experience

This is an entry level position in which on the job training is provided. 0 - 3 months experience.

Other comments

Position Description

Position title: Receptionist/Telephonist
Position code: Aon.ADM.40007.1
Level: 1

Responsible for

Answering and directing general telephone inquiries and directing visitors to the appropriate employees within the organisation.

Report to

Administration Manager.

Supervises

No supervisory responsibilities.

Main activities

- Operating a telephone switchboard and handling incoming calls - both internal and external to the organisation.
- Placing outgoing international calls for employees not authorised to make such calls direct from their personal phone connection.
- Recording and distributing incoming messages and dealing with some telephone inquiries.
- Receiving visitors to the organisation and directing them accordingly.
- Performing some routine word processing and/or clerical functions such as filing and general correspondence.
- Opening, sorting and distributing incoming mail, facsimile messages and other deliveries.
- Packaging and arranging outgoing courier deliveries.
- Maintaining the general tidiness of the reception area and associated conference/meeting rooms and their booking registers.

Key skills

- Highly organised with the ability to juggle multiple tasks.
- Excellent personal presentation skills.
- Excellent communication (both written and verbal) skills.
- Computer literacy with basic PC and administration skills.
- Ability to greet clients in a friendly and courteous manner.

Internal contacts

Almost all organisational employees.

External contacts

All incoming visitors.

Typical experience

At least one year of relevant experience operating a switchboard coupled with high school qualifications.

Other comments

Position Description

Position title: Personal Assistant to CEO/Senior Vice President
Position code: Aon.ADM.40007.4
Level: 4

Responsible for

Providing secretarial and administrative support exclusively to the Chief Executive Officer whilst maintaining a high level of discretion.

Report to

CEO.

Supervises

May supervise other Personal Assistants/Administrators.

Main activities

- Producing correspondence, memoranda, presentations and reports both of a general and confidential nature on behalf of the CEO.
- Organising business appointments and travel arrangements for the CEO.
- Screening telephone calls, fielding inquiries and requests and escalating urgent matters for the CEO's attention.
- Managing the CEO's diary and some personal matters.
- Communicating on the CEO's behalf with the organisation's Executives, Executives of external organisations, Board members, suppliers and clients.
- Coordinating the organisation of executive level business functions, lunches and dinners.

Key skills

- Strong interpersonal, communication and negotiation skills.
- Exceptional corporate presentation and excellent people management skills.
- Ability to work autonomously, employ initiative to find solutions, prioritise and exercise discretion.
- Excellent organisational and administration skills.
- A proactive and flexible approach to work.
- Ability to liaise at an executive level and to work under pressure.

Internal contacts

Board Members and Staff at all levels.

External contacts

Clients, Senior Executives from other organisations, Suppliers.

Typical experience

At least 5 years of experience as a Personal Assistant. Employees in this role may have completed relevant administrative qualifications.

Other comments

Position Description

Position title: Personal Assistant to Senior Executive(s)
Position code: Aon.ADM.40007.3
Level: 3

Responsible for

Providing secretarial and administrative support exclusively to Senior Executive/s whilst maintaining a high level of discretion.

Report to

Senior Executive/s.

Supervises

May supervise other Personal Assistants/Administrators.

Main activities

- Producing correspondence, memoranda, presentations and reports both of a general and confidential nature on behalf of Senior Executive/s.
- Organising business appointments and travel arrangements for Senior Executive/s.
- Screening telephone calls, fielding inquires and requests and escalating urgent matters for Senior Executive's attention.
- Managing a Senior Executive's diary and some personal matters on his/her behalf.
- Communicating with the organisation's Executives, Executives of external organisations, Board members, suppliers and clients on behalf of Senior Executive/s.
- Coordinating the organisation of business functions, lunches and dinners.
- Supporting other Senior Executive/s when required.

Key skills

- Strong interpersonal, communication and negotiation skills.
- Exceptional corporate presentation and excellent people management skills.
- Ability to work autonomously, employ initiative to find solutions, prioritise and exercise discretion.
- Excellent organisational and administration skills.
- A proactive and flexible approach to work.
- Ability to liaise at an executive level and to work under pressure.

Internal contacts

Board Members and Staff at all levels.

External contacts

Clients, Senior Executives from other organisations, Suppliers.

Typical experience

At least 5 years of experience as a Personal Assistant. Employees in this role may have completed relevant administrative qualifications.

Other comments

Position Description

Position title: Personal Assistant/Administrator
Position code: Aon.ADM.40007.2
Level: 2

Responsible for

Providing secretarial and administrative support to a team of Managers and Executives.

Report to

Senior Executive/Manager(s).

Supervises

No supervisory responsibilities.

Main activities

- Producing correspondence, memoranda, presentations and reports both of a general and confidential nature on behalf of a team of Executives/Managers.
- Organising business appointments and travel arrangements for a team of Executives/Managers.
- Screening telephone calls, fielding inquires and requests and escalating urgent matters.
- Coordinating the organisation of business functions, lunches and dinners.
- Managing a team of Executives/Managers' diaries to make/co-ordinate appointments, book rooms and notify attendees.
- Maintaining effective hard and soft copy filing systems.
- Ordering software, supplies and stationery and maintaining consumables stock for the team.
- Adhering to the organisation's administration policies.
- Providing PC application assistance to Executives/Managers as required.

Key skills

- Strong interpersonal, communication and negotiation skills.
- A proactive and flexible approach to work.
- Ability to work autonomously, employ initiative to find solutions, prioritise and exercise discretion.
- Excellent organisational and administration skills.
- Ability to liaise at an executive level, work under pressure and multi-task.

Internal contacts

Board Members and Staff at all levels.

External contacts

Clients, Senior Executives from other organisations, Suppliers.

Typical experience

At least 2 years of experience as a Personal Assistant. Employees in this role may have completed a relevant administrative qualification.

Other comments

Alternate Title: Secretary.

Position Description

Position title: Functional Lead - Asset Marketing
Position code: Aon.AGN.10003.6
Level: 6

Responsible for

Developing nation-wide marketing strategies to ensure maximum profitability across an organisation's portfolio of assets. The role may cover all residential, commercial and corporate assets or focus on one sector based on the size of the organisation. Increasing the profile of assets managed and the incumbent's own organisation.

Report to

Head of Marketing, executive team

Supervises

Marketing managers

Main activities

- Create innovative solutions to complex marketing problems
- Identify and capitalise on opportunities for growth
- Develop long term strategic marketing plans for the business line
- Take a leading role in the development, presentation and implementation of new campaigns Identify, recruit, and develop talent
- Drive the organisation of events and promotions
- Manage allocation of department budget to maximise revenue
- Reporting and providing insight to senior management
- Creation and production of potential client submissions

Key skills

- Proven track record of developing and driving successful marketing campaigns
- Expert knowledge of industry and product offerings
- Excellent written and oral communication skills-
- Leadership and people management skills
- Expert knowledge on contemporary marketing strategies and trends
- Strong understanding of regulations and restrictions

Internal contacts

Executive team, Head of marketing, business development team, marketing managers, marketing consultants, marketing specialists across business units

External contacts

Key clients, regulatory bodies, marketing agencies, key industry contacts

Typical experience

Marketing Degree and minimum 10 years' experience in marketing, a large portion of which in management type roles

Other comments

This role may be working with an internal assets, external assets or combination of both.

Position Description

Position title: Marketing Manager - Asset Marketing
Position code: Aon.AGN.10002.4
Level: 4

Responsible for

Developing and ensuring the implementation of marketing strategies designed to maximise return on investment for residential, commercial and corporate assets. Will manage and lead a team to achieve collective targets.

Report to

Senior marketing manager, centre management

Supervises

Marketing Consultants, marketing coordinators

Main activities

- Working with business development teams to maximise profit for a relevant asset or portfolio of assets
- Responding to issues and adjusting strategies when appropriate
- Reviewing campaigns and evaluating success based on agreed outcomes Increasing the market profile of the asset
- Liaising with clients/tenants to ensure marketing strategies are aligned
- Leading and managing the delivery of marketing campaigns
- Designing creative and innovative strategies to market the assets
- Aligning pricing with overall strategy

Key skills

- Track record of managing successful marketing strategies
- Excellent oral and written communication skills
- Solid understanding of market segment and current trends
- Management experience
- Working knowledge of regulations and restrictions
- Excellent product knowledge

Internal contacts

National marketing manager, Head of marketing, business development team, other marketing specialists, finance, centre management

External contacts

Marketing agencies, clients, regulatory bodies, centre management

Typical experience

Between 5-10 years of experience in marketing, some management experience, relevant tertiary experience.

Other comments

This role may be working with an internal assets, external assets or combination of both.

Position Description

Position title: Marketing Consultant - Asset Marketing
Position code: Aon.AGN.10001.2
Level: 2

Responsible for

The coordination and delivery of marketing initiatives designed to maximise the return on investment for residential, commercial or corporate assets. Develop marketing documentation for the department.

Report to

Marketing manager, centre manager

Supervises

N/A

Main activities

- Developing and implementing marketing strategies Reporting on sales, foot traffic and other metrics to the relevant management personnel.
- Coordinating the effective use of pricing Preparing and organising the delivery of marketing materials to the press and or target market
- Liaising with external clients/tenants to ensure marketing strategies are aligned
- Assisting with the creation of submissions

Key skills

- Ability to link performance to marketing initiatives and supply sufficient evidence
- Sound relationship management skills
- Excellent written and oral communication skills
- Computer literacy
- An understanding of their industry segment

Internal contacts

Centre management, marketing manager, marketing coordinators, other marketing specialists

External contacts

External clients, centre management

Typical experience

At least two years of experience in marketing and will usually hold a relevant tertiary qualification

Other comments

This role may be working with an internal assets, external assets or combination of both.

Position Description

Position title: Director - Consultancy and Mapping
Position code: Aon.AGN.10102.5
Level: 5

Responsible for

Effectively lead and manage a team of consultants to achieve revenue targets by delivering high calibre strategic advice across all major property sectors. Directors may advise on transaction management, development planning, asset optimisation, demographic and economic analysis, and market studies.

Report to

GM - Valuations and Acquisitions, Head of Consultancy and Mapping

Supervises

Consultant - Consultancy and Mapping, Analyst - Consultancy and Mapping

Main activities

- Providing expert solutions for large or key clients
- Identifying, recruiting and developing key talent
- Working to meet revenue targets for the business unit
- Reporting on progress against performance outcomes to senior management Implementing best practice consultancy procedures across the business unit Identifying and capitalising on opportunities to cross sell across business lines
- Maintaining key relationships with large clients Improving market presence

Key skills

- Ability to manage and lead a team
- Expert knowledge on Consultancy and Mapping
- Strong knowledge of the property industry and market trends
- Proven track record of providing large scale and complex consultancy solutions
- Excellent oral and written communication skills
- Computer literacy and experience with industry specific software such as geographical information systems (GIS)
- Ability to build strong working relationships with external clients

Internal contacts

Consultant - Consultancy and Mapping, Analyst - Consultancy and Mapping, Valuation and Acquisition management, other executives

External contacts

Clients, regulatory bodies, key industry contacts

Typical experience

Relevant tertiary qualification, at least eight years of industry experience, may be a member of API or may be a registered valuer

Other comments

This role may be working with an internal assets, external assets or combination of both.

Position Description

Position title: Consultant - Consultancy and Mapping
Position code: Aon.AGN.10101.3
Level: 3

Responsible for

Working with the consultancy team to deliver timely and accurate advice to appropriate stakeholders. Responsible for achieving individual revenue targets. Consultants may advise on transaction management, development planning, asset optimisation, demographic and economic analysis, and market studies

Report to

Director - Consultancy and Mapping, valuations manager

Supervises

N/A

Main activities

- Compiling data and analysis in purposeful and practical reports
- Assisting in the preparation of proposals
- Actively pursuing opportunities to provide complex solutions by leveraging the strengths of other business units
- Developing client relationships
- May mentor analysts within the consultancy team
- Developing knowledge and understanding relevant industry changes
- Using software like geographic information systems (GIS) to enhance the quality of analysis provided
- Preparing and delivering presentations to clients and internal stakeholders

Key skills

- Strong analytical and problem solving skills
- Strong oral and written communication skills
- Ability to manage and develop client relationships
- Working knowledge of the relevant industry and market trends
- Computer literate with experience using geographic information systems (GIS)
- Ability to work in teams across multiple projects with strict deadlines

Internal contacts

Director - Consultancy and Mapping, Analyst - Consultancy and Mapping, valuations and acquisitions team, project management

External contacts

Clients, regulatory bodies

Typical experience

At least three years of relevant industry experience plus relevant tertiary qualification

Other comments

This role may be working with an internal assets, external assets or combination of both.

Position Description

Position title: National Leasing Director
Position code: Aon.AGN.10206.7
Level: 7

Responsible for

Provide strategic leadership, direct and manage the activities of the Leasing department so as to generate maximum revenue as well as setting, communicating and executing a strategy for the department.

Report to

Managing Director / General Manager, Leasing

Supervises

A national leasing sales force, a marketing team may also report to the position.

Main activities

- Ensure profitability is maximised for the Leasing department.
- Developing the vision, strategic and corporate planning objectives for the business.
- Develop and implement national marketing strategies.
- Introduce innovative and best practice concepts to maintain and develop a competitive position.
- Build and maintain strong relationships with key account clients and decision makers.
- Identify and capitalise on growth opportunities through development and maintenance of a wide network of contacts in the property industry.
- Review major submissions prepared within the product line.
- Establish income and operating expense budgets for the Leasing team as well as providing high quality financial analysis to support strategic forecasting and the effective allocation of resources.
- Remain aware of changing legislation and legal requirements and enforce accordingly.

Key skills

- Strong management skills and commercial awareness.
- Leadership to create purpose, direction, and cohesiveness to achieve maximum outcomes.
- Product line technical expertise.
- Strong client retention skills including negotiating with both internal and external stakeholders.
- Experience in dealing with institutions, corporate bodies, the public and individuals.
- Communication skills, both orally and written, that creates a positive impact.
- Negotiation and influencing skills.
- Sound knowledge of the local property industry.
- High presence in the marketplace.

Internal contacts

National leasing manager, leasing team, Sales team and support staff.

External contacts

Major clients, consultants, service providers, other agents, Government and other corporate bodies and industry groups.

Typical experience

A minimum of 7+ years' experience as a Sales Manager or Director of Sales / Leasing. Must possess tertiary level qualification in property or related industry as well as current Real Estate License.

Other comments

Position Description

Position title: Leasing Director
Position code: Aon.AGN.10205.6
Level: 6

Responsible for

Direct and manage the activities of the Leasing department so as to generate maximum revenue as well as setting, communicating and executing a strategy for the department.

Report to

National Leasing Director

Supervises

Leasing department

Main activities

- Ensure profitability is maximised for the Leasing department.
- Assist the State / National Director with determining the vision, strategic and corporate planning objectives.
- Build and maintain strong relationships with key account clients and decision makers.
- Identify and capitalise on growth opportunities through development and maintenance of a wide network of contacts in the property industry.
- Develop proposals for major clients in accordance with the company standards and client requirements.
- Establish income and operating expense budgets for the Leasing team as well as providing high quality financial analysis to support strategic forecasting and the effective allocation of resources.
- Be conversant and act within relevant law and statutory requirements.

Key skills

- Ability to think strategically.
- Expert knowledge of the local property industry.
- Strong client retention skills including negotiating with both internal and external stakeholders.
- Experience in dealing with institutions, corporate bodies, the public and individuals.
- Communication skills, both orally and written, that creates a positive impact.
- Negotiation and influencing skills.
- High presence in the marketplace.
- Sound computer skills.

Internal contacts

National leasing manager, leasing team, Sales team and support staff.

External contacts

Major clients, consultants, service providers, other agents, Government and other corporate bodies and industry groups.

Typical experience

A minimum of 5+ years' experience as a Sales Manager or Director of Sales / Leasing. Must possess tertiary level qualification in property or related industry as well as current Real Estate License.

Other comments

Position Description

Position title: Associate Leasing Director
Position code: Aon.AGN.10204.5
Level: 5

Responsible for

Responsible for the business development, management and assisting in the leadership of the Leasing department. As well as communicating and executing a strategy for the department, encouraging the achievement of profitability targets, and market penetration and generating new business.

Report to

National Leasing Director

Supervises

Leasing department

Main activities

- Support the Leasing department and assisting in the management direction of the business line.
- Action strategic objectives of the business and drive business strategies to meet financial and operational objectives.
- Identify and capitalise on growth opportunities in leasing to provide strategic guidance to Leasing staff.
- Build and maintain strong relationships with key account clients and maintain high presence in the market place.
- Ensure team and personal compliance with legislation and company protocols
- Remain well informed of economic climate, industry trends and changes to legislation and ensure knowledge is shared with the team.
- Facilitate negotiations between clients and prospective tenants.
- Initiate and monitor innovative marketing techniques to expand client group.
- Establish forecasts for the Leasing team as well as providing high quality financial analysis to support strategic forecasting and the effective allocation of resources.
- Provide leadership and management to the Leasing team by ensuring clear responsibilities are outlined.

Key skills

- Ability to manage and influence to improve productivity and profitability of the Leasing business.
- Sound knowledge of the local property industry.
- Strong client retention skills including negotiating with both internal and external stakeholders.
- Experience in dealing with institutions, corporate bodies, the public and individuals.
- Ability to think laterally and develop ideas.
- Superior communication and presentation skills.
- Negotiation and influencing skills.
- Strong attention to detail.
- Effective time management skills.
- Sound computer skills.

Internal contacts

National leasing manager, leasing team, Sales team and support staff.

External contacts

Major clients, consultants, service providers, other agents, Government and other corporate bodies and industry groups.

Typical experience

A minimum of 5+ years' experience as a Sales Manager or Director of Sales / Leasing. Must possess tertiary level qualification in property or related industry as well as current Real Estate License.

Other comments

Position Description

Position title: Leasing Manager
Position code: Aon.AGN.10203.4
Level: 4

Responsible for

Provide leadership and develop higher value leasing opportunities for the leasing department, encouraging department achievement of revenue, profit and continue viability.

Report to

Leasing Director

Supervises

Leasing agents

Main activities

- Drive business strategies to meet financial and operational objectives.
- Identify and capitalise on growth opportunities in leasing to provide strategic guidance to Leasing staff.
- Build and maintain strong relationships with key account clients and maintain high presence in the market place.
- Facilitate negotiations between clients and prospective tenants
- Initiate and monitor innovative marketing techniques to expand client group.
- Prepare, monitor and update leasing budgets, progress reports and budget forecasts.
- Provide leadership and management to the Leasing team by ensuring clear responsibilities are outlined.
- Negotiation and preparation of leasing agreements

Key skills

- Ability to manage and influence to improve productivity and profitability of the Leasing business.
- Sound knowledge of the local property industry.
- Strong client retention skills including negotiating with both internal and external stakeholders.
- Ability to think laterally and develop ideas.
- Superior communication and presentation skills.
- Negotiation and influencing skills.
- Strong attention to detail.
- Effective time management skills.
- Sound computer skills.

Internal contacts

National leasing manager, leasing team, sales team and support staff.

External contacts

Client, tenants, solicitors, tenant financiers and advertising agencies.

Typical experience

A minimum of 5 years' experience in a similar role. Must possess tertiary level qualification in property or related industry as well as current Real Estate License.

Other comments

Position Description

Position title: Senior Leasing Executive
Position code: Aon.AGN.10202.3
Level: 3

Responsible for

Develop leasing opportunities with clients, maintain and strengthen all contacts within the industry and manage assigned client leasing portfolio to achieve revenue and profitability targets and positively promote the organisation.

Report to

Leasing Director

Supervises

No supervisory responsibilities

Main activities

- Build and maintain strong relationships with key account clients and maintain high presence in the market place.
- Ensuring revenue targets are achieved by managing assigned leasing portfolios.
- Participate in managing the leasing data and systems
- Prepare and co-ordinate marketing campaigns for managed properties and new listings.
- Actively pursue new appointments to act for organisations, especially focusing on fostering existing and new relationships.
- Increase understanding of the market through research into trends and major players within the market.
- Facilitate negotiations between clients and prospective tenants. Prepare, monitor and update leasing budgets, progress reports and budget forecasts.

Key skills

- Strong analytical skills.
- Strong relationship management skills.
- Problem solving and decision making.
- Good communication skills.
- Negotiation and influencing skills.
- Effective time management skills.
- Strong attention to detail.
- Intermediate computer skills.
- Sound knowledge of the local property industry.

Internal contacts

National leasing manager, leasing team, sales team and support staff.

External contacts

Client, tenants, solicitors, tenant financiers and advertising agencies.

Typical experience

A minimum of 3 years' experience in lease administration or sales role. May also possess tertiary level qualification in property or related course as well as current real estate certificate or licence.

Other comments

Position Description

Position title: Leasing Executive
Position code: Aon.AGN.10201.2
Level: 2

Responsible for

Develop leasing opportunities through strong client relationships and manage assigned client leasing portfolio to achieve revenue and profitability targets and positively promote the organisation.

Report to

Leasing Director

Supervises

No supervisory responsibilities

Main activities

- Ensuring revenue targets are achieved by managing assigned leasing portfolios.
- Develop and maintain strong relationships with key clients in the property industry.
- Maintain and manage the leasing data and systems.
- Prepare and co-ordinate marketing campaigns for managed properties and new listings.
- Increase understanding of the market through research into trends and major players within the market.
- Facilitate negotiations between clients and prospective tenants.
- Prepare, monitor and update leasing budgets, progress reports and budget forecasts.

Key skills

- Strong analytical skills.
- Problem solving and decision making.
- Good communication skills.
- Negotiation and influencing skills.
- Effective time management skills.
- Intermediate computer skills.
- Sound knowledge of the local property industry.

Internal contacts

National leasing manager, leasing team, Sales team and support staff.

External contacts

Client, tenants, solicitors, tenant financiers and advertising agencies.

Typical experience

A minimum of 2 years of experience in lease administration or sales role. May also possess tertiary level qualification in property or related course as well as current real estate certificate or licence.

Other comments

Position Description

Position title: National Site Sales Director
Position code: Aon.AGN.10307.7
Level: 7

Responsible for

To manage and drive the success of the Sites sales team. Provide strategic advice to clients.

Report to

Managing Director, Residential

Supervises

National site sales team

Main activities

- Coordinate the development sites team nationally.
- Manage the direction of the product line in assigned state.
- Develop and implement strategic plans, company policies and procedures.
- Identify new international developers and money to invest and buy in Australia.
- Introduce innovative and best practice concepts to maintain and develop a competitive position.
- Remain aware of changing legislation and legal requirements and enforce accordingly.

Key skills

- Understanding of development principles including planning, construction and financing.
- Understanding and thorough knowledge of the residential, commercial and industrial markets, in particular the project marketing environment.
- Broad client base of Institutional developers and investors, private developers and investors, builders and receiver managers.
- Understanding of valuation principals and property assessment.
- Manage the financial performance of the division and the operatives.
- Strong communication skills which create a positive impact, with the ability to influence people through behavioral style to take positive action.

Internal contacts

National site sales team, and support staff.

External contacts

Client/ vendors, purchasers, solicitors and Government and other corporate bodies and industry groups.

Typical experience

A minimum of 7+ years' experience in related discipline and tertiary level qualification in property or related course.

Other comments

Position Description

Position title: Site Sales Director
Position code: Aon.AGN.10306.6
Level: 6

Responsible for

Direct and manage the activities of the Site Sales team, ensuring the ongoing profitability of the department through ensuring the provision of high quality customer service and that individual sales revenue budget is met.

Report to

National Sales Director

Supervises

Site Sales Managers and team of Sales Executives

Main activities

- Planning and directing the activities of a team of Sales Managers and Sales Executives, ensuring all staff are motivated to attain predetermined sales targets.
- Negotiating major deals within policy guidelines, maintaining contact with key clients and identifying and steering opportunities for business improvement.
- Providing leadership and strategic direction for the Industry Sector/LOB/Products/Region/Market and aligning the Industry Sector/LOB/Products/Region/Market with a broader business plan.
- Setting of Sales strategies and related sales and expense budgets.
- Monitoring the Sales revenue, margin and expense performance and initiating corrective action where required.
- Developing proposals for major clients in accordance with the company standards and client requirements.
- Monitoring competitors' sales and product strategies, campaigns and events to optimise market share.
- Be conversant and act within relevant law and statutory requirements

Key skills

- Proven sales ability including outstanding negotiation skills, persuasive ability and excellent communication skills.
- Ability to think strategically.
- Expert knowledge of the local property industry.
- Analytical interpretation and advanced problem solving abilities.
- Experience in dealing with institutions, corporate bodies, the public and individuals.
- Strategic management, leadership, mentoring, business, accounting and reporting capabilities.
- Sound computer skills.

Internal contacts

National Sales manager, site sales team and support staff.

External contacts

Client/ vendors, purchasers and solicitors.

Typical experience

7-10 years' experience in a sales or marketing role. Must also possess tertiary level qualification in property or related course.

Other comments

Position Description

Position title: Site Sales Manager
Position code: Aon.AGN.10305.4
Level: 4

Responsible for

Acting as first line of management, identifying market land sites for potential sale, development and redevelopment opportunities. Ensuring the ongoing profitability of the department through ensuring the provision of high quality customer service and that individual sales revenue budget is met.

Report to

Site Sales Director

Supervises

Site Sales Executives

Main activities

- Negotiating major deals within policy guidelines, maintaining contact with key clients and identifying and steering opportunities for business improvement.
- Managing business development activities including ongoing marketing, sales and public relations.
- Contributing to the setting of sales strategies and related sales and expense budgets.
- Monitoring the sales revenue, margin and expense performance and initiating corrective action where required.
- Providing leadership and direction, aligning sales activities with the broader business plan.
- Regularly reporting actual performance to budget, with variance analyses and revised projections.
- Overseeing of the marketing campaigns ensuring sales administration process is adhered to.
- Ensuring individual revenue targets are achieved by team members.
- Negotiate acceptable terms between vendors and purchasers, fully documenting such terms.
- Monitoring competitors' sales and product strategies, campaigns and events to optimise market share.
- Recruiting, selecting and training sales staff.

Key skills

- Proven sales ability including negotiation skills, persuasive ability and excellent communication skills.
- Knowledge of project management principles.
- High degree of performance orientation.
- Expert product and industry knowledge coupled with the ability to deal with clients at all levels and translate client needs into a complete solution.
- Management, leadership, mentoring, business, accounting and reporting skills.
- Knowledge of property marketing principles.

Internal contacts

National Sales manager, Site Sales team and support staff.

External contacts

Client/ vendors, purchasers and solicitors.

Typical experience

A minimum of 5 years' experience in a sales or marketing role. Must also possess tertiary level qualification in property or related course.

Other comments

Position Description

Position title: Site Sales Executive
Position code: Aon.AGN.10304.2
Level: 2

Responsible for

Assisting directors to identify and market potential sales, residential development and redevelopment opportunities.

Report to

Site Sales Director

Supervises

No supervisory responsibilities

Main activities

- Assist Directors in business development activities including ongoing marketing, sales and public relations.
- Coordination of the marketing campaigns on including coordination of sales team activities and ensuring sales administration process is adhered to.
- Ensuring individual revenue targets are achieved
- Manage and/or assist with the marketing process, including marketing material preparation, sales kit preparation, advertising activities, mail outs.
- Build and maintain strong relationships with key clients, their secretaries and other staff within their business.
- Actively initiate, follow up, service and control sales enquiries
- Assist to negotiate acceptable terms between vendors and purchasers, fully documenting such terms.
- Client liaison activities

Key skills

- Good communication skills.
- Negotiation and influencing skills.
- Knowledge of project management principles.
- High degree of performance orientation.
- Effective time management skills.
- Intermediate computer skills.
- Knowledge of property marketing principles.

Internal contacts

National Site Sales manager, site sales team and support staff.

External contacts

Client/vendors, purchasers and solicitors.

Typical experience

A minimum of 2 years' experience in a sales or marketing role. May also possess tertiary level qualification in property or related course.

Other comments

Position Description

Position title: Project Sales Director
Position code: Aon.AGN.10303.6
Level: 6

Responsible for

Direct and manage the activities of the Project Sales team to ensure the ongoing profitability of the department through ensuring the provision of high quality customer service and that individual sales revenue budget is met.

Report to

National Sales Director

Supervises

Project Sales Managers and team of Sales Executives

Main activities

- Planning and directing the activities of a team of Sales Managers and Sales Executives, ensuring all staff are motivated to attain predetermined sales targets.
- Negotiating major deals within policy guidelines, maintaining contact with key clients and identifying and steering opportunities for business improvement.
- Providing leadership and strategic direction for the Industry Sector/LOB/Products/Region/Market and aligning the Industry Sector/LOB/Products/Region/Market with a broader business plan.
- Setting of Sales strategies and related Sales and expense budgets.
- Monitoring the Sales revenue, margin and expense performance and initiating corrective action where required.
- Developing proposals for major clients in accordance with the company standards and client requirements.
- Monitoring competitors' Sales and product strategies, campaigns and events to optimise market share.
- Be conversant and act within relevant law and statutory requirements.

Key skills

- Proven sales ability including outstanding negotiation skills, persuasive ability and excellent communication skills.
- Ability to think strategically.
- Expert knowledge of the local property industry.
- Analytical interpretation and advanced problem solving abilities.
- Experience in dealing with institutions, corporate bodies, the public and individuals.
- Strategic management, leadership, mentoring, business, accounting and reporting capabilities.
- Sound computer skills.

Internal contacts

National Sales manager, project sales team and support staff.

External contacts

Client/ vendors, purchasers and solicitors.

Typical experience

7-10 years' experience in a sales or marketing role. Must also possess tertiary level qualification in property or related course.

Other comments

Position Description

Position title: Project Sales Manager
Position code: Aon.AGN.10302.4
Level: 4

Responsible for

Acting as first line of management and developing sales opportunities to ensure the ongoing profitability of the department through ensuring the provision of high quality customer service and that individual sales revenue budget is met.

Report to

Project Sales Director

Supervises

Project Sales Executives

Main activities

- Negotiating major deals within policy guidelines, maintaining contact with key clients and identifying and steering opportunities for business improvement.
- Managing business development activities including ongoing marketing, sales and public relations.
- Contributing to the setting of sales strategies and related sales and expense budgets.
- Monitoring the sales revenue, margin and expense performance and initiating corrective action where required.
- Providing leadership and direction, aligning sales activities with the broader business plan.
- Regularly reporting actual performance to budget, with variance analyses and revised projections.
- Overseeing of the marketing campaigns ensuring sales administration process is adhered to.
- Ensuring individual revenue targets are achieved by team members.
- Building and maintaining strong relationships with key clients
- Negotiating acceptable terms between vendors and purchasers, fully documenting such terms.
- Monitoring competitors' sales and product strategies, campaigns and events to optimise market share.
- Recruiting, selecting and training Sales staff.

Key skills

- Proven sales ability including negotiation skills, persuasive ability and excellent communication skills.
- Knowledge of project management principles.
- High degree of performance orientation
- Expert product and industry knowledge coupled with the ability to deal with clients at all levels and translate client needs into a complete solution. Management, leadership, mentoring, business, accounting and reporting skills.
- Knowledge of property marketing principles.

Internal contacts

National Sales manager, project sales team and support staff.

External contacts

Client/ vendors, purchasers and solicitors.

Typical experience

A minimum of 5 years' experience in a sales or marketing role. Must also possess tertiary level qualification in property or related course.

Other comments

Position Description

Position title: Project Sales Executive
Position code: Aon.AGN.10301.2
Level: 2

Responsible for

Assist Directors as required to ensure the ongoing profitability of the department through ensuring the provision of high quality customer service and that individual sales revenue budget is met.

Report to

Project Sales Director

Supervises

No supervisory responsibilities

Main activities

- Assist Directors in business development activities including ongoing marketing, sales and public relations.
- Coordination of the marketing campaigns on including coordination of sales team activities and ensuring sales administration process is adhered to.
- Ensuring individual revenue targets are achieved.
- Manage and/or assist with the marketing process, including marketing material preparation, sales kit preparation, advertising activities, mail outs.
- Build and maintain strong relationships with key clients, their secretaries and other staff within their business.
- Actively initiate, follow up, service and control sales inquiries
- Negotiate acceptable terms between vendors and purchasers, fully documenting such terms.

Key skills

- Good communication skills.- Negotiation and influencing skills.
- Knowledge of project management principles.
- High degree of performance orientation.
- Effective time management skills.
- Intermediate computer skills.
- Knowledge of property marketing principles.

Internal contacts

National Project Sales manager, Project Sales team and support staff.

External contacts

Client/ vendors, purchasers and solicitors.

Typical experience

A minimum of 2 years' experience in a sales or marketing role. May also possess tertiary level qualification in property or related course.

Other comments

Position Description

Position title: Head of Project Management (Interior)
Position code: Aon.AGN.10405.7
Level: 7

Responsible for

Providing strategic leadership, directing and managing project teams to complete projects to quality standards, on time, and within budget.

Report to

CEO or other executive.

Supervises

Director - Project Management, Senior Project managers

Main activities

- Overseeing multiple projects from inception to completion.
- This includes work on feasibility, project control, design management, and authority approval.
- Developing and implementing best practice project management practices
- Building key relationships with clients and other external stakeholders
- Identifying and capitalising on opportunities for business growth
- Determining and communicating both short and long term goals
- Recruiting and developing direct reports

Key skills

- Demonstrated ability to think strategically and commercially
- Formulate effective strategies to grow the organisations market share
- Facilitate the practical application of organisational strategy
- Expert knowledge of the project management process and the interior / fit-out industry
- Demonstrated ability to negotiate complex and high value deals

Internal contacts

Project teams, marketing or commercial managers, project managers, CEO, executive team, Director - Project management

External contacts

Clients, regulatory bodies, unions

Typical experience

15+ years of industry experience and a proven track record of managing complex large-scale portfolios. Relevant tertiary qualifications.

Other comments

Position Description

Position title: Director - Project Management (Interior)
Position code: Aon.AGN.10404.6
Level: 6

Responsible for

Accountability for the delivery of projects across a large portfolio. Effective management of project managers and successful implementation of organisational strategy. Increasing organisational market share by developing new and existing relationships. Ensure projects are delivered on time and on budget.

Report to

Head of Project Management (Interior), executive team.

Supervises

Project managers

Main activities

- Ensuring project managers are performing their roles within organisational policy and to a high standard
- Providing guidance and developing the skills of project managers Identifying and capitalising on growth opportunities
- Developing strategic relationships with new and existing clients
- Optimising project timelines to maximise efficiency and ensure there's sufficient resources
- Monitoring and reacting to reports from project managers
- Design management functions and overseeing the completion of projects

Key skills

- Strong leadership skills
- Proven knowledge of project management methodology
- Excellent written and oral communication skills
- Negotiation skills
- Ability to apply strategic vision to practical functions
- Ability to motivate and inspire direct reports
- Experience creating long term plans and mitigating potential risks

Internal contacts

Project teams, marketing or commercial managers, project managers

External contacts

Clients, regulatory bodies, unions

Typical experience

At least 10 years of industry experience with a proven track record of delivering complex large scale projects. Relevant tertiary qualifications.

Other comments

Position Description

Position title: Senior Project Manager (Interior)
Position code: Aon.AGN.10403.5
Level: 5

Responsible for

Maximise outcomes for all stakeholders through efficient management of large scale or valuable projects. Ensuring the fit-out is completed to a high standard and as specified in the contract.

Report to

Director - Project management (Fit-outs), Head of Project Management (Interior)

Supervises

Project Coordinator, site workforce, Junior Project Manager

Main activities

- Ensuring the project is delivered on time and within budget
- Ensuring WHS standards are met
- Creating strategic relationships with new and existing clients
- Liaising with internal and external stakeholders
- Identifying and responding to any complications to mitigate risk
- Preparing appropriate documentation and reporting to senior management
- Effectively leading and managing the project delivery team Identifying opportunities to improve the project delivery process

Key skills

- Excellent written and oral communication skills
- Lateral thinker, exceptional problem solver
- Proven track record delivering large scale projects on time
- Advanced understanding of corporate office fit-outs
- Proficient in the use of Microsoft Office and Microsoft Project Advanced understanding of WHS standards
- Strong leadership skills

Internal contacts

Senior management, Project Coordinators, site workforce, asset management, site manager

External contacts

Contractors, clients, consultants, representatives of regulatory bodies.

Typical experience

Relevant degree or diploma plus 7 years industry experience. At least 3 years of experience in project management.

Other comments

Position Description

Position title: Project Manager (Interior)
Position code: Aon.AGN.10402.4
Level: 4

Responsible for

Maximise outcomes for all stakeholders through efficient management of the project. Ensuring the fit-out is completed to a high standard and as specified in the contract.

Report to

Director - Project management (Fit-outs), Head of Project Management (Internal)

Supervises

Project Coordinator, site workforce

Main activities

- Ensuring the project is delivered on time and within budget
- Ensuring WHS standards are met
- Liaising with internal and external stakeholders
- Identifying and responding to any complications to mitigate risk
- Preparing appropriate documentation and reporting to senior management
- Effectively leading and managing the project delivery team

Key skills

- Excellent written and oral communication skills
- Lateral thinker and problem solver
- Experience in delivering projects on time
- Technical knowledge on corporate office fit-outs
- Proficient in the use of Microsoft Office and Microsoft Project
- Working understanding of WHS standards

Internal contacts

Senior management, Project Coordinators, site workforce, asset management, site manager

External contacts

Contractors, clients, consultants, representatives of regulatory bodies.

Typical experience

Relevant degree or diploma plus five years industry experience.

Other comments

Position Description

Position title: Project Coordinator (Interior)
Position code: Aon.AGN.10401.2
Level: 2

Responsible for

Coordinating daily activities on site to ensure the timely completion of the project. Assist project manager as required.

Report to

Project Manager

Supervises

N/A

Main activities

- Management of onsite contractors
- Contract administration
- Liaison with external stakeholders
- Reporting to the internal project management team
- Cost planning and documentation
- Ensuring WHS standards are met

Key skills

- Effective communication skills
- Ability to manage small teams
- Proficiency in Microsoft Office and Microsoft Project
- Working understanding of basic building principles and ability to read project drawings

Internal contacts

Project Manager, site supervisor, foremen, asset management team.

External contacts

Contractors, clients, representatives of regulatory bodies.

Typical experience

Ideally owning a building degree or diploma. At least 3 years of industry experience.

Other comments

Position Description

Position title: National Director - Tenant Advisory
Position code: Aon.AGN.10506.7
Level: 7

Responsible for

Working closely with key corporate and commercial portfolios by providing innovative and integrated solutions. Responsible for the development of strategic direction and ensuring its implementation throughout the business unit. Ensuring the business unit achieves set revenue and profitability targets. Increasing the market share and profitability of the organisation

Report to

CEO or other executive

Supervises

Tenant Advisory Consultants and Directors

Main activities

- Identify and capitalise on opportunities to raise revenue and increase profitability for the organisation
- Recruit, mentor and develop talent
- Attend industry events and other networking or knowledge sharing opportunities while representing the organisation
- Providing complex and large scale strategic advice to key clients covering areas like corporate acquisition, portfolio accommodation and workplace strategic consulting.
- Provide strategic direction across the business unit with a focus on growth and profitability Implementation of strategic direction across the business unit Implement or invent best practice procedures across the business unit to provide a competitive edge Improve the market presence of the organisation
- Create strategic relationships with key clients to create work with annuity
- Prepare, monitor and update budgets and forecasts for the unit
- Act as a point of escalation for consultants
- Ensure the business unit achieve their budgeted revenue targets

Key skills

- Expert knowledge of local and national property markets and trends
- Proven track record negotiating large scale and complex deals
- Excellent communication and presentation skills
- Ability to mentor and motivate across the business unit
- Sustain long term relationships with key clients
- Resourcefulness to solve a diverse range of complex problems
- Ability to provide thought leadership within the industry and organisation

Internal contacts

Consultants, Directors, executive team

External contacts

Clients, key industry figures

Typical experience

At least 15 years of experience in the leasing industry with some management experience. Relevant tertiary qualifications.

Other comments

Position Description

Position title: Director - Tenant Advisory
Position code: Aon.AGN.10505.6
Level: 6

Responsible for

Increasing the profitability of corporate and commercial portfolios by providing innovative property solutions to key clients. Assisting in the development of strategic direction and ensuring its implementation throughout the business unit. Leveraging other functions within the organisation to create integrated solutions for key clients.

Report to

National Director - Tenant Advisory

Supervises

Tenant Advisory consultants

Main activities

- Identify and capitalise on opportunities to raise revenue and increase profitability for the organisation
- Recruit, mentor and develop consultants
- Produce accurate financial reports illustrating business unit performance
- Attend industry events and other networking or knowledge sharing opportunities while representing the organisation
- Providing complex and large scale strategic advice to key clients covering areas like lease negotiation, acquisition strategies, rent review negotiations, and portfolio accommodation.
- Implementation of strategic direction across the business unit Implement or invent best practice procedures across the business unit to provide a competitive edge Improve the market presence of the organisation
- Create strategic relationships with key clients to create work with a degree of annuity

Key skills

- Expert knowledge of local and national property markets and trends
- Proven track record negotiating large scale and complex deals
- Excellent communication and presentation skills
- Ability to mentor and motivate across the business unit
- Sustain long term relationships with key clients
- Strong problem solving skills

Internal contacts

Consultants, Directors, Tenant Advisory Executives

External contacts

Clients, Industry figures

Typical experience

At least 10 years of experience in the leasing industry with some management experience. Relevant tertiary qualifications.

Other comments

Position Description

Position title: Associate Director - Tenant Advisory
Position code: Aon.AGN.10504.5
Level: 5

Responsible for

Providing strategic advice for large corporate or commercial clients. Implement strategic direction from executive levels and cultivate good culture throughout the business unit.

Report to

National Director - Tenant Advisory

Supervises

May supervise Tenant Advisory consultants

Main activities

- Identify and capitalise on opportunities to raise revenue and increase profitability for the organisation
- Mentor and develop consultants Monitor and follow up on financial reporting produced by executives
- Attend industry events to remain knowledgeable on current trends and create a market presence
- Providing complex and large scale strategic advice to maximise client revenue. Including but not limited to lease negotiations, rent reviews, subleasing and disposal.
- Implementation of strategic direction across the business unit

Key skills

- Expert knowledge of local property markets and trends
- Working knowledge of national property markets and trends
- Proven track record negotiating large scale and complex deals
- Excellent communication and presentation skills
- Ability to mentor and motivate direct reports
- Sustain long term relationships with major clients

Internal contacts

Consultants, Directors, Tenant Advisory Executives

External contacts

Clients, Industry figures

Typical experience

At least 8 years of experience in the leasing industry with some management experience. Relevant tertiary qualifications.

Other comments

Position Description

Position title: Senior Consultant - Tenant Advisory
Position code: Aon.AGN.10503.4
Level: 4

Responsible for

Increasing the profitability of client property portfolios by providing strategic advice to corporate and commercial clients. Uses industry experience to create innovative solutions for new and long term clients.

Report to

Director - Tenant Advisory

Supervises

May supervise Tenant Advisory executives or junior consultants

Main activities

- Work with directors to meet revenue targets
- Identifying business opportunities and leveraging other areas of the business to provide complex solutions
- Generating new business by maintaining long standing relationships
- Providing strategic advice for a portfolio of clients Increasing individual and organisational market presence
- Negotiating leases, rent reviews, subleasing and disposal strategies

Key skills

- Excellent oral and written communication skills.
- Proven track record negotiating complex deals
- Monitor and manage individual performance against targets
- Strong understanding of local property market and trends
- Problem solving skills Strong understanding of complex leasing procedures
- Excellent oral and written communication skills

Internal contacts

Consultants, Director, Tenant Advisory Executives

External contacts

Clients, Industry figures

Typical experience

At least 5 years of experience in a leasing role and a relevant tertiary qualification.

Other comments

Position Description

Position title: Consultant - Tenant Advisory
Position code: Aon.AGN.10502.3
Level: 3

Responsible for

Increasing the profitability of client property portfolios by providing strategic advice to corporate and commercial clients. Uses strong industry knowledge to create solutions for new and long-term clients.

Report to

Director - Tenant Advisory

Supervises

N/A

Main activities

- Develop strong relationships with new and existing clients by organising and preparing for meetings, preparing reports and meeting deadlines
- Working with directors to meet revenue targets Identifying and capitalising on opportunities to secure new business
- Negotiation of lease renewals, rent reviews, and lease termination
- Develop strong relationships with new and existing clients Increase individual and organisational presence in the market
- Provide strategic advice for clients

Key skills

- Good communication skills
- Negotiation and influencing skills
- Monitor and manage individual performance against targets
- Sound understanding of local property market and trends
- Problem solving skills Understanding of complex leasing procedures
- Excellent oral and written communication skills

Internal contacts

Consultants, Director, Tenant Advisory Executives

External contacts

Clients, Industry contacts

Typical experience

Typically between two to five years of experience in a comparable role and a relevant tertiary qualification.

Other comments

Position Description

Position title: Executive - Tenant Advisory
Position code: Aon.AGN.10501.2
Level: 2

Responsible for

Increasing the profitability of client property portfolios by providing strategic advice to corporate and commercial clients. Take on an active role in business development by building relationships and seeking out new opportunities.

Report to

Director - Tenant Advisory

Supervises

N/A

Main activities

- Develop strong relationships with new and existing clients by organising and preparing for meetings, preparing reports and meeting deadlines
- Meeting revenue targets Identifying and capitalising on opportunities to secure new business
- Negotiation of lease renewals, rent reviews, and lease terminations

Key skills

- Good communication skills
- Negotiation and influencing skills
- Monitor and manage individual performance against targets
- Working understanding of local property market
- Problem solving skills

Internal contacts

Consultants, Director

External contacts

Clients

Typical experience

Typically between 2 to 4 years of experience in a similar role. May have a relevant tertiary qualification.

Other comments

Position Description

Position title: General Manager - Construction
Position code: Aon.EXS.85007.7
Level: 7

Responsible for

Providing strategic leadership, direct and manage construction and costing teams in order to complete projects to required quality standards, on time and within budget

Report to

Depending on organisational structure, may report directly to CEO or to a member of the Executive team

Supervises

Construction Manager

Main activities

- Determining, communicate and lead the short and long-term strategic direction of the function
- Overseeing multiple projects as a whole from inception through to conclusion
- Maintaining adherence to established benchmarks of quality, cost and program performance
- Developing and managing budgets, implement financial controls and monitor expenditure
- Producing project implementation plans which meet completion targets in a cost effective and safe manner
- Recruiting, supporting and developing direct reports. Identifying and developing high potential talent
- Providing for the overall development needs to staff to build capability across various function disciplines
- Ensuring internal/external systems and processes efficiently support business goals
- Supporting Development Division's success through active involvement in Executive Committee
- Maintaining and fostering effective working relationships with key internal and external stakeholders

Key skills

- Demonstrated ability to lead, influence and collaborate with diverse workforce
- Ability to generate broad strategy and translate into practical application
- Demonstrated ability to think strategically and commercially

Internal contacts

CEO, Executive Committee Members, Construction Staff

External contacts

Unions, Sub-contractors, Joint-Venture partners, Customer Groups, Employer Groups, Government Regulators

Typical experience

Tertiary qualifications in Building or Engineering and/or other trade qualifications. Minimum of 10 years experience in construction industry, with proven team management experience. Ideally a member of the Australian Institute of Building or other industry professional body

Other comments

Position Description

Position title: Cost Planning Manager
Position code: Aon.CON.87500.4
Level: 4

Responsible for

Managing the cost planning, estimating, cost reporting, cost forecasting and commercial risk management activities on all projects.

Report to

Head of Construction

Supervises

Cost Planners

Main activities

- Overseeing the resource management for cost planning and contract administration activities.
- Providing technical support to Cost Planning and Contract Administration team on all aspects of cost planning, cost reporting and cost forecasting.
- Reviewing and signing-off of cost plans for all projects.
- Maintaining database for all past projects for benchmarking and referencing for future projects.
- Conducting review of designs for all new projects and reporting on design efficiency.
- Maintaining current and accurate rates database on a trade and element basis.
- Ensuring consistency of all cost planning and reporting processes across all projects.
- Maintaining currency with latest industry trends and market conditions with regards to costing issues.
- Recruiting, directing, motivating and reviewing performance of direct reports.

Key skills

- Excellent communication (written & verbal) and organisational skills.
- Highly computer literate, detailed and methodical.

Internal contacts

Construction Manager, Estimators, Cost Planners, Contract Administrators

External contacts**Typical experience**

Tertiary qualifications in a relevant discipline (Quality Surveying, Construction Economics) with minimum 5 years experience working for a large mid-tier or top-tier contractor.

Other comments

Position Description

Position title: Cost Planner/Quantity Surveyor
Position code: Aon.CON.87500.3
Level: 3

Responsible for

Supporting the Cost Planning Manager in contract administration, cost planning and estimating functions.

Report to

Cost Planning Manager

Supervises

No supervisory responsibilities.

Main activities

- Checking changes to design and assessing impact on costs.
- Preparing Bill of Quantities (BOQ).
- Undertaking feasibility studies for projects and preparing monthly cash-flow forecasts and tax depreciation schedules.

Key skills

- Excellent communication and relationship building skills.
- Sound negotiation skills.
- Strong attention to detail.

Internal contacts

Architects, engineers, builders, project owners

External contacts

Contractors, suppliers

Typical experience

Tertiary degree in Quantity Surveying and experience within a building related field, with at least 3 years experience within a Quantity Surveying environment.

Other comments

Position Description

Position title: Senior Estimator
Position code: Aon.CON.87511.5
Level: 5

Responsible for

Securing new work for the company to progressively complete.

Report to

State Manager or Sales Manager

Supervises

Estimator

Main activities

- Preparing tenders and submissions in accordance with estimating procedures in a professional and ethical manner.
- Maintaining accurate records of tenders/submissions completed, including results.
- Managing timing and resources to ensure the timely completion and delivery of tenders/submissions.
- Ensuring that all work adheres to established estimating policies and procedures.
- Liaising with scheduling, inventory and production to identify the availability and capacity of required resources.
- Preparing expressions of interest for new projects as required.
- Preparing budgets and carrying out costing as required.
- Providing accurate and concise cost estimates to support the sales process and ensure alignment of customer requirements with production capabilities.

Key skills

- Lateral thinker / problem solver.
- Excellent organisation skills.
- Excellent time management skills.
- Excellent technical knowledge of the building process.
- Good written and oral communication skills.
- Good industry knowledge and experience.

Internal contacts

Senior Management, Project Management team, Other Project Coordinators, Site Managers and all internal staff.

External contacts

Clients, Subcontractors, Site employees and Suppliers.

Typical experience

Ideally, will have a building degree or diploma, but not essential. At least 8 years experience with-in the building industry, ideally in office outfit and/or refurbishment.

Other comments

Position Description

Position title: Estimator
Position code: Aon.CON.87501.3
Level: 3

Responsible for

Securing new work for the company to progressively complete.

Report to

Senior Estimator/Estimating Manager

Supervises

No supervisory responsibilities.

Main activities

- Preparing tenders and submissions in accordance with estimating procedures in a professional and ethical manner.
- Developing successful strategies for winning tenders.
- Managing timing and resources to ensure the timely completion and delivery of tenders/submissions.
- Maintaining accurate records of tenders/submissions completed, including results.
- Maintaining subcontractor and competitor databases.
- Preparing expressions of interest for new projects as required.
- Preparing budgets and carrying out costing as required.

Key skills

- Lateral thinker / problem solver.
- Excellent organisation skills.
- Excellent time management skills.
- Excellent technical knowledge of the building process.
- Good written and oral communication skills.
- Industry contract knowledge
- Sound computer literacy.

Internal contacts

Senior Management, Project Management team, Other Project Coordinators, Site Managers and all internal staff.

External contacts

Clients, Subcontractors, Site employees and Suppliers.

Typical experience

Ideally, will have a building degree or diploma, but not essential. At least 4-5 years experience with-in the building industry, ideally in office outfit and/or refurbishment.

Other comments

Position Description

Position title: Construction Project Manager (Large Projects)
Position code: Aon.CON.87502.5
Level: 5

Responsible for

Ensuring the successful management and execution of a portfolio of construction programs effectively and delivering them in a profitable and timely manner.

Report to

State Manager or Construction Manager

Supervises

Project Coordinators & Site Managers.

Main activities

- Ensuring the projects are run in an effective and efficient manner through the entire project management process. This includes from initial client brief, through the design process and on to successful construction management.
- Delivering your project to the highest standard of client satisfaction & quality.
- Generating construction Program to ensure detailed planning of time, costs and quality of projects.
- Communicating effectively with all project participants.
- Provide team leadership to your project team and maintaining a commitment to quality work.
- Maintaining and controlling cost, schedule and quality of project activities to run on budget, time, and meet agreed customer requirements.
- Selling off and managing risk.
- Liaising with senior staff within client organisations regarding provision of services within negotiated contractual obligations for a program or projects.
- Maintaining and enhancing the company's reputation in the marketplace.

Key skills

- Sound computer literacy.
- A good technical knowledge of the building process.
- Good leadership skills.
- Excellent time management skills.
- Excellent written and oral communication skills.
- A team builder (people skills).
- Excellent industry contract knowledge.
- Lateral thinker and problem solver.
- Exceptional track record in the timely delivery of high end projects.

Internal contacts

Senior Management, construction managers and site staff.

External contacts

Subcontractors, clients and consultants

Typical experience

7+ years experience within the building industry plus a Building Degree or Diploma.

Other comments

Position Description

Position title: Construction Project Manager (Small Projects)
Position code: Aon.CON.87512.5
Level: 5

Responsible for

Ensuring the successful management and execution of a portfolio of construction programs effectively and delivering them in a profitable and timely manner.

Report to

Construction Manager

Supervises

Project Coordinators & Site Managers.

Main activities

- Ensuring the projects are run in an effective and efficient manner through the entire project management process. This includes from initial client brief, through the design process and on to successful construction management.
- Delivering your project to the highest standard of client satisfaction & quality.
- Generating construction Program to ensure detailed planning of time, costs and quality of projects.
- Communicating effectively with all project participants.
- Provide team leadership to your project team and maintaining a commitment to quality work.
- Maintaining and controlling cost, schedule and quality of project activities to run on budget, time, and meet agreed customer requirements.
- Selling off and managing risk.
- Liaising with senior staff within client organisations regarding provision of services within negotiated contractual obligations for a program or projects.
- Maintaining and enhancing the company's reputation in the marketplace.

Key skills

- Sound computer literacy.
- A good technical knowledge of the building process.
- Good leadership skills.
- Excellent time management skills.
- Excellent written and oral communication skills.
- A team builder (people skills).
- Excellent industry contract knowledge.
- Lateral thinker and problem solver.
- Exceptional track record in the timely delivery of high end projects.

Internal contacts

Senior Management, construction managers and site staff.

External contacts

Subcontractors, clients and consultants

Typical experience

7+ years experience within the building industry plus a Building Degree or Diploma.

Other comments

Position Description

Position title: Construction Project Coordinator
Position code: Aon.CON.87502.4
Level: 4

Responsible for

Assisting the project manager to execute their portfolio of projects effectively and to assist the Project Managers in delivering construction programs in a profitable and timely manner.

Report to

Project Manager

Supervises

No supervisory responsibilities.

Main activities

- Liaising with subcontractors and co-ordinating work sequence on a daily basis.
- Assisting the site manager in formulating and implementing completion lists and cost reports.
- Ensuring attendance of subcontractors at site meetings as well as the preparation of the minutes of meetings and their distribution.
- Preparing long and short range construction programmes in conjunction with the Project Manager and Site Manager.
- Co-ordinating access and security procedures.

Key skills

- Business acumen and awareness, decides on how best to handle queries by considering the impact on current projects.
- Excellent time management skills.
- Ability to meet deadlines, to work under pressure and to multi-task.
- Good written and oral communication skills.
- Strong team player attitude, seeks to share knowledge and learning's with others in the team.
- Strong computer literacy (Microsoft).

Internal contacts

Senior management, project management team, site managers and all internal staff.

External contacts

Clients, subcontractors, site employees and suppliers

Typical experience

Minimum high school certificate, ideally owning a building degree or diploma. At least 5 years of experience in the building industry, preferably with some experience in a supervisory role.

Other comments

Position Description

Position title: Construction Project Administrator
Position code: Aon.CON.87502.2
Level: 2

Responsible for

Assisting the project team in general administrative functions to maximise the effectiveness of project personnel.

Report to

Project Manager

Supervises

No supervisory responsibilities.

Main activities

- Implementing the directions of the project manager, site manager or project coordinator.
- Filling project documentation.
- Preparing client operation and maintenance manuals.
- Ensuring the attendance of subcontractors at site meetings.
- Preparing and distributing meeting minutes.
- Updating project progress and drawing register.

Key skills

- Good communication skills both written and verbal.
- Problem solving skills.
- Numerical skills.
- Computer skills in MS applications.
- Strong organisational skills.
- Relationship building skills.
- Ability to meet deadlines.

Internal contacts

Project Managers, Project Coordinators, Site Managers and all site employees.

External contacts

Clients, suppliers and subcontractors.

Typical experience

Entry level position employee should possess High School Certificate be working to complete a construction related degree.

Other comments

Position Description

Position title: Construction Manager
Position code: Aon.CON.87500.6
Level: 6

Responsible for

Coordinating the construction of large building projects through management, planning, organising and controlling the delivery process of construction.

Report to

General Manager

Supervises

Project Managers and Site Managers

Main activities

- Interpreting plans and estimating costs and quantities of materials needed for construction.
- Planning construction methods and procedures.
- Coordinating the supplier of labour and material.
- Studying building documents and negotiating with building owners and subcontractors.
- Preparing cost estimates and documentation for contract bids.
- Making sure that all building regulations, standards and by laws are enforced.
- Maintaining a safe working environment in line with OH&S legislation.
- Building strong relationships with suppliers.
- Coordinating weekly meeting with Site Managers.

Key skills

- Ability to interpret plans and drawings.
- Proactive Planner
- Strong Leadership skills.
- Team Builder (people skills).
- Excellent written and oral communication skills.
- Problem Solver and Lateral Thinker.

Internal contacts

Senior Management, project managers and site staff.

External contacts

Subcontractors, builders, designers, suppliers, creditors, clients and consultants

Typical experience

At least 10 years experience in construction industry coupled with possible tertiary qualifications in construction management, engineering or other related field.

Other comments

Position Description

Position title: Site Manager (Large Projects)
Position code: Aon.CON.87503.5
Level: 5

Responsible for

Reporting to the project manager you will be responsible for ensuring the proper and effective management of all site activities including employees and subcontractors.

Report to

Project Manager

Supervises

All site employees.

Main activities

- Obtaining a comprehensive understanding of the scope and detail of the project, as to establish project participants, lines of communication, client contractual obligations and a detailed knowledge of each subcontractor's scope of work and the specific performance required.
- Supervising all subcontractors and staff on site to ensure they meet Program dates in accordance with procedures.
- Providing necessary set out, co-ordination with other trades, and direction of work sequence so subcontractors can complete their work in accordance with contract documents.
- Establishing the site in accordance with relevant occupational health & safety requirements.
- Preparing daily and fortnightly programmes in conjunction with project manager.
- Daily recording of site activities in the site diary.

Key skills

- Thorough technical knowledge of the building process.
- Time management and organisation skills.
- Thorough understanding of the sequencing of a project.
- Good written and oral communication skills.
- An ability to maintain and control all on-site records.
- A basic knowledge of the contractual implications of actions.
- Leadership and team building skills.

Internal contacts

Project Managers, Senior Management, Other Project Coordinators, Site Managers all internal employees.

External contacts

Clients, Subcontractors, Site employees, Suppliers, OH&S, Engineers, Consultants.

Typical experience

Ideally, will have a building degree or diploma, but not essential. Strong experience in the building industry, ideally in office fit out and/or refurbishment. Experience in construction is also beneficial.

Other comments

Position Description

Position title: Site Manager (Small Projects)
Position code: Aon.CON.87503.4
Level: 4

Responsible for

Reporting to the project manager you will be responsible for ensuring the proper and effective management of all site activities including employees and subcontractors.

Report to

Project Manager

Supervises

All site employees.

Main activities

- Obtaining a comprehensive understanding of the scope and detail of the project, as to establish project participants, lines of communication, client contractual obligations and a detailed knowledge of each subcontractor's scope of work and the specific performance required.
- Supervising all subcontractors and staff on site to ensure they meet Program dates in accordance with procedures.
- Providing necessary set out, co-ordination with other trades, and direction of work sequence so subcontractors can complete their work in accordance with contract documents.
- Establishing the site in accordance with relevant occupational health & safety requirements.
- Preparing daily and fortnightly programmes in conjunction with project manager.
- Daily recording of site activities in the site diary.

Key skills

- Thorough technical knowledge of the building process.
- Time management and organisation skills.
- Thorough understanding of the sequencing of a project.
- Good written and oral communication skills.
- An ability to maintain and control all on-site records.
- A basic knowledge of the contractual implications of actions.
- Leadership and team building skills.

Internal contacts

Project Managers, Senior Management, Other Project Coordinators, Site Managers all internal employees.

External contacts

Clients, Subcontractors, Site employees, Suppliers, OH&S, Engineers, Consultants.

Typical experience

Ideally, will have a building degree or diploma, but not essential. Strong experience in the building industry, ideally in office fit out and/or refurbishment. Experience in construction is also beneficial.

Other comments

Position Description

Position title: Senior Site Foreman
Position code: Aon.CON.87600.5
Level: 5

Responsible for

Controlling and delivering all projects allocated by construction manager.

Report to

Site Manager

Supervises

Nil or depending on organisational structure, may supervise subcontractors

Main activities

- Assessing all construction documentation prior to commencement on the site.
- Preparing and placing all orders necessary for project completion.
- Reviewing and approving all invoices generated for the project.
- Co-ordinating all labourers on site.
- Attending weekly meeting with project managers and site managers.
- Co-ordinating all maintenance assigned to your site.
- Co-ordinating necessary activities with local authorities, power and water suppliers.

Key skills

- Knowledge of the building process.
- Time management and organisation skills.
- An ability to maintain and control all on-site records.
- A basic knowledge of the contractual implications of actions.
- Strong computer literacy (Microsoft).

Internal contacts

Project Managers, Project Coordinators, Site Managers all site employees.

External contacts

Clients, Subcontractors, Site employees, Suppliers, OH&S, Engineers, Consultants.

Typical experience

Minimum of 5 - 6 years experience in the building industry, ideally in office fit out and/or refurbishment may also have a building degree or diploma, but not essential.

Other comments

Position Description

Position title: Site Foreman
Position code: Aon.CON.87600.4
Level: 4

Responsible for

Controlling and delivering all projects allocated by construction manager.

Report to

Site Manager

Supervises

No supervisory responsibilities.

Main activities

- Assessing all construction documentation prior to commencement on the site.
- Preparing and placing all orders necessary for project completion.
- Reviewing and approving all invoices generated for the project.
- Co-ordinating all labourers on site.
- Attending weekly meeting with project managers and site managers.
- Co-ordinating all maintenance assigned to your site.
- Co-ordinating necessary activities with local authorities, power and water suppliers.

Key skills

- Knowledge of the building process.
- Time management and organisation skills.
- An ability to maintain and control all on-site records.
- A basic knowledge of the contractual implications of actions.
- Strong computer literacy (Microsoft).

Internal contacts

Project Managers, Project Coordinators, Site Managers all site employees.

External contacts

Clients, Subcontractors, Site employees, Suppliers, OH&S, Engineers, Consultants.

Typical experience

Minimum of 2 years experience in the building industry, ideally in office fit out and/or refurbishment may also have a building degree or diploma, but not essential.

Other comments

Position Description

Position title: Site Engineer/Project Engineer
Position code: Aon.CON.87503.3
Level: 3

Responsible for

Assisting construction and project managers on-site.

Report to

Project Managers

Supervises

No supervisory responsibilities.

Main activities

- Carrying out all aspects of site engineering functions as it relates to building, drainage and infrastructure projects.
- Assisting in the day to day planning & scheduling, managing contractors and materials and ensuring all quality standards are adhered to dealing with subcontractors.
- Fault identification and resolution.
- Adopting and enforcing OH&S practices for the company.
- Preparing QA documentation.

Key skills

- Good knowledge of the building process.
- Time management and organisation skills.
- Good understanding of the sequencing of a project.
- Good written and oral communication skills.
- An ability to maintain and control all on-site records.

Internal contacts

Construction and project management teams

External contacts

Contractors

Typical experience

Tertiary qualified with a civil engineering degree with at least 1-2 years site engineering experience

Other comments

Position Description

Position title: Site Administrator
Position code: Aon.CON.87503.2
Level: 2

Responsible for

Supporting the Construction Manager and Supervisors in dealing with trades and suppliers

Report to

Construction Manager and Site Supervisors

Supervises

No supervisory responsibilities.

Main activities

- Preparing of weekly reports on job progress.
- Preparing, issue and follow up on contract variations
- Assisting in tender administration.
- Processing permit application.
- Ensuring all aspects of general office procedures are executed.
- Resolving site issues.

Key skills

- Strong administration skills in the construction industry.
- Intermediate to advanced MS Office skills
- Excellent communication skills.

Internal contacts

Site construction team

External contacts

Clients

Typical experience

At least 1-2 years previous site based administration experience, preferably within a construction or engineering capacity.

Other comments

Position Description

Position title: Construction Administrator
Position code: Aon.CON.87513.2
Level: 2

Responsible for

Supporting the network between the Construction Manager and Estimator and administering all relevant construction documentation.

Report to

Construction Manager

Supervises

No supervisory responsibilities.

Main activities

- Supporting the Construction Manager and Estimator in the pricing of all variations.
- Assisting the Estimator with the pricing and procurement of tendering documentation.
- Approving relevant invoices and receiving all payments.
- Facilitating all relevant construction insurances prior to contract exchange and or commencement on site.
- Maintaining database of construction folders and documentation.
- Co-ordinating the approval of all amendments to plans and specifications.
- Building relationships with suppliers.
- Attending weekly meeting with the Construction Manager.

Key skills

- Time management and organisation skills.
- Knowledge of the building process.
- Excellent written and oral communication skills.
- A basic knowledge of the contractual implications of actions.

Internal contacts

Construction Manager, Project Managers, Project Coordinators, Site Managers, Estimators and all site employees.

External contacts

Clients, Subcontractors and Suppliers.

Typical experience

Minimum of 2 years experience in the construction industry may also have a building degree or diploma, but not essential.

Other comments

Position Description

Position title: HSE Site Manager
Position code: Aon.CON.87523.4
Level: 4

Responsible for

Providing support and accountability to all safety related issues on site.

Report to

National HSE Manager.

Supervises

HSE Site Administrator.

Main activities

- Managing monitor and review the company's Health Safety and Environmental plan on site.
- Promoting a zero harm culture.
- Conducting regular HSE audits and inspections.
- Managing and mentoring the HSE site team.
- Driving rehabilitation and return to work programs.
- Working closely with the rehabilitation and return to work coordinators.
- Conducting inductions, toolbox meetings and safety meetings.

Key skills

- Excellent communication skills.
- Ability to engage and influence employees at all levels in the business.
- Sound knowledge of current legislation.

Internal contacts**External contacts****Typical experience**

Formal OHS qualifications combined with Workplace Training and Assessment Certificate IV , an auditor certification and previous OHS supervisory experience on remote sites..

Other comments

Position Description

Position title: HSE Site Specialist
Position code: Aon.CON.87523.3
Level: 3

Responsible for

Assisting and supporting the HSE Site Manager in HSE related functions through specialist advice.

Report to

HSE Site Manager.

Supervises

No formal supervisory responsibilities.

Main activities

- Facilitating all aspects of the environmental and safety practices within the company in accordance with company policies and legislative compliance on site. Providing HSE specialist insight to the Site Manager.
- Monitoring and managing all hazard reporting as required on site at various construction sites.
- Designing hazard / risk mitigation strategies.
- Coordinating and facilitating all safety training and maintain records to ensure staff are compliant.
- Providing specialist advice in the injury management and return to work process.

Key skills

- Knowledge of Australian Quality, OH&S and Environmental procedures.
- Intermediate skill base of MS Office.
- Outstanding verbal and written communication skills.
- Strong exceptional attention to detail.

Internal contacts**External contacts****Typical experience**

5 years experience in a similar role within Building & Construction or Engineering. Workplace Training and Assessment Certificate IV, may be completing formal OHS qualifications.

Other comments

Position Description

Position title: HSE Site Coordinator
Position code: Aon.CON.87523.2
Level: 2

Responsible for

Assisting and supporting the HSE Site Manager in HSE related functions.

Report to

HSE Site Manager.

Supervises

No supervisory responsibilities.

Main activities

- Facilitating all aspects of the environmental and safety practices within the company in accordance with company policies and legislative compliance on site.
- Monitoring and managing all hazard reporting as required on site at various construction sites.
- Coordinating and facilitating all safety training and maintain records to ensure staff are compliant.
- Preparing safe work method statements.
- Assisting in the injury management and return to work process and provide support and advice to the business.

Key skills

- Knowledge of Australian Quality, OH&S and Environmental procedures.
- Intermediate skill base of MS Office.
- Outstanding verbal and written communication skills.
- Strong exceptional attention to detail.

Internal contacts**External contacts****Typical experience**

Minimum 3 years experience in a similar role within Building & Construction or Engineering.

Other comments

Position Description

Position title: Principal DevOps Engineer
Position code: Aon.ITC.49191.5
Level: 5

Responsible for

Leads the design and build of complex infrastructure, operational processes, and infrastructure automation, creating and improving development and operational capabilities, including: disaster recovery, high systems availability, on-demand scalable solutions, infrastructure monitoring and continuous deployment capabilities.

Report to

DevOps Manager

Supervises

Senior DevOps Engineer, DevOps Engineer

Main activities

- Influence and lead design efforts for the most secure and scalable environments that satisfy both operational and product needs in accordance with corporate guidelines. May be On-premise, hosted and/or Clouds.
- Influence and lead efforts and processes for continuous deployment cycles and on-demand deployments.
- Lead cross-departmental projects and project teams from conception to completion.
- Influence and lead benchmark and performance test efforts, analysis and action plans.
- Drive resolution of issues identified via application and systems monitoring.
- Resolve emergent service problems and build automated tools to identify/prevent problem recurrence.
- Communicate with key stakeholders on infrastructure, deployments details, etc.
- Lead efforts for project planning and budgetary processes.
- Provide skilled guidance and mentoring for code reviews and code review processes.
- Mentor, guide, and influence other DevOps and Software Engineers.

Key skills

- Expert skills in a programming language, proficient in managing infrastructure as code.
- Able to lead meetings, clearly communicate technical approach, status, assess and mitigate risk.
- Able to describe technical topics to laymen stakeholders.
- Expert in Web/Cloud based technologies and system administration within cloud and co-located hosting environment.
- Strong experience in database design and development.

Internal contacts

Users, Applications and Systems Team.

External contacts**Typical experience**

8+ years experience within a DevOps or Operations related field, coupled with Bachelor's and Master's degree in Computer Science.

Other comments

Position Description

Position title: Senior DevOps Engineer
Position code: Aon.ITC.49191.4
Level: 4

Responsible for

Guiding and implementing automation initiatives dealing with software development, operations and services. Improving communication, collaboration and integration between software developers and IT operations personnel.

Report to

Principal DevOps Engineer, Technical Lead DevOps.

Supervises

No supervisory responsibilities.

Main activities

- Influence architectural decisions, implement and manage core infrastructure, develop internal tools and look to automate as many processes as possible.
- Lead and guide other engineers in the execution of uplifts across build engineering, release engineering, configuration management and environment management practices. May be On-premise, hosted and/or Clouds.
- Perform hands-on automation tasks to treat infrastructure as code.
- Lead code and design reviews.
- Provide execution of activities related to infrastructure, security, continuous integration, continuous deployment, IT operations and metrics.
- Collaborate with other System Administrators, Developers, Testers, Architects and Business Analysts.

Key skills

- Proven experience with build and development tools (e.g. Vagrant, Packer, Git, SVN, TeamCity, Artifactory, Maven, Ant, r10k, Bundler, Ivy, MSBuild, Subversion, Selenium, rspec, xUnit Frameworks and Gradle).
- Experience using automation tools.
- Experience with variety of programming and scripting languages.

Internal contacts

Users, Applications and Systems Team.

External contacts**Typical experience**

5+ years experience as a DevOps Engineer / Automation Specialist with appropriate tertiary level qualifications.

Other comments

Position Description

Position title: DevOps Engineer
Position code: Aon.ITC.49191.3
Level: 3

Responsible for

Performing hands-on automation tasks. Dealing with software development, operations, and services. Improving communication, collaboration, and integration between software developers and IT operations personnel.

Report to

Principal Dev Ops Engineer, Technical Lead Dev Ops.

Supervises

No supervisory responsibilities.

Main activities

- Perform hands-on automation tasks to treat infrastructure as code.
- Participate in code and design reviews.
- Provide execution of activities related to infrastructure, security, continuous integration, continuous deployment, IT operations and metrics.
- Working with other engineers in the execution of uplifts across build engineering, release engineering, configuration management and environment management practices. May be On-premise, hosted and/or Clouds.
- Collaborating with other System Administrators, Developers, Testers, Architects and Business Analysts.

Key skills

- Proven experience with build and development tools (e.g. Vagrant, Packer, Git, SVN, TeamCity, Artifactory, Maven, Ant, r10k, Bundler, Ivy, MSBuild, Subversion, Selenium, rspec, xUnit Frameworks and Gradle).
- Experience using automation tools.
- Experience with scripting.

Internal contacts

Users, Applications and Systems Team.

External contacts**Typical experience**

3+ years experience as a DevOps Engineer / Automation Specialist with relevant tertiary level qualifications.

Other comments

Position Description

Position title: Chief Information Officer / Chief Technology Officer
Position code: Aon.EXE.IT010.7
Level: 7

Responsible for

Ensuring the effective development and operation of computing and information services which support strategic operations of the organisation.

Report to

Chief Executive/Managing Director.

Supervises

Operations staff, systems development and support staff.

Main activities

- Participating in major corporate decisions, particularly where IT has a major influence on the competitive advantage and profitability of the organisation.
- Setting and controlling IT operational and development expenditures within budget.
- Developing the forecasting and planning for equipment and software purchases in relation to projected user requirements.
- Establishing and maintaining standards in relation to operations, programming, and security.
- Participating in policy-making as a member of a senior management team.

Key skills

- Requires people management and leadership abilities, together with professional standards of planning and budgeting.
- May have formal business training in addition to technical experience.

Internal contacts

Senior Management, all user departments, finance and administration.

External contacts

Suppliers of equipment and peripherals, software suppliers and consultants.

Typical experience

12+ years of experience in computing, with 5+ years in large sites and proven business and management skills.

Other comments

Alternative Names: Chief Technology Officer, Chief Information Officer

Position Description

Position title: Applications Development Manager
Position code: Aon.ITC.45359.5
Level: 5

Responsible for

Lead the design, development and maintenance of applications software and managing the applications development team.

Report to

General Manager - Application Services.

Supervises

Applications Development Team Leader, Senior Developer, Developer, Associate Developer, Junior Developer.

Main activities

- Estimating, scheduling and ensuring that all resources planning requirements are sufficient to provide the required levels of availability and support.
- Setting the direction for the additional development tools used for applications development.
- Seeking out future business needs for IT applications and equipment and submitting capacity plans in a proactive manner.
- Reporting on the progress of administration and applications development against time frames and budget.
- Overseeing the administration and efforts and standards of all applications development staff and providing guidance where required.
- Managing client expectations through the administration and development process, ensuring all stages are fully met.
- Providing technical mentoring and guidance to less experienced members of applications development team.

Key skills

- Communication skills.
- Excellent consulting skills.
- Supervisory and management skills.
- Advanced skills in one or more of the major programming languages (either 'legacy' or 'hot') such as Cobol, C++, Visual Basic, .NET, XML, ASP, COM/DCOM, Pick, UniVerse, SB+ and/or SQL.
- Advanced skills and knowledge of one of the major relational database packages such as Oracle, SQL Server, Sybase or DB2.
- Knowledge in open source programming.

Internal contacts

Users and user groups, development team members.

External contacts

Vendors of hardware and software.

Typical experience

10+ years in software development, with at least 5 years general IT experience coupled with tertiary qualifications in computer science or a related discipline.

Other comments

Position Description

Position title: Applications Development Team Leader
Position code: Aon.ITC.45359.4
Level: 4

Responsible for

Coordinating/managing the design, development and maintenance of applications software and leading the applications development team.

Report to

Applications Development Manager.

Supervises

Senior Developer, Developer, Associate Developer, Junior Developer.

Main activities

- Estimating, scheduling and ensuring that all resources planning requirements are sufficient to provide the required levels of availability and support.
- Setting the direction for the additional development tools used for applications development (may include Java/J2EE or .NET).
- Seeking out future business needs for IT applications and equipment and submitting capacity plans in a proactive manner.
- Reporting on the progress of administration and applications development against time frames and budget.
- Overseeing the administration and efforts and standards of all applications development staff and providing guidance where required.
- Managing client expectations through the administration and development process, ensuring all stages are fully met.
- Providing technical mentoring and guidance to less experienced members of applications development team.

Key skills

- Communication skills.
- Excellent consulting skills.
- Supervisory and management skills.
- Advanced skills in one or more of the major programming languages (either 'legacy' or 'hot') such as Cobol, C++, Visual Basic, .NET, Java, XML, ASP, COM/DCOM, Pick, UniVerse, SB+ and/or SQL.
- Advanced skills and knowledge of one of the major relational database packages such as Oracle, SQL Server, Sybase or DB2 (may be utilizing JDBC or ODBC interface).
- Knowledge in open source programming.

Internal contacts

Users and user groups, development team members.

External contacts

Vendors of hardware and software.

Typical experience

7+ years in software development, with at least 3 years general IT experience coupled with tertiary qualifications in computer science or a related discipline.

Other comments

Position Description

Position title: Senior Developer
Position code: Aon.ITC.45066.4
Level: 4

Responsible for

Designing, developing and maintaining applications software (may include J2EE or .NET). A strong focus is placed on analysis and design work, with only approximately one third of the employee's time spent writing code/programming.

Report to

Project Manager, Divisional Manager - Service Line, Applications Development Team Leader.

Supervises

May mentor Developers.

Main activities

- Designing, coding, testing and installing applications programs either in one major language or in a range of programs across multiple platforms.
- Developing operating and system documentation.
- Working with users to evaluate IT applications and equipment requirements.
- Ensuring that systems are developed within agreed budgets and time frames and achieving necessary design and systems security standards.
- Providing technical mentoring and guidance to less experienced members of applications development team.

Key skills

- Advanced skills in one or more of the major programming languages (either 'legacy' or 'hot') such as Cobol, C++, Visual Basic, .NET, Java, XML, ASP, COM/DCOM, Pick, UniVerse, SB+ and/or SQL.
- Advanced skills and knowledge of one of the major relational database packages such as Oracle, SQL Server, Sybase or DB2 (may be utilizing JDBC or ODBC interface).
- May include advanced Java/J2EE or .NET architecture skills and the ability to transfer these to specific project deliverables, including eCommerce models.
- Knowledge in open source programming.
- Ability to understand the essential needs of users and meet these in well-designed programs.
- Good skills in time and resource management.

Internal contacts

Users and user groups, development team members.

External contacts

Vendors of hardware and software.

Typical experience

7+ years in software development, with at least 3 years general IT experience coupled with tertiary qualifications in computer science or a related discipline.

Other comments

Alternative Titles: Senior Software Developer, Senior Applications Developer.

Position Description

Position title: Developer
Position code: Aon.ITC.45066.3
Level: 3

Responsible for

Designing, developing and maintaining applications software.
(May include J2EE or .NET applications)

Report to

Project Team Leader, Senior Developer, Applications Development Team Leader.

Supervises

No supervisory responsibilities.

Main activities

- Designing, coding, testing and installing applications programs up to 75% of the time, either in one major program or a range of programs across multiple platforms.
- Preparing and maintaining systems and program documentation.
- Assisting in the analysis and design of applications programs and databases.
- Modifying and troubleshooting applications programs.
- Liaising with users.

Key skills

- Developed skills in one or more of the major programming languages (either 'legacy' or 'hot') such as Cobol, C++, Visual Basic, .NET, XML, ASP, COM/DCOM and/or SQL.
- Developed skills and knowledge of one of the major relational database packages such as Oracle, SQL Server, Sybase or DB2 (may be utilizing JDBC or ODBC interface).
- Good skills in personal work organisation and time management.
- May include developed skills in the Java language, architecture and design standards
- May include in depth knowledge of .NET tools, including but not limited to: .NET Framework, Visual Studio.NET, VB.NET, ASP.NET, and ADO.NET.

Internal contacts

User and User Groups, Development team members.

External contacts

Vendors of hardware & software.

Typical experience

3+ years of experience in Programming and Applications Design, with a minimum of 2 years of general IT experience, coupled with tertiary qualifications in Computer Science or a related discipline.

Other comments

Alternative Title: Software Developer, Applications Developer.

Position Description

Position title: Associate Developer
Position code: Aon.ITC.45066.2
Level: 2

Responsible for

Converting applications specifications into operable programs. Most of the employee's time (up to 100%) will be spent writing code/programming (may include Java or .NET).

Report to

Project Team Leader, Senior Developer, Applications Development Team Leader.

Supervises

No supervisory responsibilities.

Main activities

- Coding, testing and installing applications programs either in one major program or in a variety of programs across platforms.
- Documenting developed programs.
- Maintaining applications programs and enhancing/modifying as required.

Key skills

- Developed skills in one or more of the major programming languages (either 'legacy' or 'hot') such as Cobol, C++, Visual Basic, .NET, XML, ASP, COM/DCOM, Java and/or SQL.
- Developed skills and knowledge of one of the major relational database packages such as Oracle, SQL Server, Access, Sybase or DB2 (may be utilizing JDBC or ODBC interface).
- Solid documentation skills.

Internal contacts

Users and user groups, development team members.

External contacts

Hardware and software suppliers, external software specialists and consultants.

Typical experience

3+ years of experience in programming, coupled with tertiary qualifications in Computer Science.

Other comments

This employee is almost solely dedicated to 'cutting code'.

Position Description

Position title: Junior Developer
Position code: Aon.ITC.45066.1
Level: 1

Responsible for

Assisting in converting applications specifications into operable programs. Most of the employee's time (up to 100%) will be spent writing code/programming.

Report to

Project Team Leader, Senior Developer, Applications Development Team Leader.

Supervises

No supervisory responsibilities.

Main activities

- Coding, testing and installing applications programs either in one major program or possibly a range of programs across platforms.
- Receiving pre-designed, basic programming tasks from members of the project team.
- Documenting developed programs.
- Maintaining applications programs.

Key skills

- Basic skills in one or more of the major Programming languages (either 'legacy' or 'hot') such as Cobol, C++, Visual Basic, Java, XML, ASP, COM/DCOM and/or SQL development tools.
- Basic skills and knowledge of one of the major relational database packages such as Oracle, SQL Server, Access, Sybase or DB2 (may be utilizing JDBC interface).

Internal contacts

Project Leader, Developers.

External contacts

Very limited contact with external contacts.

Typical experience

Limited to no experience in Programming in a large IT site. Completed or completing tertiary qualifications in Computer Science or a related discipline.

Other comments

This may be viewed as an entry level or developmental position for an employee training to be a competent Developer.

Position Description

Position title: Digital/Online Development Team Leader
Position code: Aon.ITC.45335.4
Level: 4

Responsible for

Leading a team of Digital/Online Developer in developing custom programs to enhance the company's internal and external websites.

Report to

Digital/Online Development Manager.

Supervises

Senior Digital/Online Developer and Digital/Online Developer.

Main activities

- Coordinating the communication between the team and other teams to develop the web page layout and dynamic requirements.
- Leading the programming of the front-end access for manipulation on the Internet/Intranet.
- Leading the programming of the front-end access of compiling database to present information required e.g. HTML end result, dynamic content pages could be real time database presentation or dynamic images.
- Leading the programming for inward data input and interpretation e.g. for users joining the site.
- Assisting in the research of latest development in digital/online development ad support the process improvements.

Key skills

- Strong understanding of internet protocols and server/client side architecture.
- Working knowledge of the one or more of the major scripting languages: HTML, XHTML, CSS, JavaScript, .NET, ASP, C#, Perl, Python, Flash, Silverlight, C++, Java, etc.
- Strong ability to write accurate and reliable programs.
- Familiarity with spreadsheets and database tools.

Internal contacts

IT staff, Marketing and Product Development staff, Customer Support.

External contacts

Suppliers of Product Support, Second Level Helpdesk.

Typical experience

5-7 years experience, combined with tertiary qualifications in computer science, information technology or engineering.

Other comments

Position Description

Position title: Senior Digital/Online Developer
Position code: Aon.ITC.45256.4
Level: 4

Responsible for

Developing and improving custom programs to enhance the company's external and internal websites.

Report to

Digital/Online Development Team Leader.

Supervises

May supervise more junior Digital/Online Developers.

Main activities

- Working with the other teams to develop the web page layout and dynamic requirements.
- Programming front-end access for manipulation on the Internet/Intranet.
- Programming front-end access of compiling database to present information required e.g. HTML end result, dynamic content pages could be real time database presentation or dynamic images.
- Programming for inward data input and interpretation e.g. for users joining the site.

Key skills

- An understanding of internet protocols and server/client side architecture.
- Working knowledge of the one or more of the major scripting languages: HTML, XHTML, CSS, JavaScript, .NET, ASP, C#, Perl, Python, Flash, Silverlight, C++, Java, etc.
- Ability to write accurate and reliable programs.
- Familiarity with spreadsheets and database tools.

Internal contacts

IT staff, Marketing and Product Development staff, Customer Support.

External contacts

Suppliers of Product Support, Second Level Helpdesk.

Typical experience

3-5 years experience, combined with tertiary qualifications in computer science, information technology or engineering.

Other comments

Position Description

Position title: Digital/Online Developer
Position code: Aon.ITC.45256.3
Level: 3

Responsible for

Developing custom programs to enhance the company's external and internal websites.

Report to

Digital/Online Development Team Leader.

Supervises

No supervisory responsibilities.

Main activities

- Working with other teams to develop the web page layout and its dynamic requirements.
- Programming front-end access for manipulation on the Internet/Intranet.
- Programming front-end access of compiling database to present information required e.g. HTML end result, dynamic content pages could be real time database presentation or dynamic images.
- Programming for inward data input and interpretation e.g. for Internet users joining the site.

Key skills

- An understanding of internet protocols and server/client side architecture.
- Working knowledge of the one or more of the major scripting languages: HTML, XHTML, CSS, JavaScript, .NET, ASP, C#, Perl, Python, Flash, Silverlight, C++, Java, etc.
- Ability to write accurate and reliable programs.
- Familiarity with spreadsheets and database tools.

Internal contacts

IT staff, Marketing and Product Development staff, Customer Support.

External contacts

Suppliers of Product Support, Second Level Helpdesk.

Typical experience

1-3 years experience, combined with tertiary qualifications in computer science, information technology or engineering.

Other comments

Position Description

Position title: Senior Systems Analyst
Position code: Aon.ITC.45170.4
Level: 4

Responsible for

Analysing and specifying applications systems requirements and design. In this senior role activities will relate to the more advanced or costly assignments.

Report to

Project Manager, Systems Analysis Manager.

Supervises

May mentor more junior Systems Analysts.

Main activities

- Working with users and other Architects, particularly on larger projects, to define the requirements of an application and specify an optimum design for subsequent development.
- Interfacing with end-users and all levels of management to translate business requirements into appropriate IT related specifications (functional specifications).
- Selecting suitable software packages, analysing systems and data.
- Performing analytical assignments as required by IT management, particularly in areas of difficulty, critical need.
- Assisting in staff supervision and training and providing assistance and guidance to programming staff during the development and testing of applications.
- Achieving necessary design and systems security standards.
- Assigning and reviewing the work of more junior members in the department.

Key skills

- Advanced skills and considerable experience in one or more of the major programming languages, and in the evaluation of equipment and software options.
- Good understanding of the current IT systems environment and development paths.
- Project planning and specification skills, together with problem solving and analysis. The latter is usually based on specific industry knowledge.

Internal contacts

User Groups at a senior level, Network Architects, Business Analysts, Project Managers, Analyst Programmers.

External contacts

Suppliers of Hardware and Software.

Typical experience

8+ years experience in software development, with at least 5 years in systems specification and design, coupled with tertiary qualifications in computer science or a related discipline.

Other comments

Alternative Title: Senior Systems Architect. Has been a member of a project delivery team that has successfully delivered a major business solution (applications systems) into production.

Position Description

Position title: Systems Analyst
Position code: Aon.ITC.45070.3
Level: 3

Responsible for

Analysing and specifying applications systems requirements and design.

Report to

Project Manager, Systems Analysis Manager.

Supervises

No supervisory responsibilities.

Main activities

- Working with users to define the requirements of an application and specifying an optimum design for subsequent development.
- Selecting suitable software packages.
- Achieving the necessary design and systems security standards.
- Providing operational support for existing applications systems. This may include analysing systems and data; monitoring systems performance; diagnosing problems and resolving these with users; making appropriate changes to documentation.

Key skills

- Advanced skills in one or more of the major programming languages, and in the evaluation of hardware and software options.
- Good understanding of the current IT systems environment and development paths.
- Project planning and specification skills, together with problem solving and analysis abilities. The latter is usually based on specific industry knowledge (Banking, Manufacturing etc.) and considerable User liaison.
- Strong technical documentation skills.
- Has been a member of a project delivery team that has successfully delivered a major business solution (applications systems into production).

Internal contacts

User Groups at a senior level.

External contacts

Suppliers of Hardware and Software.

Typical experience

5-7 years of experience in software development and programming, with at least 2 years in systems specification and design.

Other comments

Position Description

Position title: Senior User Interface Developer
Position code: Aon.ITC.45074.4
Level: 4

Responsible for

Converting specifications from designers into operable websites, mobile applications and other digital assets by coding/programming the front end and user interface. Providing a higher level of expertise for more complex development scenarios.

Report to

Project Team Leader - Applications or Project Manager - Applications.

Supervises

May mentor more junior User Interface Developers.

Main activities

- Liaising with stakeholders to understand UI/presentation layer requirements and project aims.
- Interpreting and translating static design elements and UX requirements into functional and interactive user interfaces.
- Coding more complex elements of the front end of a website or application that reflects the visual design direction, and works within the established technical framework.
- Understanding and evaluating potential browser/device incompatibilities, and working to minimise these.
- Undertaking graphics manipulation and optimisation to allow for complex designs.
- May be required to integrate database technologies (e.g. MySQL) into the website/application.
- May be required to integrate eCommerce solutions into the website/application.
- Ensuring appropriate debugging, troubleshooting and maintenance of code documentation is undertaken.

Key skills

- Highly developed skills in multiple major programming or scripting languages, with a particular focus on web/mobile (e.g. HTML, CSS, HTML5, .NET, Java, PHP, Python/Django, Javascript, jQuery, Objective-C, Swift).
- Experience with Visual Design software.
- Understanding of architecture and design standards, and in particular responsive design.
- Good written and verbal communication skills.
- Familiarity with the development process.

Internal contacts

User Experience Designers, Project Managers, Marketing.

External contacts

None

Typical experience

Degree in Computer Science, plus interest or experience in Visual Design. 3-5 years experience in development/programming role.

Other comments

This role does not produce the designs/wire frames for the digital assets - this role is responsible for coding or programming based on specifications provided by a design team (particularly User Experience Designers). This role would work closely with the design team throughout the build process.

Position Description

Position title: User Interface Developer
Position code: Aon.ITC.45074.3
Level: 3

Responsible for

Deploying human centered design principals into the development of operable websites, mobile applications, products, services, and other digital assets by coding/programming the front end and user interface.

Report to

Project Team Leader - Applications or Project Manager - Applications.

Supervises

No formal supervisory responsibilities.

Main activities

- Liaising with stakeholders to understand UI/presentation layer requirements and project aims.
- Interpreting and translating static design elements and UX requirements into functional and interactive user interfaces.
- Coding the front end of a website or application that reflects the visual design direction, and works within the established technical framework.
- Understanding and evaluating potential browser/device incompatibilities, and working to minimise these.
- Undertaking graphics manipulation and optimisation to allow for complex designs.
- May be required to integrate database technologies (e.g. MySQL) into the website/application.
- May be required to integrate eCommerce solutions into the website/application.
- Debugging, troubleshooting and maintaining code documentation.

Key skills

- Developed skills in one or more major programming or scripting languages, with a particular focus on web/mobile (e.g. HTML, CSS, HTML5, .NET, Java, PHP, Python/Django, Javascript, jQuery, Objective-C, Swift).
- Experience with Visual Design software.
- Understanding of architecture and design standards, and in particular responsive design.
- Good written and verbal communication skills.
- Familiarity with the development process.

Internal contacts

User Experience Designers, Project Managers, Marketing.

External contacts

None

Typical experience

Degree in Computer Science, plus interest or experience in Visual Design. Minimum 3 years experience in development/programming role.

Other comments

This role does not produce the designs/wire frames for the digital assets - this role is responsible for coding or programming based on specifications provided by a design team (particularly User Experience Designers). This role would work closely with the design team throughout the build process.

Position Description

Position title: General Manager - IT Services/Infrastructure
Position code: Aon.EXS.85011.6
Level: 6

Responsible for

Delivering high quality, innovative, cost effective technology infrastructure strategies in support of the corporate business and technology architectures.

Report to

Chief Information Officer.

Supervises

All IT Services/Infrastructure and IT Support employees.

Main activities

- Participating in long and medium term decisions concerning the organisation's IT strategy and direction.
- Managing the infrastructure and IT Support groups to ensure effective partnering with business units to deliver business integration solutions in support of the organisation's IT strategy.
- Managing the organisation's IT services/infrastructure operation and development expenditures within budget.
- Providing guidance and advice to Business & Technical Managers on major projects that are of strategic significance.
- Ensuring support of all IT systems is provided effectively on a seven day/twenty-four hour basis.
- Overseeing the promotion of technology awareness and competence throughout the organisation in an active manner.
- Providing leadership and direction to all IT services and infrastructure employees, ensuring the most efficient use of their skills and abilities.

Key skills

- Understanding of IT infrastructure technology including servers, desktops, networks, operating systems, platforms and configurations.
- Excellent communication skills, flexibility, team focus and dedication to customer service.
- Solid understanding of business needs and customer focus beyond the technical/technology aspects.
- Demonstrated leadership and people management skills.

Internal contacts

Internal Technology Providers, Project and Systems Manager, Finance and Administration, Human Resources.

External contacts

External Providers, Vendors and Software Consultants.

Typical experience

At least 10 years of general management experience, or experience in all aspects of IT infrastructure/services at a senior level. Will hold relevant tertiary qualifications.

Other comments

Alternative titles: Head of IT (RIN)

Position Description

Position title: IT Manager
Position code: Aon.ITC.45024.5
Level: 5

Responsible for

Designing, developing, implementing and maintaining a broad range of IT systems and processes.

Report to

Chief Executive Officer.

Supervises

In small organisations may not have supervisory responsibilities.

Main activities

- Designing, enhancing and maintaining the network and email system. Responsible for the design and daily operation of the back-up system.
- Acting as an internal technical reference point for colleagues by providing telephone and basic face to face technical support to users regarding desktop/LAN issues.
- Maintaining effective computer security including, firewall, patches and viruses.
- Providing operational support for existing and new desktop applications such as Microsoft operating systems and Office Suite, including monitoring the systems performance, diagnosing and solving problems and training staff in the use of the applications and procedures.
- Acting as an interface between suppliers/carriers/vendors and the organisation. May be involved in negotiation and administration of the organisation's outsourced contracts if required.
- Operating within predetermined budgets and ensuring they are achieved through the effective management of resources.
- Planning and forecasting equipment purchases and software development in relation to projected user requirements.
- Designing, building and maintaining the website and associated software and hardware systems.
- Ensuring organisation's ongoing systems capabilities in the event of unforeseen disasters such as sabotage, natural disasters and power outages.
- Managing Disaster Recovery plans, including implementing procedures, plans and security.

Key skills

- Thorough knowledge of WAN and LAN concepts, including detailed product knowledge.
- Strong technical knowledge of desktop/LAN hardware and software.
- Thorough knowledge of security policies and practices.
- Good time management and communication skills.
- Ability to manage multiple problems at once and prioritise issues.

Internal contacts

All user Departments.

External contacts

Equipment suppliers, software suppliers and consultants.

Typical experience

5 - 7 years of IT experience, coupled with relevant tertiary qualifications.

Other comments

Role found within organisations with typically less than 25 screens.

Position Description

Position title: Systems Programming Manager
Position code: Aon.ITC.45060.5
Level: 5

Responsible for

Managing operating infrastructure, controlling capacity planning and supporting operating systems.

Report to

General Manager - IT Services/Infrastructure

Supervises

Systems Programmers.

Main activities

- Monitoring and improving the availability and performance of computer systems.
- Guiding capacity planning and equipment and software evaluation and acquisition.
- Researching the latest developments in systems technologies and advising of opportunities for upgraded or enhanced facilities.
- Providing effective technical support to systems users.
- Controlling the growth in computer usage.
- Maintaining software.
- Managing the resources of the System Programming group.

Key skills

- Advanced skills in the UNIX/Windows/Windows Server operating systems and various operating software.
- Advanced skills in performance monitoring.
- Well-developed management skills in planning, scheduling and control and the ability to motivate a team of Specialist staff to maintain systems performance and standards.
- An understanding of systems integration middle-ware.

Internal contacts

Applications Development Teams, Users.

External contacts

Suppliers of Operating Software, Firmware and Services, Consultants and Contractors.

Typical experience

At least 7 years broad experience in Computing with 5 years in a large IT environment, with 3 - 5 years Management experience.

Other comments

Position Description

Position title: Senior Systems Programmer
Position code: Aon.ITC.45060.4
Level: 4

Responsible for

Planning computing capacities and supporting operating systems.

Report to

Systems Programming Manager.

Supervises

May mentor Systems Programmers.

Main activities

- Planning systems capacities and user requirements and managing disk space.
- Monitoring performance, research and development.
- Installing, testing and maintaining system software.
- Preparing documentation for use by Applications Development and Operations staff.
- Remedying problems in operating system software and providing technical consultation to users and System Programmers.

Key skills

- Advanced skills in the MVS/UNIX/Windows or equivalent operating systems, and various operating software.
- Advanced skills in performance monitoring.
- Good skills in analysis and planning.
- Ability to communicate technical information and reports effectively.
- An understanding of systems integration middleware.

Internal contacts

Applications Development Teams, Users.

External contacts

Suppliers of Operating Software, Firmware and Services, Consultants and Contractors.

Typical experience

At least 7 years of experience in Computing.

Other comments

Alternative Titles: Software Specialist; Senior Technical Support Programmer.

Position Description

Position title: Systems Programmer
Position code: Aon.ITC.45060.3
Level: 3

Responsible for

Supporting operating systems software.

Report to

Systems Programming Manager.

Supervises

No supervisory responsibilities.

Main activities

- Monitoring the performance and availability of system hardware and software.
- Installing, testing and maintaining new or modified systems software.
- Preparing documentation for use by Systems Design Programmers and Operations staff.
- Analysing and rectifying operating system problems.
- Managing disk space.

Key skills

- Developed skills in the MVS/UNIX/Windows or equivalent operating systems or major sub-system.
- Knowledge of various software and performance monitoring.
- Problem analysis and solving skills.
- An understanding of systems integration middle-ware.

Internal contacts

Applications Development Teams, Users.

External contacts

Suppliers of Operating Software, Firmware and Services, Consultants and Contractors.

Typical experience

At least 5 years of experience in Systems Support.

Other comments

Alternative Title: Technical Support Programmer.

Position Description

Position title: Associate Systems Programmer
Position code: Aon.ITC.45060.2
Level: 2

Responsible for

Assisting in the support of operating systems software.

Report to

Systems Programming Manager.

Supervises

No supervisory responsibilities.

Main activities

- Assisting senior staff under close supervision.
- Monitoring the performance and availability of systems hardware and software.
- Installing, testing and maintaining new or modified systems software.
- Preparing documentation for use by Systems Design Programmers and Operations staff.
- Analysing and rectifying operating systems problems.
- Managing disk space.

Key skills

- Basic skills in the MVS/UNIX/Windows operating system or major sub-system.
- Acquiring knowledge of various software and performance monitoring techniques.
- Developing problem analysis and solution skills for maintenance and fault rectification.

Internal contacts

Users.

External contacts

Limited exposure to Consultants and Contractors.

Typical experience

Limited but increasing experience in Systems Support.

Other comments

This may be viewed as a position filled by a person training to be a competent Systems Programmer. Alternative Title: Assistant Technical Support Programmer.

Position Description

Position title: Senior Business Analyst
Position code: Aon.ITC.45067.4
Level: 4

Responsible for

Acting as the pivot or intermediary between end-users and IT to ensure that business/user requirements are delivered in IT solutions.

Report to

Business Analysis Manager.

Supervises

May mentor less experienced Business Analysts.

Main activities

- Analysing and delivering business process initiatives by either managing some components of large initiatives or all components of medium sized initiatives.
- Meeting with user groups to gather and analyse end user requirements.
- Analysing workflow to create process maps and isolate areas of potential improvement.
- Developing functional specifications that design and document desired outcome of system enhancement/development.
- Producing technical specifications to communicate user requirements in technical terms to analyst programmers/project team.
- Coordinating User Acceptance Testing (UAT) to ensure the overall efficiency, functionality and user friendliness of system enhancement/development.
- Preparing material and providing training and assistance to end-users following implementation.
- Working as a crucial component of a project team responsible for enhancing existing systems or developing new systems.

Key skills

- Strong ability to converse with both end-users and IT employees at all levels of the organisation.
- Strong understanding of all aspects of the systems/software development life cycle.
- Technical knowledge of programming, system design, IT infrastructure and database concepts.
- Excellent communication skills, both written and verbal.
- Outstanding ability to analyse, isolate and interpret business needs and develop appropriate technical solutions.
- Outstanding technical specification writing/documentation skills.
- An appreciation of both IT and business strategy.
- Strong customer service focus.
- Advanced knowledge of business process re-engineering.

Internal contacts

Users, Applications Services, Database Administrators, Help desk, IT Training, Project Managers.

External contacts

Vendors and Suppliers.

Typical experience

At least 5 - 7 years of experience in IT, with at least 3 years experience in a business environment, coupled with tertiary level qualifications in Business, Science, Engineering or Economics.

Other comments

Alternative title: Senior Business Systems / Process Analyst

Position Description

Position title: Business Analyst
Position code: Aon.ITC.45067.3
Level: 3

Responsible for

Acting as the pivot or intermediary between end-users and IT to ensure that business/user requirements are delivered in IT solutions.

Report to

Business Analysis Manager.

Supervises

No supervisory responsibilities.

Main activities

- Analysing and delivering business process initiatives, either managing some components of mid-sized initiatives or all components of small initiatives.
- Meeting with user groups to gather and analyse end user requirements.
- Analysing workflow to create process maps and isolate areas of potential improvement.
- Developing functional specifications that design and document desired outcome of system enhancement/development.
- Producing technical specifications to communicate user requirements in technical terms to analyst programmers/project team.
- Coordinating User Acceptance Testing (UAT) to ensure the overall efficiency, functionality and user friendliness of system enhancement/development.
- Preparing material and providing training and assistance to end-users following implementation.
- Working as a crucial component of a project team responsible for enhancing existing systems or developing new systems.

Key skills

- Strong ability to converse with both end-users and IT employees at all levels of the organisation.
- Good understanding of all aspects of the systems/software development life cycle.
- Technical knowledge of programming, system design, IT infrastructure and database concepts.
- Excellent communication skills, both written and verbal.
- Sound ability to analyse, isolate and interpret business needs and develop appropriate technical solutions.
- Sound technical specification writing/documentation skills.
- An appreciation of both IT and business strategy.
- Strong customer service focus.
- Knowledge of business process re-engineering.

Internal contacts

Users, Applications Services, Database Administrators, Help desk, IT Training, Project Managers.

External contacts

Vendors and Suppliers.

Typical experience

At least 3 - 5 years of experience in IT, with at least 2 years experience in a business environment coupled with tertiary level qualifications in Business, Science, Engineering or Economics.

Other comments

Alternative Title: Business Systems / Process Analyst

Position Description

Position title: Associate Business Analyst
Position code: Aon.ITC.45067.2
Level: 2

Responsible for

Developing skills as the pivot or intermediary between end-users and IT to ensure that business/user requirements are delivered in IT solutions.

Report to

Business Analysis Manager, Senior Business Analyst.

Supervises

No supervisory responsibilities.

Main activities

- Meeting with user groups to gather and analyse end user requirements.
- Analysing workflow to create process maps and isolate areas of potential improvement.
- Developing functional specifications that design and document desired outcome of system enhancement/development.
- Producing technical specifications to communicate user requirements in technical terms to analyst programmers/project team.
- Coordinating User Acceptance Testing (UAT) to ensure the overall efficiency, functionality and user friendliness of system enhancement/development.
- Preparing material and providing training and assistance to end-users following implementation.
- Working as a crucial component of a project team responsible for enhancing existing systems or developing new systems.

Key skills

- Ability to converse with both end-users and IT employees at all levels of the organisation.
- Good understanding of all aspects of the systems/software development life cycle.
- Technical knowledge of programming, system design, IT infrastructure and database concepts.
- Excellent communication skills, both written and verbal.
- Good ability to analyse, isolate and interpret business needs and develop appropriate technical solutions.
- Good technical specification writing/documentation skills.
- An appreciation of both IT and business strategy.
- Strong customer service focus.
- Developing knowledge of business process re-engineering.

Internal contacts

Users, Applications Services, Database Administrators, Help desk, IT Training, Project Managers.

External contacts

Vendors and Suppliers.

Typical experience

At least 2 years of experience in IT, with experience in a business environment, coupled with tertiary level qualifications in Business, Science, Engineering or Economics.

Other comments

Alternative title: Associate Business Systems/Process Analyst.

Position Description

Position title: Desktop Support Manager
Position code: Aon.ITC.45068.5
Level: 5

Responsible for

Managing and coordinating all aspects of Desktop Support (2nd level) to end users.

Report to

IT Support Manager, General Manager - IT Services/Infrastructure.

Supervises

Desktop/Network Support Analysts.

Main activities

- Providing a rapid and efficient resolution service to users with escalated Desktop technical issues.
- Ensuring faults are either rectified within a specified timeframe or escalated to Network Engineers.
- Ensuring escalation procedures from Helpdesk are communicated and followed.
- Ensuring that desktop performance and reliability is maintained within agreed service levels.
- Managing the resources of the Desktop Support group.
- Managing the recruitment of new employees and the professional development of existing employees.
- Fostering and implementing process improvement methodologies to continually enhance desktop support performance.

Key skills

- Well developed management skills in planning and scheduling, together with the ability to lead and motivate a team of specialist staff.
- Experienced in all aspects of IT Support.
- Strong knowledge of the organisation's existing IT infrastructure, operating systems and software.
- Knowledge of proposed changes to existing technical environment.
- Experience in process improvement methodologies.
- Exceptional customer service focus.

Internal contacts

Users, Helpdesk, Network Engineers

External contacts

Suppliers and Vendors.

Typical experience

7+ years of experience in IT, with 3 - 5 years of IT Management experience, preferably in a large corporate environment coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Senior Desktop Support Analyst
Position code: Aon.ITC.45068.3
Level: 3

Responsible for

Providing Desktop support to users associated with operating installed hardware and software according to Service Level Agreements.

Report to

Desktop/Network Support Team Leader/Manager.

Supervises

No supervisory responsibilities.

Main activities

- Providing telephone and face to face technical support to users regarding Desktop issues.
- Following agreed procedures, respond to requests for assistance by providing information to enable users to resolve their problems.
- Maintaining accurate log entries of fault with resolution and contact details.
- Ensuring all hardware/software installations and routine upgrades are implemented according to Service Level Agreements.
- Providing the business with a professional service by ensuring requests are regularly updated and realistic resolution times are provided.
- Working on most assigned tasks without referral back to Team Leader.
- Providing an effective interface between users and service providers supplying all necessary diagnostic information according to procedures.
- Ensuring technical queries not progressing are escalated to Network Engineers according to established procedures.
- Participating in ongoing team training.

Key skills

- Strong technical knowledge of Desktop hardware and software.
- Strong analytical and problem solving skills.
- Good time management and communication skills.
- Ability to manage multiple problems at once and prioritise issues.
- Strong customer service focus.
- Strong knowledge of the organisation's Standard Operating Environment (SOE).

Internal contacts

Helpdesk, Users, Applications, Network Engineers.

External contacts

Suppliers/Vendors.

Typical experience

3 - 5 years of relevant IT Support experience coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Desktop Support Analyst
Position code: Aon.ITC.45068.2
Level: 2

Responsible for

Providing second level Desktop support to users associated with operating installed hardware and software.

Report to

Desktop/Network Support Team Leader/Manager.

Supervises

No supervisory responsibilities.

Main activities

- Providing telephone and face to face technical support to users regarding Desktop issues.
- Following agreed procedures, respond to requests for assistance by providing information to enable users to resolve their problems.
- Maintaining accurate log entries of fault with resolution and contact details.
- Ensuring all hardware/software installations and routine upgrades are implemented according to Service Level Agreements.
- Providing the business with a professional service by ensuring requests are regularly updated and realistic resolution times are provided.
- Working on tasks as assigned by Team Leader.
- Providing an effective interface between users and service providers supplying all necessary diagnostic information according to procedures.
- Ensuring technical queries not progressing are escalated to Network Engineers according to established procedures.
- Participating in ongoing team training.

Key skills

- Sound technical knowledge of Desktop hardware and both standard and customised (in-house) software.
- Sound analytical and problem solving skills.
- Good time management and communication skills.
- Ability to manage multiple problems at once and prioritise issues.
- Strong customer service focus.
- Sound knowledge of the organisation's Standard Operating Environment (SOE).

Internal contacts

Helpdesk, Users, Applications, Network Engineers.

External contacts

Suppliers/Vendors.

Typical experience

At least 2 - 3 years of relevant IT Support experience coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Helpdesk Team Leader
Position code: Aon.ITC.45168.3
Level: 3

Responsible for

Leading a team in providing courteous and efficient first level support to all users of IT systems.

Report to

Helpdesk Manager, IT Support Manager.

Supervises

A team of Helpdesk Operators.

Main activities

- Providing technical advice to other Helpdesk operators.
- Resolving client problems, queries and complaints in an effective and timely manner.
- Monitoring all problems reported to the Helpdesk.
- Ensuring all users have a current status of their individual problems.
- Liaising with equipment maintainers regarding the progress of their action on assigned problems.
- Producing records reflecting Helpdesk and job stream statistics in a timely manner.
- Logging and keeping current all problems via a problem management system.
- Developing the technical and service skills of Helpdesk Team

Key skills

- Detailed understanding of Helpdesk/Customer Support process.
- Demonstrated leadership skills.
- Demonstrated commitment to the provision of excellent customer support.
- Ability to work within targets and deadlines and with minimum supervision.
- Ability to display customer empathy.
- Good oral and written communication skills.
- People management within a shift environment.
- Ability to identify and report ongoing opportunities for service improvement.

Internal contacts

Individual Users, Desktop/LAN Support.

External contacts

Suppliers of third level support.

Typical experience

3+ years experience in an IT Support environment coupled with relevant IT qualifications.

Other comments

Position Description

Position title: Senior Helpdesk Operator
Position code: Aon.ITC.45168.2
Level: 2

Responsible for

Providing friendly and efficient first level support to all users of IT systems.

Report to

Helpdesk Team Leader, Helpdesk Manager.

Supervises

May mentor Helpdesk Operators.

Main activities

- Providing technical advice to other Helpdesk Operators and may help supervise staff.
- Resolving client problems, queries and complaints in an effective and timely manner. Monitoring all problems reported to the Helpdesk.
- Ensuring all users know the current status of their individual problems.
- Monitoring all problems reported to the Helpdesk.
- Liaising effectively with Suppliers.
- Logging and keeping current all problems via a Problem Management System.
- Producing records reflecting Helpdesk and job stream statistics in a timely manner and monitoring call volumes to avert potential escalation problems.
- Liaising with operators regarding potential problems and with Equipment Maintainers regarding the progress of their action on assigned problems.
- Coordinating and updating the Helpdesk Manual.

Key skills

- Ability to work as a member of a team.
- Ability to work without supervision.
- Good oral and written communication skills.
- Good skills in personal work organisation.

Internal contacts

Individual Users.

External contacts

Suppliers of third level support.

Typical experience

2+ years experience in IT Support coupled with relevant IT qualifications.

Other comments

Alternative Title: Senior Helpdesk Officer.

Position Description

Position title: Helpdesk Operator
Position code: Aon.ITC.45068.1
Level: 1

Responsible for

Providing friendly and efficient first level support to all users of IT systems.

Report to

Helpdesk Team Leader, Helpdesk Manager.

Supervises

No supervisory responsibilities.

Main activities

- Providing first level technical advice to users on personal computer hardware and software.
- Resolving client problems and queries in an effective and timely manner.
- Ensuring all users know the current status of their individual problems.
- Monitoring all problems reported to the Helpdesk.
- Liaising effectively with Suppliers.
- Logging and keeping current all problems via a Problem Management System.
- Producing records reflecting Helpdesk and job stream statistics in a timely manner and monitoring call volumes to avert potential escalation problems.
- Liaising with Network Engineers regarding the progress of their action on assigned problems.
- Coordinating and updating the Helpdesk Manual.
- Keeping Management aware of potential areas for product enhancement and educational requirements. Liaising with Managers/Supervisors regarding potential problems.

Key skills

- Ability to work as a member of a team.
- Ability to work without supervision.
- Good oral and written communication skills.
- Good organisational skills.

Internal contacts

Individual Users.

External contacts

Typically None.

Typical experience

Represents an entry level position in IT Support, employee will have or be working towards relevant technical qualifications.

Other comments

Position Description

Position title: Graduate - Technical (1-2 years)
Position code: Aon.GRD.80030.1
Level: 1

Responsible for

Undertaking activities of a limited scope under close supervision within a Technical Job Family (eg. IT, Research & Development, Engineering, Customer Support, Technical Support).

Report to

Team Leader/Manager.

Supervises

No supervisory responsibilities.

Main activities

- Conducting minor assignments under close supervision.
- Preparing and presenting basic technical reports, analyses and documents.
- Utilising a variety of standard methodologies and techniques in solving basic technical problems.
- Assisting more senior staff in analysing information.
- Developing an understanding of the business.
- Undergoing training, either formal or informal, on a regular basis.
- Contributing to team projects.

Key skills

- Research skills acquired at university.
- Developing communication, organisational, analytical and problem solving skills.
- Developing technical ability.

Internal contacts

Staff at all levels.

External contacts

No external contacts.

Typical experience

Typically will have 1 year experience in a technical graduate role, coupled with a technical (including IT, Computer Science, Engineering, Maths, Biology, Chemistry, etc.) tertiary qualification.

Other comments

This role is suitable for graduate employees who are in their second year of a 2 year graduate program.

Position Description

Position title: Graduate - Technical (Entry Level <1 year)
Position code: Aon.GRD.80020.1
Level: 1

Responsible for

Undertaking activities of a limited scope under close supervision within a Technical Job Family (eg. IT, Research & Development, Engineering, Customer Support, Technical Support).

Report to

Team Leader/Manager.

Supervises

No supervisory responsibilities.

Main activities

- Conducting minor assignments under close supervision.
- Preparing and presenting basic technical reports, analyses and documents.
- Utilising a variety of standard methodologies and techniques in solving basic technical problems.
- Assisting more senior staff in analysing information.
- Developing an understanding of the business.
- Undergoing training, either formal or informal, on a regular basis.
- Contributing to team projects.

Key skills

- Research skills acquired at university.
- Developing communication, organisational, analytical and problem solving skills.
- Developing technical ability.

Internal contacts

Staff at all levels.

External contacts

No external contacts.

Typical experience

Typically will have little or no related experience, but hold a technical (including IT, Computer Science, Engineering, Maths, Biology, Chemistry, etc.) tertiary qualification.

Other comments

This role is suitable for graduate employees who are in their first year of employment.

Position Description

Position title: Head of Customer Support
Position code: Aon.EXE.CS010.7
Level: 7

Responsible for

Controlling customer support activities nationally, to achieve customer service and budget objectives.

Report to

Chief Executive/Managing Director.

Supervises

Support Managers, Account Managers and Product/Customer Support Specialists.

Main activities

- Establishing national plans and strategies for developing cost effective client support.
- Coordinating post sales support on a national basis.
- Organising and monitoring the performance of support operations and project installation services on a national basis.
- Establishing and controlling stocks of parts and service equipment.
- Preparing and updating national customer service budgets, and regularly reporting on performance against targets.
- Preparing support budgets and projections.
- Recruiting and training product specialists.
- Liaising with manufacturing/R&D in design support, product improvements and design changes.
- Ensuring profitability of service and controlling costs.

Key skills

- A strong technical background and detailed product knowledge combined with good organisational abilities. Top level skills in customer liaison and handling of product application.

Internal contacts

State or regional sales and marketing management, operations and logistics managers, manufacturing/R&D.

External contacts

Customers at all levels, prospects, distributors, parts suppliers, and sub-contractors.

Typical experience

A least 12 years of experience in customer service and extensive technical training and product servicing experience.

Other comments

Position Description

Position title: Customer Support/Service Operations Manager
Position code: Aon.EXS.85206.6
Level: 6

Responsible for

Controlling corporate customer service for a range of products and services.

Report to

Corporate Customer Service/Support Manager.

Supervises

A team of Branch or State Customer Support Managers and State Repair Centre staff.

Main activities

- Coordinating pre- and post-sales field support on a national basis.
- Organising and monitoring the performance of Service Centres and Customer State Repair Centres on a national basis.
- Establishing and controlling stocks of parts and service equipment.
- Formulating national service policy.
- Ensuring the security of stock and assets.
- Preparing and updating national customer service budgets, regularly reporting on performance against targets.
- Monitoring the operation of warranty plans and the level of customer complaints.

Key skills

- Strong technical background and well developed skills in the organisation and control of field service and customer support.
- Good product knowledge and an appreciation of sales and marketing strategies, profit centre management, negotiation and industrial relations.

Internal contacts

Corporate Sales and Marketing management, Operations and Logistics Managers, Systems and Software Development staff.

External contacts

Major customers and prospects, Distributors and Sub-contractors.

Typical experience

At least 7 years in Customer Service and extensive technical training and product servicing experience.

Other comments

The role combines a depth of product servicing knowledge with organisational and customer relations abilities.

Position Description

Position title: State/Region Customer Support/Service Manager
Position code: Aon.RCS.85501.6
Level: 6

Responsible for

Controlling customer service/support activities in a large state or multi-state region. Achieving customer satisfaction and financial objectives.

Report to

Corporate Customer Service/Support Manager. In larger organisations the service business may be organised as a separate company with this position reporting to a subsidiary General Manager.

Supervises

Branch Customer Service/Support Managers.

Main activities

- Delivering customer service, including both field and onsite services.
- Achieving contractual obligations to customers (service level agreements) and financial objectives.
- Achieving coordination of day-to-day operations through subordinate managers.
- Planning resource requirements within the state/region (recruitment, technical training).
- Providing service business inputs to large tenders.

Key skills

- Generally incumbents must have strong technical backgrounds, however business management skills are equally important.
- Developed skills in planning and organising large service delivery, financial analysis skills and ability to influence customers at the highest level.

Internal contacts

Branch Customer Service/Support Managers, State or Regional Sales and Marketing management, Operations and Logistics Managers, Systems and Software Development staff.

External contacts

Customers at senior management level, prospects, distributors, parts suppliers, and sub-contractors.

Typical experience

At least 15 years experience in customer service management.

Other comments

Teams within the management control of this position may support systems ranging from PCs to mainframes. The service business may be either proprietary products or multi-vendor or both. Support/Service will be provided for software, hardware and networks.

Position Description

Position title: Customer Support/Service Manager
Position code: Aon.RCS.85501.5
Level: 5

Responsible for

Controlling Customer Service/Support activities in a branch or state. Achieving customer satisfaction and financial objectives.

Report to

Corporate Customer Service/Support Manager, Regional Customer Service/Support Manager or State Manager, depending on company structure. Service business may be organised as a separate company with this position reporting to a subsidiary General Manager.

Supervises

First Level Customer Service/Support Manager's and all Customer Service staff across the complete product range.

Main activities

- Delivering Customer Service, including both field and on-site services.
- Achieving contractual obligations to customers (service level agreements) and financial objectives.
- Coordinating day to day operations (possibly) through subordinate managers.
- Planning resource requirements within the state/region (recruitment, technical training).
- Providing service business inputs to large tenders.

Key skills

- Generally incumbents will have strong technical backgrounds, however business management skills are equally important.
- Developed skills in planning and organising large service delivery, financial analysis skills and the ability to influence customers at the highest levels.

Internal contacts

Branch Customer Service/Support Managers, State or Regional Sales and Marketing Management, Operations and Logistics Managers, Systems and Software Development.

External contacts

Customers at senior management level, prospects, Distributors, Parts Suppliers, and Sub-contractors.

Typical experience

At least 10 - 15 years of experience in customer service management.

Other comments

Teams within the management control of this position may support systems ranging from PCs to mainframes. The service business may be either proprietary products or multi-vendor or both. Support/Service will be provided for software, hardware & networks.

Position Description

Position title: Complaints & Dispute Resolution Team Leader
Position code: Aon.LGL.25003.4
Level: 4

Responsible for

Managing the complaints and disputes process across the organisation through the effective management of the Team.

Report to

Compliance Manager; General Manager.

Supervises

Complaints & Disputes Resolution Officers.

Main activities

- Drafting recommendations on improvements to minimise recurrence of similar Disputes in the future.
- Preparing monthly statistics on Complaints and Disputes information.
- Managing the work flow of the Complaints and Disputes Resolution Officers to ensure the timely and accurate response to all internal complaints.
- Managing the timely and accurate response to all external disputes from regulatory bodies.
- Keeping accurate and comprehensive statistics and records relating to all complaints and disputes.
- Preparing the necessary reporting requirements for regulatory bodies.
- Identifying and implementing 'best practice' and process improvements to reduce expenses and manage complaints effectively and efficiently.
- Ensuring all the organisation's employees understand the Dispute Resolution process, including the production and provision of appropriate materials.
- Ensuring the team complies with the organisation's obligations under the law and industry-specific Codes of Practice/Conduct.

Key skills

- Working knowledge of Australian Standard on Complaints Handling (specifically AS4903), risk management processes and analysis of systems and processes.
- Excellent knowledge of breach management and escalation processes, complaints handling and monitoring and reporting process.
- Strong interpersonal, communication and negotiation skills with excellent report writing skills.
- Strong time management skills.

Internal contacts

Compliance; Legal; Claims.

External contacts

Regulatory bodies; Clients.

Typical experience

5+ years experience in a professional, corporate or commercial Dispute Resolution role, coupled with relevant qualifications.

Other comments

Position Description

Position title: Complaints & Dispute Resolution Officer
Position code: Aon.LGL.25003.3
Level: 3

Responsible for

Receiving, assessing, investigating and responding to all Complaints and Disputes referred.

Report to

Dispute Resolution Team Leader.

Supervises

No supervisory responsibilities.

Main activities

- Undertaking timely and accurate response to all internal Complaints and external Disputes from relevant regulatory bodies.
- Providing recommendations in relation to unresolved complaints for the organisation.
- Acting as the referral point for the organisation's customer inquiries and for management and staff of the organisation in relation to any industry-specific Codes of Practice/Conduct.
- Maintaining and monitoring the organisation's Complaint Management System.
- Proactively identifying systematic causes of customer dissatisfaction and contributing to the development of solutions.
- Providing regular reporting to the team leader regarding matters and service issues related to external regulatory bodies.
- Ensuring that organisational obligations under the law and industry-specific Codes of Practice/Conduct are adhered to when processing Disputes.
- Keeping accurate and comprehensive statistics and records relating to all Complaints and Disputes.

Key skills

- Working knowledge of Australian Standard on Complaints Handling (specifically AS4903), risk management processes and analysis of systems and processes.
- Strong interpersonal, communication and negotiation skills.
- Strong time management skills.

Internal contacts

Compliance; Legal; Claims.

External contacts

Regulatory bodies; Clients.

Typical experience

3+ years experience in a professional, corporate or commercial Dispute Resolution role, coupled with relevant qualifications.

Other comments

Position Description

Position title: Customer Service Team Leader
Position code: Aon.CSP.35307.3
Level: 3

Responsible for

Assisting in developing, leading and supporting branch staff to achieve maximum sales through effective implementation of management strategies.

Report to

State/Region Manager and Branch Manager.

Supervises

Customer Service Officers.

Main activities

- Developing and leading staff through the consistent application of performance and sales management strategies.
- Supporting the achievement of branch revenue and delivery of appropriate customer service levels by effective management of a team.
- Working with other stakeholders to maximise sales opportunities, minimise expenses and achieve operations and service targets.
- Implementing plans, developed with management, to lift performance to necessary levels and take action to address unsatisfactory performance.
- Assisting in managing the operations of a branch through completion of reports and management of staff rosters.
- Training, coaching and mentoring sales and service consultants to achieve sales, revenue and customer targets.
- Monitoring team performance and identifying reasons for variances to target.
- Identifying opportunities for new business growth and opportunities for increased customer retention.

Key skills

- Strong communication and interpersonal skills.
- Basic computer skills.
- Negotiation and staff development skills.
- Strong sales performance and customer service skills.
- Understanding of products, underwriting, systems and processes.

Internal contacts

Branch manager, regional area managers, other team leaders.

External contacts

Customers, Chambers of Commerce, community partners

Typical experience

Completion of secondary education coupled with minimum of 2 - 3 years experience in Branch Sales / Service Consulting. May also possess tertiary qualifications in business or related discipline.

Other comments

Position Description

Position title: Senior Customer Service Representative
Position code: Aon.CSP.35005.3
Level: 3

Responsible for

Consulting customers regarding support of various products, conducting product demonstrations, maintaining general after-sales support and identifying and passing on sales leads.

Report to

Customer Support Manager/Sales Manager.

Supervises

No supervisory responsibilities.

Main activities

- Providing clients with product knowledge to ensure optimum utilisation of the organisation's products, and suggesting the use of additional products offered by the organisation where applicable.
- Conducting product training for clients and staff.
- Responding to customer enquiries.
- Assisting customers with the initial usage of products and ongoing problem resolution.
- Investigating, resolving or escalating all client complaints in a timely fashion.
- Recommending the purchase of products offered by the organisation where applicable or identifying sales opportunities for follow up by Sales Representatives.

Key skills

- Strong Customer Service orientation and an understanding of the sales environment.
- Excellent presentation and communication skills.
- Product demonstration skills, coupled with training and public speaking ability.
- Knowledge of organisation's products.
- Ability to identify sales leads and on-sell.

Internal contacts

Customer Service Staff, Sales Staff, Finance & Administration Staff, Technical Support Staff.

External contacts

Customers, Product Vendors.

Typical experience

5+ years of experience in the relevant industry.

Other comments

Position Description

Position title: Customer Service Representative
Position code: Aon.CSP.35005.2
Level: 2

Responsible for

Consulting customers regarding support of various products, conducting product demonstrations and maintaining general after-sales support.

Report to

Customer Support Manager/Sales Manager.

Supervises

No supervisory responsibilities.

Main activities

- Providing clients with product knowledge to ensure optimum utilisation of the organisation's products.
- Conducting product training for clients and staff.
- Responding to customer enquiries.
- Assisting customers with initial usage of products and ongoing problem resolution.
- Investigating, resolving or escalating all client complaints in a timely fashion.
- Identifying sales opportunities for follow up by Sales Representatives.

Key skills

- Strong Customer Service orientation.
- Excellent presentation and communication skills.
- Product demonstration skills, coupled with training and public speaking ability.
- Knowledge of organisation/industry products.
- Ability to identify sales leads.

Internal contacts

Customer Service Staff, Sales Staff, Finance & Administration Staff, Technical Support Staff.

External contacts

Customers, Product Vendors.

Typical experience

At least 2 years of experience in the relevant industry.

Other comments

Position Description

Position title: Contact Centre General Manager
Position code: Aon.CSP.35016.6
Level: 6

Responsible for

Leading inbound and outbound contact centre functions to deliver sales and service propositions which align with business and channel strategies, achieving customer satisfaction and financial objectives.

Report to

Customer Operations Director.

Supervises

Contact Centre Managers.

Main activities

- Delivering customer service, achieving coordination of day to day operations through subordinate managers.
- Operating and developing the Contact Centre and offering service delivery to meet the needs of customers.
- Developing short and long-term plans for the contact centre delivering direction, process improvement, human resource capability and organisation support.
- Representing Customer Operations with Sales and Marketing, working with business leaders to ensure support of strategies through the delivery of sales and service propositions in a tiered support environment.
- Working with managers to clearly identify and define their responsibilities, developing key performance indicators/goals to ensure effective and efficient operation of the contact centre.
- Undertaking regular one-to-one meetings, team meetings, training and counselling/coaching sessions for all direct reports, conducting regular performance appraisals and remuneration reviews.
- Developing, managing and reporting on functional budgets, including delegating budgetary responsibility and cost centre management to direct reports as appropriate.
- Contributing to the wider Customer Operations/Contact Centre resource and capability strategy.
- Acting as a lead change agent for Customer Operations ensuring all change initiatives are planned, structured and deliver overall business objectives.

Key skills

- Proven Contact Centre management experience, including a clear understanding of contact centre and CRM packages and technology.
- Developed skills in planning and organising large service delivery functions.
- An ability to think and act at a strategic level.
- Financial management, including budget creation and management.
- Ability to influence customers at the highest level.
- Ability to train, motivate and provide feedback to staff in a team environment.
- Well developed negotiation, facilitation, communication and presentation skills.

Internal contacts

Customer Operations/Support Managers, Sales and Marketing management teams, Operations and Logistics Managers, Systems and Software Development Staff.

External contacts

Customers at senior management level, prospects, distributors, sub-contractors and outsource suppliers.

Typical experience

At least 10+ years experience in customer service management, coupled with a relevant tertiary business qualification.

Other comments

Position Description

Position title: Contact Centre Operations Manager
Position code: Aon.CSP.35002.5
Level: 5

Responsible for

Working with all areas of the organisation to improve and develop superior customer service and satisfaction through the implementation of action plans and generation of reports.

Report to

Director of Customer Services.

Supervises

Technical and Report Production staff, all Customer Service Staff.

Main activities

- Managing the production of customer service reports and action plans for the regional and global business to improve customer satisfaction.
- Managing service level agreements for Customer Service, providing input at the bid stage for the establishment of commercially suitable plans.
- Facilitating commercial development, working closely with other team members to ensure that an appropriate reporting capability is built.
- Monitoring and managing complaint processes and ensuring tasks are completed in a timely manner.
- Ensuring compliance with regulatory bodies.

Key skills

- Strong Customer Service and decision making skills.
- Good understanding of the organisation's products and services.
- Demonstrated understanding of financial terms and concept.
- Ability to deal with people at all levels.
- Good interpersonal and communication skills.
- Excellent computer skills.

Internal contacts

Customer Service teams, Marketing Staff, Regional Customer Service Manager.

External contacts

Customers, Regulatory Bodies.

Typical experience

At least 5 years experience in a contact centre environment within the relevant industry.

Other comments

Position Description

Position title: Contact Centre Manager
Position code: Aon.CSP.35001.5
Level: 5

Responsible for

The establishment and maintenance of the Contact Centre operation including: recruitment of all staff; establishment and monitoring of processes and associated KPIs and the management of the contact centre team to ensure efficient service to customers.

Report to

General Manager, Customer Service or State Manager.

Supervises

Contact Centre Team Leaders and Officers.

Main activities

- Operating and developing the Contact Centre and offering service delivery to meet the needs of customers across all contact channels.
- Managing the daily operation of the Contact Centre to ensure service delivery standards are met and maintained in line with company defined objectives.
- Ensuring customer complaints are actioned and resolved as per Customer Service guidelines.
- Understanding the regulatory, fair trading and competition rules relating to the role enough to be able to comply with them, seeking Specialist support where appropriate.
- Actively supporting company policy and best practice in the area of security, with particular emphasis of protection of sensitive customer information.
- Analysing performance, highlighting problem areas and identifying improvement actions.
- Driving improvement projects to improve performance against targets.
- Undertaking regular one-to-one meetings, team meetings (where feasible), training and counselling sessions for all direct reports.

Key skills

- Ability to train, motivate and provide feedback to staff in a team environment.
- Negotiation, facilitation and communication skills.
- Planning and organisational skills.

Internal contacts

Senior Management.

External contacts

Clients.

Typical experience

At least 10 years of industry experience.

Other comments

Position Description

Position title: Assistant Contact Centre Manager
Position code: Aon.CSP.35016.4
Level: 4

Responsible for

Assisting in managing Contact Centre teams to ensure efficient service to customers and advisers via different contact channels and correspondence inquiries.

Report to

Contact Centre Manager.

Supervises

Contact Centre Team Leaders and Contact Centre Officers.

Main activities

- Assisting in the daily operation of the Contact Centre to ensure service delivery standards are met and maintained in line with company defined objectives, for one or more contact channels.
- Ensuring customer complaints are actioned and resolved as per Customer Service guidelines.
- Assisting in the development and implementation of projects to improve performance against targets.
- Assisting in the analysis of performance and identification of improvement areas.
- Understanding the regulatory, fair trading and competition rules relating to the role enough to be able to comply with them, seeking specialist support where appropriate.
- Actively supporting company policy and best practice in the area of security, with particular emphasis on the protection of sensitive customer information.
- Coaching and mentoring team leaders/managers while assisting in their training and development.
- Assisting in budgetary management.
- Assisting to manage the impact to new products and services on levels of customer service.

Key skills

- Ability to train, motivate and provide feedback to staff in a team environment.
- Negotiation and facilitation skills.
- Good written and oral communication skills.
- Planning and organisational skills.

Internal contacts

Contact Centre Manager, Senior Management.

External contacts

Clients.

Typical experience

5+ years industry experience.

Other comments

Position Description

Position title: Queue Manager
Position code: Aon.CSP.35216.4
Level: 4

Responsible for

Ownership of reporting and monitoring of queue management.

Report to

Workforce Management.

Supervises

Queue Analysts, Workforce Analysts.

Main activities

- Monitoring performance levels across all queues, according to relative priority.
- Providing real-time updates to Contact Centre management regarding queue management and performance.
- Updating and maintaining IVR prompts to effectively manage contact channel volumes and traffic.
- Providing regular and/or ad-hoc reporting to Contact Centre management.
- Team management, including recruitment and development of staff, regular one-on-ones, performance feedback and conducting performance appraisals and remuneration reviews.

Key skills

- Excellent working knowledge of Contact Centre operations, metrics and related technology.
- High level of mathematical, statistical and analytical skills.
- Excellent communication skills.
- Excellent planning and time management skills.
- Ability to problem solve through selection of appropriate techniques, procedures and information to achieve effective resolution.

Internal contacts

Contact Centre management, Workforce Analysts/Forecasters, Sales and Marketing.

External contacts**Typical experience**

3 - 4 years relevant experience in a Customer Service environment, minimum 2 years experience in Queue Management/Workforce Management.

Other comments

Position Description

Position title: Call Quality Assurance Analyst
Position code: Aon.CSP.35300.3
Level: 3

Responsible for

Reviewing calls and identifying quality issues to improve the service quality of the contact centre staff.

Report to

Contact Centre Manager.

Supervises

No supervisory responsibility.

Main activities

- Listening to calls and reviewing relevant documents.
- Ensuring the accuracy and consistency among the Contact Centre team.
- Analysing the areas of strength and weakness to improve the quality of the calls.
- Identifying process improvements framework and training needs
- Being proactive in providing feedback.
- Maintaining records of calls.

Key skills

- Excellent communication skills.
- Process improvement.
- Customer support experience.
- Knowledge of company standard practices.
- Quality assurance analytical skills.

Internal contacts

Contact Centre team.

External contacts

None.

Typical experience

At least 5 years experience in a Contact Centre.

Other comments

Position Description

Position title: Contact Dispatch Officer
Position code: Aon.CSP.35025.2
Level: 2

Responsible for

Understanding routine tasks with the company's Response Centre, providing the means by which requests are logged, allocated to engineers and dispatched.

Report to

Contact/Response Centre Manager or Customer Support Manager.

Supervises

No supervisory responsibilities.

Main activities

- Receiving customer contacts from one or more contact channels, clarifying requirements, logging into contact dispatch system.
- Maintaining a highly professional image in presenting the company to customers.
- Checking customer contract details to establish level of service agreement and resolving any difference between expectations and contractual obligations.
- Ensuring all processes involved with the Response Centre are of a high quality, accurate, are carried out in a timely manner, according to procedures.
- Validating the customer database, access and permission to the service and general systems of maintenance.
- Ensuring that everything is operating in relation to care of assets within area.
- Collating statistical information from the contact dispatch system as a basis for monitoring branch performance.
- Ensuring queue length and contact wait times are kept to a minimum.
- Ensuring specified work periods are adhered to.
- Assisting Supervisor and Administrator in various tasks concerning performance operation of the Response Centre.

Key skills

- Ability to deal with busy, high-pressure situations.
- Familiarity with the computerised dispatch program.
- Good client facing manner.

Internal contacts

Customer Service staff.

External contacts

Customers at varying levels.

Typical experience

Should have some client communications skills as well as contact scheduling experience/training.

Other comments

Position Description

Position title: Contact Centre Trainer
Position code: Aon.CSP.35716.2
Level: 2

Responsible for

Conducting internal Contact Centre induction/training programs which provide the acquisition of skills necessary to perform essential operating functions.

Report to

Contact Centre Manager, Customer Operations Manager.

Supervises

No supervisory responsibilities.

Main activities

- Assisting in the development of internal training courses in line with ongoing needs identified with management.
- Conducting regular training sessions to ensure staff competence both in the controlled classroom-type environment and also in relation to the workplace.
- Maintaining up-to-date records of training activities.
- Assisting in identifying performance problem areas and recommending various training methods and development to improve performance.
- Modifying training courses often using audio-visual training techniques.
- Monitoring effectiveness of training programmes to ensure requirements are being met.

Key skills

- Organisational and communication skills.
- Experience in developing training material and programmes and procedural documentation.
- Training facilitation.
- Appreciation of different learning styles.

Internal contacts

Sales and Marketing, Customer Service, HR.

External contacts

Educational and training institutes, training consultancies.

Typical experience

2 - 5 years training experience with relevant qualifications (certificate or diploma). Previous experience as a Contact Centre Officer/Customer Service Representative.

Other comments

Position Description

Position title: Customer Education Manager
Position code: Aon.RCS.85508.5
Level: 5

Responsible for

Managing the external training function of an organisation.

Report to

Corporate Customer Support Manager, Corporate Sales Manager, General Manager.

Supervises

All Instruction, Curriculum and Training staff.

Main activities

- Developing external training programs to meet corporate objectives.
- Developing training programs to meet customer needs and liaising closely with industry leaders.
- Managing education budget for external training.
- Reporting on the overall profitability of the training function.
- Overseeing the scheduling of classes and facilities.
- Managing Instruction and Administrative staff.
- Taking responsibility for overall strategy of the customer training/education function.
- Keeping up to date with technical knowledge and new product introductions.

Key skills

- Organisational, communication, management and customer handling skills.

Internal contacts

Senior management, Training staff, Customer Support staff.

External contacts

Customers at all levels, educational and training institutes, training consultancies.

Typical experience

In depth company product/service knowledge, relevant supervisory and training experience gained over at least 10 years would be applicable. Some formal training in areas of Management of Training and Development is often mandatory.

Other comments

Position Description

Position title: Senior Customer Training Officer
Position code: Aon.RCS.85508.4
Level: 4

Responsible for

Developing and conducting customer training programs to acquire the skills necessary to leverage the greatest value out of the company's products and/or services.

Report to

Customer Education Manager.

Supervises

May provide guidance to more junior training staff.

Main activities

- Developing external training courses in line with ongoing needs identified with management.
- Conducting regular training sessions to ensure customer competence both in the controlled classroom type environment and also in relation to the workplace.
- Tailoring training programs to meet the specific needs of different customer groups.
- Maintaining up-to-date records of training activities.
- Continually developing and modifying training courses often using audio-visual training techniques.
- Translating customer needs into marketable training solutions.
- Liaising with key groups to keep technical knowledge updated on new product introductions and ensuring the information is incorporated into existing or new courses.

Key skills

- Advanced organisational and communication skills.

Internal contacts

Customer Training staff, Customer Support staff.

External contacts

Third party facilitators, external consultants, customers.

Typical experience

Tertiary level qualifications with a minimum of 4 - 5 years training experience and 3 - 5 years experience in an IT environment.
Good knowledge of company products and/or services.

Other comments

Alternative Title - Training Consultant.

Position Description

Position title: Customer Training Officer
Position code: Aon.RCS.85508.3
Level: 3

Responsible for

Conducting customer training programs to provide the skills necessary to leverage the greatest value out of the company's products and/or services.

Report to

Customer Education Manager, Senior Customer Training Officer.

Supervises

No supervisory responsibilities.

Main activities

- Assisting in the development of customer training courses in line with ongoing needs identified with management, usually in conjunction with a Senior Customer Training Officer/Consultant.
- Conducting regular training sessions to ensure customer competence both in the controlled classroom type environment and also in relation to the workplace.
- Assisting in tailoring training programs to meet the specific needs of different customer groups.
- Maintaining up-to-date records of training activities.
- Modifying training courses, often using audio-visual training techniques.
- Providing input into translating customer needs into marketable training solutions.
- Liaising with key groups to keep technical knowledge updated and new product introductions and ensuring the information is incorporated into existing or new courses.

Key skills

- Developed organisational and communication skills.

Internal contacts

Customer Training staff, Customer Support staff.

External contacts

Third party facilitators, external consultants, customers.

Typical experience

Tertiary level qualifications with at least 2 - 3 years training experience and 3 - 5 years experience in a technical environment. Intermediate knowledge of company products and/or services.

Other comments

Position Description

Position title: Senior Account Manager - Customer Service
Position code: Aon.RCS.85503.5
Level: 5

Responsible for

Ensuring that the Customer/Account is achieving maximum satisfaction and productivity from their systems.

Report to

Software Support Manager, Customer/National Support Manager.

Supervises

May have supervisory responsibilities.

Main activities

- Liaising between customer and product support and development staff.
- Creating a client environment that is conducive to sales efforts.
- Coordinating resources to meet client objectives.
- Being continually aware of potential areas for product, services and education sales and conducting client education courses.
- Monitoring client support activities (ensuring client problems and queries are being dealt with in an effective manner).
- Communicating vital client information to relevant sales, pre-sales and client support personnel.
- Assisting in pre-sales business evaluations, demonstrations and tenders.
- Being continually aware of new products and releases through regular updates with the Product Manager.

Key skills

- Communication and analytical ability essential together with sales and marketing skills.

Internal contacts

Product groups, Telephone Support staff/Consulting and Research and Development departments.

External contacts

Customers at all levels, hardware and software suppliers.

Typical experience

At least 10 - 15 years experience, and previous sales and support experience necessary in order to provide the required balance.

Other comments

The role requires an ability to belong equally to the customer's environment as to the employer's - there is the need to have a detailed knowledge of the customer's strategic plans and organisational structure.

Position Description

Position title: Account Manager - Customer Service
Position code: Aon.RCS.85503.4
Level: 4

Responsible for

Ensuring that the Customer/Account is achieving maximum satisfaction and productivity from their systems.

Report to

Software Support Manager, Customer/National Support Manager.

Supervises

No supervisory responsibilities.

Main activities

- Liaising between customer and product support and development staff.
- Creating a client environment that is conducive to sales efforts.
- Coordinating resources to meet client objectives.
- Being continually aware of potential areas for product, services and education sales and conducting client education courses.
- Monitoring client support activities (ensuring client problems and queries are being dealt with in an effective manner).
- Communicating vital client information to relevant sales, pre-sales and client support personnel.
- Assisting in pre-sales business evaluations, demonstrations and tenders.
- Being continually aware of new products and releases through regular updates with the Product Manager.

Key skills

- Communication and analytical ability essential together with sales and marketing skills.

Internal contacts

Product groups, Telephone Support staff/Consulting and Research and Development departments.

External contacts

Customers at all levels, hardware and software suppliers.

Typical experience

At least 5 - 10 years experience, and previous sales and support experience necessary in order to provide the required balance.

Other comments

The role requires an ability to belong equally to the customer's environment as to the employer's - there is the need to have a detailed knowledge of the customer's strategic plans and organisational structure.

Position Description

Position title: Resource Manager
Position code: Aon.RSP.91000.5
Level: 5

Responsible for

Leading a function responsible for the timely allocation and deployment of resources and skills across projects or accounts in order to achieve business objectives.

Report to

Operations Manager

Supervises

A Team of Resource Co-ordinators.

Main activities

- Providing advice on strategies to optimise the use of internal and external resources.
- Developing and managing the recruitment process of external resources.
- Establishing, maintaining and enhancing relationships with third party/external resource providers in order to negotiate and secure necessary resources to fulfil project demand.
- Forecasting resource demand and identifying risk areas by monitoring, reviewing and reporting on resource allocation and deployment.
- Advising on realistic expectations for resources and providing alternate resource solutions where applicable.
- Ensuring that accurate documentation regarding resource allocation and skills is maintained.
- Resolving or managing conflicts between competing projects requiring resources.
- Participating in project performance reviews and keeping abreast of internal staff development plans to effectively allocate resources for future projects.
- Evaluating the Resource Management process and identifying, creating, documenting, communicating and implementing process improvements.
- Leading a team of Resource Co-ordinators to ensure the smooth allocation and deployment of internal and external resources.

Key skills

- Extensive knowledge of effective Resource Management processes.
- Team building capability and excellent communication skills.
- Relationship management skills and client focus.
- Ability to persuade, negotiate and influence outcomes.

Internal contacts

Other Resource Managers, Account Managers, Service Delivery Managers, Internal Recruitment and Human Resources Staff.

External contacts**Typical experience**

At least 5 years of experience of commercial experience, along with 3+ years in management. Relevant qualifications in operations, human resources, or commerce.

Other comments

Other Titles: Workforce Manager

Position Description

Position title: Resource Consultant
Position code: Aon.RSP.91000.3
Level: 3

Responsible for

Managing the scheduling of internal resources to optimise productivity and profitability

Report to

Resource Manager

Supervises

No supervisory responsibilities

Main activities

- Provide appropriate resourcing solutions to internal clients by driving the allocation and deployment of resources within organisation
- Work with cross divisional resource management teams across the firm to re-deploy staff when required
- Input and maintain accurate scheduling data
- Provide analysis and insights on resource metrics by producing and reviewing reports and financial information to proactively identify issues
- Drive and maintain governance of group capabilities data as well as ad-hoc project and continuous improvement initiatives

Key skills

- Relationship building and negotiation skills.
- Recruitment and training capability.
- Administrative ability.
- Excellent oral and written communication skills.
- Ability to multi-task

Internal contacts

Operations, Human Resources Staff

External contacts**Typical experience**

3 - 5 years of experience either in a Human Resources or Operations environment

Other comments

Other Titles: Workforce Analyst

Position Description

Position title: Resource Coordinator
Position code: Aon.RSP.91000.2
Level: 2

Responsible for

Scheduling of internal resources to optimise productivity and profitability

Report to

Resource Manager

Supervises

No supervisory responsibilities

Main activities

- Provide support to Resource Consultant to implement scheduling and rostering
- Coordinate rosters and book travel arrangements
- Input and maintain accurate scheduling data
- Produce reporting and documentation to support projects and continuous improvement initiatives

Key skills

- Relationship building and negotiation skills.
- Administrative ability.
- Excellent oral and written communication skills.
- Ability to multi-task

Internal contacts**External contacts****Typical experience**

1 – 3 years of experience either in a Human Resources or Operations environment.

Other comments

Other Titles: Workforce Analyst

Position Description

Position title: Head Chef
Position code: Aon.HOS.10001.3
Level: 3

Responsible for

Overseeing all operations in the kitchen; menu, training, procurement and costing.

Report to**Supervises**

Sous Chef, Head Waiter, Hospitality team staff.

Main activities

- Liaising with purchasing companies and suppliers for food orders and ensure the kitchen is appropriately stocked.
- Ensuring profit margins are maintained by ensuring the dishes are both creative and profitable.
- Updating new dishes on the menu as per seasonal availability.
- Training and supervising chefs according to restaurant policies.
- Recruiting, training and developing new chefs.
- Ensuring statutory hygiene and food safety standards are met at all times during food preparation and storage.

Key skills

- Knowledge of inventory procedures, purchasing and costing.
- Excellent managerial and leadership skills along with the ability to delegate tasks efficiently.
- Extensive food and wine knowledge along with a passion for cooking and experimenting with different flavour profiles.
- Excellent time management and communication skills.

Internal contacts

Wait staff, Kitchen staff, Finance department.

External contacts

Suppliers, Caterers, Customers.

Typical experience

At least 10 years culinary experience, with a tertiary degree in a hospitality or culinary course.

Other comments

Position Description

Position title: Head Waiter
Position code: Aon.HOS.10003.2
Level: 2

Responsible for

Monitoring the wait staff and supervising operations to ensure excellent dining experience.

Report to

Head Chef, Restaurant Manager.

Supervises

All wait staff.

Main activities

- Overseeing beverage and food orders and ensuring timely delivery.
- Organise and manage shifts of the wait staff to ensure effective productivity.
- Resolve customer complaints regarding their meal or service.
- Recruit and train new wait staff in food preparation, service and safety procedures.
- Control over table set up and ensure high standard of service is maintained.
- Act in accordance with fire, health and safety regulations and follow the correct procedures when the situation arises.
- Inform customers of daily specials, discounts, special offers.

Key skills

- Attentive, responsive with excellent communication skills.
- Have excellent knowledge of dining etiquette and customer service.
- Sound knowledge of food and wine.
- Excellent time management and organisational skills.
- Demonstrated ability to manage a team.

Internal contacts

Wait staff, kitchen staff.

External contacts

All customers.

Typical experience

3 - 5 years experience in a restaurant.

Other comments

Position Description

Position title: Sous Chef
Position code: Aon.HOS.11001.2
Level: 2

Responsible for

Assisting the Head Chef in all aspects of operations and control in the kitchen.

Report to

Head Chef.

Supervises

Might supervise Chef and kitchen staff.

Main activities

- Planning, directing and delegating food preparation.
- Work with the Head Chef to produce diversified menus in accordance with the restaurant's policy and vision.
- Ensuring all dishes are cooked in accordance to health and hygiene procedures and quality control.
- Maintain order and discipline in the kitchen during work hours.
- Ensuring the menu is updated according to changing customer tastes or seasonal materials.
- Managing and updating staff schedules and shifts.

Key skills

- Tertiary degree in hospitality or culinary course.
- Passion for cooking, experimenting with flavours and commercial acumen.
- Extensive knowledge of food and wine.
- Excellent time management and communication skills.
- Demonstrated ability to work well in teams.

Internal contacts

Wait staff, kitchen staff.

External contacts

Suppliers, Caterers.

Typical experience

6 - 8 years of culinary experience as a Chef.

Other comments

Position Description

Position title: Kitchen Hand
Position code: Aon.HOS.10000.1
Level: 1

Responsible for

Assisting the chefs in preparing and storing food, washing utensils and ensuring cleanliness of the kitchen.

Report to

Sous chef, Head Chef.

Supervises

No supervisory responsibilities.

Main activities

- Wash and clean utensils and ensure they are stored in the correct area.
- Maintain health and hygiene stands in the kitchen and storage space.
- Wash, peel, chop, cut and cook foodstuffs, and help prepare salads and dessert.
- Ensure the trash is disposed as per health and hygiene standards and on a timely basis.
- Clean food preparation equipment, floors and other kitchen tools or areas.

Key skills

- Ability to work quickly and safely with minimal supervision.
- Excellent time management skills.
- Ability to work under pressure.

Internal contacts

Kitchen staff, Chef, Sous Chef, Head Chef.

External contacts

Might be required to liaise with food suppliers.

Typical experience

Prior experience in a restaurant/kitchen.

Other comments

Position Description

Position title: Chef
Position code: Aon.HOS.10001.1
Level: 1

Responsible for

Assisting the sous chef in all aspects of operations and control in the kitchen.

Report to

Head Chef.

Supervises

No supervisory responsibilities.

Main activities

- Managing stocks and inventory of food supplies.
- Assist the head chef with all aspects of control in the kitchen.
- Ensuring all dishes are cooked in accordance to health and hygiene procedures.
- Liaise with caterers regarding special events.

Key skills

- Tertiary degree in hospitality or culinary course.
- Passion for cooking, experimenting with flavours and commercial acumen.
- Prior experience in a restaurant/kitchen.
- Sound knowledge of food and flavour profiles.
- Excellent time management and communication skills.
- Demonstrated ability to work well in teams.

Internal contacts

Wait staff, Kitchen staff.

External contacts

Suppliers, Caterers.

Typical experience

3-5 years experience in a similar role.

Other comments

Position Description

Position title: Waiter
Position code: Aon.HOS.10003.1
Level: 1

Responsible for

Taking customers' orders, ensuring meals and served on time and as per restaurant policy.

Report to

Head Waiter.

Supervises

No supervisory responsibilities.

Main activities

- Take beverage and food orders and deliver them in a timely manner.
- Collect bills and payments from customers.
- Ensuring all dishes are cooked in accordance to health and hygiene procedures.
- Performing cleaning duties such as sweeping and cleaning the table to ensure hygiene is maintained at all times.
- Inform customers of daily specials, discounts, special offers.

Key skills

- Attentive, responsive with excellent communication skills.
- Knowledge of food and wine.
- Excellent time management and communication skills.
- Demonstrated ability to work well in teams.

Internal contacts

Wait staff, kitchen staff.

External contacts

All customers.

Typical experience

1 - 2 years experience in a restaurant.

Other comments

Position Description

Position title: Catering Manager
Position code: Aon.HOS.10002.3
Level: 3

Responsible for

Overseeing food and beverage services of organisations and businesses, whilst meeting customer expectations, hygiene standards and financial targets.

Report to

Executive Chef, Head Chef, Operations Manager, General Manager

Supervises

Catering staff such as Chef, waiting staff, Kitchen Hand

Main activities

- Overseeing the food and beverage provision for functions and events.
- Supervising catering and waiting staff at functions.
- Planning menus in consultation with chefs.
- Recruiting and training permanent and casual staff.
- Creating staff shifts schedules and rosters.
- Ensuring health and safety regulations are strictly observed.
- Budgeting and establishing financial targets and forecasts.

Key skills

- Strong communication and interpersonal skills.
- Tact and diplomacy along with the ability to lead a team.
- Experience in improving service delivery.

Internal contacts

Wait staff, Chef, Catering Assistants.

External contacts

Customers, Suppliers.

Typical experience

1-5 years in the food service industry and ideally 2-5 years in staff management

Other comments

Position Description

Position title: Catering Coordinator
Position code: Aon.HOS.10002.2
Level: 2

Responsible for

To plan, organise and develop the food and beverage services of organisations and businesses, whilst meeting customer expectations, food and hygiene standards and financial targets.

Report to

Catering Manager.

Supervises

No supervisory responsibilities.

Main activities

- Assistance with the food and beverage provision for functions and events.
- Planning menus in consultation with chefs.
- Ensuring health and safety regulations are strictly observed.
- Assistance with budgeting and establishing financial targets and forecasts.

Key skills

- Strong communication and interpersonal skills.
- The ability to think on their feet and take initiative.
- Experience in improving service delivery.

Internal contacts

Wait staff, Chef, Catering Assistants.

External contacts

Customers, Suppliers.

Typical experience**Other comments**

Position Description

Position title: Catering Assistant
Position code: Aon.HOS.10002.1
Level: 1

Responsible for

Assisting the Head Chef and Catering Manager in all aspects of operations and control in the kitchen.

Report to

Catering Coordinator.

Supervises

No supervisory responsibility.

Main activities

- Cleaning the kitchen; including washing kitchen appliances, work surfaces, floors and walls.
- Ensuring chefs are equipped with the food and tools they need.
- Organise the store room, as well as being responsible for unloading deliveries from suppliers.
- Assist the catering manager in adequate preparations are made for catering events.
- Ensuring all dishes are cooked in accordance to health and hygiene procedures and quality control.
- Recruiting and training chefs and wait staff.
- Managing and updating staff schedules and shifts.

Key skills

- Tertiary degree in hospitality or culinary course.
- Passion for cooking, experimenting with flavours and commercial acumen.
- Excellent time management and communication skills.
- Demonstrated ability to work well in teams.
- Ability to work efficiently and keep calm, under pressure.
- High standards of personal hygiene.

Internal contacts

Kitchen staff, Chef.

External contacts

Might be required to liaise with food suppliers.

Typical experience

At least 12 months of similar experience.

Other comments

Position Description

Position title: Head of Operations & Facilities Management
Position code: Aon.EXS.85410.6
Level: 6

Responsible for

Overseeing the tactical implementation of the facilities strategy in relation to security, reception, maintenance, and facility management to internal and/or external clients.

Report to

General Manager - Operations.

Supervises

Operations and Facilities Management team

Main activities

- Advising on and setting the implementation plan for the Facility Management strategy.
- Agreeing the space planning process and taking accountability for ensuring all legal requirements are adhered to.
- Overseeing budget planning & full accountability for annual operational budgets.
- Setting mid-long term tactical plans in relation to all facility services.
- Managing of on-site facility team (or external vendor).
- Supervising and coordinating work of contractors and subcontractors.
- Checking that agreed work by staff or contractors has been completed satisfactorily and following up on any deficiencies.
- Using performance management techniques to monitor and demonstrate achievement of agreed service levels and to lead on improvement.
- Managing health and safety responsibility and related functions.
- Managing the presentation and day-to-day operations of allocated properties, including security, maintenance and safety.

Key skills

- Good communication skills.
- Strong Customer Service skills.
- Strong financial and analytical acumen.
- People management.
- Demonstrated project management skills leading large scale projects.
- Experience in space management.
- Strong understanding of procurement and contract management and utilities and communications infrastructure..

Internal contacts

Operations Facilities Management team.

External contacts

Clients, Contractors.

Typical experience

Tertiary qualified in business management, engineering or a related discipline along with a facilities management accreditation and more than 12 years experience in facilities management operations.

Other comments

Position Description

Position title: Facilities Manager
Position code: Aon.ADM.40008.5
Level: 5

Responsible for

Providing employees with a superior work environment and efficient administrative services through cost effective management of new and existing premises - ensuring organisational fixed properties are effectively administered, presented and secured.

Report to

General Manager, Accounting Manager, Administration Manager.

Supervises

A small team of clerical staff and contract cleaners.

Main activities

- Ensuring all organisational properties are well presented and always maintained to project the organisational image and logo; continually monitoring the security facilities at all locations.
- Administering premises management by selecting new office space, liaising with architects and decorators, negotiating new property leases and rent reviews, developing and monitoring compliances.
- Assisting in the recommendation of properties for the organisation to both acquire and/or dispose.
- Negotiating maintenance contracts, providing expenditure and performance data for management, planning premises usage.
- Overseeing provision of reception facilities, general office space and storage and distribution facilities and also ensuring the effective provision and service of organisational voice communications facilities.
- Negotiating renewal of corporate insurance policies ensuring company requirements are met; managing claims processes and ongoing relationships with Insurance Brokers.
- Preparing annual capital budget and monitoring expenditure against budget.
- Providing cost effective administration of the organisation's car plan and negotiating leasing rates and associated conditions with fleet suppliers.
- Negotiating cost effective organisational travel service and managing ongoing relationships with Travel Agencies, negotiating corporate hotel rates.
- Preparing budgets and monitoring expenditure across a range of administrative/facilities items.

Key skills

- Good organisational skills.
- Excellent communication and negotiation skills.

Internal contacts

Managers and Staff at all levels.

External contacts

Architects, Maintenance and Building Contractors, Local Councils, Travel Agencies, Insurance Brokers, Fleet Suppliers, Equipment Suppliers.

Typical experience

At least 5 years experience in all facets of facilities management typically stemming from a solid administrative and/or technical background.

Other comments

Position Description

Position title:	Regional Facilities Manager/Portfolio Manager
Position code:	Aon.OPR.90201.5
Level:	5

Responsible for

Maintaining the up keep and building services to the agreed quality standards of all the property within assigned region. Cost-effective management of new and existing premises - ensuring organisational fixed properties are effectively administered, presented and secured.

Report to

General Manager Operations.

Supervises

Facilities managers, project manager, centre managers and coordinators.

Main activities

- Maintaining quality standards for a number of facilities by overseeing the facilities daily cleanliness, security and repair.
- Formulating policy, operational and customer service standards for the organisations facilities management.
- Addressing users repair needs and meeting retailer and leaser expectations.
- Developing and managing the budgets for capital expenditure.
- Negotiating property related transactions such as lease agreements.
- Working with the General Manager and marketing team to implement strategies to market the properties within the assigned region.
- Monitoring and developing the performance of employees by identifying performance objectives, and training & development needs to ensure performance standards are achieved.
- Managing and scheduling activities for staff so that maintenance activities are undertaken in the most efficient and effective manner.
- Supervising staff on a daily basis to ensure compliance with project plans, budgets and agreed time-frames.
- Liaising with internal staff and external contractors, to ensure that all user needs will be met and that maintenance projects are undertaken in line with business strategy and in a cost effective manner.
- Managing the presentation and day-to-day operations of allocated properties, including security, maintenance and safety

Key skills

- Good communication skills.
- Negotiation and decision making skills.
- Strong leadership skills.
- Effective time management skills.
- Intermediate computer skills.
- Awareness of legislation relevant to the position, particularly with regard to Occupational Health & Safety requirements.
- Excellent organisational and planning skills - ability to prioritise and multi-task.
- Ability to troubleshoot.

Internal contacts

Development and construction business units, legal and finance departments, centre management staff.

External contacts

Customers, retailers, landlords and contractors.

Typical experience

At least 10 years experience in property maintenance role, tertiary qualifications in property, real estate, finance or other related field.

Other comments

Position Description

Position title: Facilities, Maintenance & Property Team Leader
Position code: Aon.ADM.40002.4
Level: 4

Responsible for

Leading a team of employees and external contractors engaged in Maintenance activities to ensure that Maintenance work is executed according to Maintenance plans and objectives.

Report to

Facilities, Maintenance & Property Manager, General Manager.

Supervises

Maintenance Staff and External Contractors.

Main activities

- Supervising, directing and managing Maintenance employees and external contractors in order to maintain the organisation's facilities, property and equipment.
- Supporting and assisting the Facilities, Maintenance & Property Manager in planning and executing Maintenance work.
- Controlling and managing all preventative maintenance work and ensuring that all documentation pertaining to Maintenance work is updated.
- Reviewing preventive Maintenance plans and making adjustments to meet operational requirements in consultation with the Facilities, Maintenance & Property Manager.
- Undertaking regular inspections of facilities to determine specific Maintenance and upgrading requirements.
- Assisting the Facilities, Maintenance & Property Manager in the development of plans for specific Maintenance activities.
- Liaising with employees and clients of the organisation affected by Maintenance works to ensure that Maintenance projects are completed on time and with minimal disruption to business operations.
- Being on-call and managing the provision of after hours emergency services where required.
- Providing training to Maintenance employees on an ongoing basis.
- Personally complying, and ensuring that all Maintenance staff comply with Occupational Health & Safety regulations.

Key skills

- Proven supervisory and leadership capability.
- Excellent communication skills.
- Ability to work according to strict timeframes and agreed quality standards.
- Knowledge of facilities management protocols and Maintenance planning.
- Awareness of legislation relevant to the position, particularly with regard to Occupational Health & Safety requirements.

Internal contacts

All employees affected by Maintenance activities.

External contacts

Contractors.

Typical experience

2+ years of supervisory experience, plus 5+ years of Maintenance experience, coupled with Trade qualifications.

Other comments

Employees in this role are typically required to be on-call/standby.

Position Description

Position title: Facility Operations Manager
Position code: Aon.OPR.90201.4
Level: 4

Responsible for

Ensuring contractual compliance in all existing contracts to agreed standard, achieving desired customer and tenant satisfaction levels.

Report to

General Manager Operations.

Supervises

Facilities and maintenance staff.

Main activities

- Providing direction to ensure maintenance costs are kept to a minimum while still meeting quality standards and fulfilling contractual and other legal requirements.
- Providing technical and operations advice to generate continuous improvement initiatives.
- Negotiating contracts to ensure agreed service levels are maintained while optimising costs.
- Maximising the everyday satisfaction of customers and retailers with the facility provided.
- Ensuring that specific maintenance standards, agreed quality standards and all legal requirements, OH&S and Work cover are met.
- Developing and controlling of the budget for the business unit and preparing reporting requirements.
- Providing support and assistance to the General Managers where required.
- Planning and training all staff in relation to the asset and quality management systems
- Managing the presentation and day-to-day operations of allocated properties, including security, maintenance and safety.

Key skills

- Strong negotiation skills.
- Excellent communication skills.
- Strong computer skills.
- Sound understanding of current technical issues and operational processes in relation to facilities management.
- Strategic planning and resource management skills.
- Ability to communicate and manage relationships with external service providers and contractors.
- Strong financial management/reporting and analysis skills.
- Strong leadership and motivational ability.
- Proven management experience at a senior level.

Internal contacts

Development and construction business units, legal and finance departments, centre management staff.

External contacts

Customers, consultants, retailers, landlords and contractors.

Typical experience

At least 8 years relevant experience in facilities management, construction or property management coupled with tertiary level qualifications.

Other comments

Position Description

Position title: Senior Facilities, Maintenance & Property Officer
Position code: Aon.FIN.30008.3
Level: 3

Responsible for

Carrying out duties as directed by Facilities, Maintenance and Property Team Leader to maintain the organisation's facilities, property and equipment.

Report to

Facilities, Maintenance and Property Team Leader.

Supervises

None.

Main activities

- Supporting and assisting the Facilities, Maintenance & Property Manager in executing Maintenance work.
- Ensuring that all documentation pertaining to Maintenance work is updated.
- Undertaking regular inspections of facilities to determine specific Maintenance and upgrading requirements.
- Liaising with employees and clients of the organisation affected by Maintenance works to ensure that Maintenance projects are completed on time and with minimal disruption to business operations.
- Personally complying with Occupational Health & Safety regulations.

Key skills

- Excellent communication skills.
- Ability to work according to strict timeframes and agreed quality standards.
- Knowledge of facilities management protocols and Maintenance planning.
- Awareness of legislation relevant to the position, particularly with regard to Occupational Health & Safety requirements.

Internal contacts

Facilities, Maintenance and Property staff.

External contacts

Contractors, suppliers.

Typical experience

2 years of experience in a Maintenance or Property environment.

Other comments

Position Description

Position title: Facilities, Maintenance & Property Officer
Position code: Aon.ADM.40008.2
Level: 2

Responsible for

Providing administrative services and supporting the Facilities Management team in order to ensure the efficient and smooth running of the facilities and work environment at both new and existing premises.

Report to

Facilities Manager.

Supervises

Typically no supervisory responsibilities.

Main activities

- Coordinating the scheduling of activities to be carried out at the premises.
- Liaising with clients both in-house and externally to determine facility requirements.
- Compiling and distributing monthly facility schedules.
- Maintaining schedule/s as required & delivering appropriate communication regarding changes to the schedule.
- Distributing and entering bookings into the database regularly to ensure it is maintained accurately and up to date.
- Complying with organisational and regulatory Occupational Health and Safety standards.

Key skills

- Ability to work in a high pressure, deadline driven environment.
- Good communication skills.
- Strong interpersonal skills with the flexibility to adapt to a wide variety of personal styles.
- Excellent organisational and planning skills - ability to prioritise and multi-task.
- Ability to take responsibility for tasks and see them through to completion.
- Computer Literate with experience in DOS & Windows based software
- Demonstrated initiative with the ability to work independently and as part of a team.

Internal contacts

Managers and Staff at all levels.

External contacts

External Clients, Maintenance and Building Contractors, Equipment Suppliers.

Typical experience

At least 2 years experience in facilities management coupled with completion of a secondary education qualification or equivalent.

Other comments

Position Description

Position title: Facilities, Fleet Management & Purchases Administrator
Position code: Aon.FIN.30001.2
Level: 2

Responsible for

Day-to-day support and maintenance of work premises.

Report to

Facilities Team Leader, Facilities Manager, Operations Manager.

Supervises

No supervisory responsibilities.

Main activities

- Maintenance of office inventory supplies.
- Ensure all meeting rooms, kitchen facilities and reception are well presented and stocked.
- Processing of mail/couriers and distribution to staff.
- Archiving records.
- Assisting with corporate events.

Key skills

- Strong customer service skills.
- Ability to prioritise and multi task.
- Working knowledge of office systems and equipment.
- Administration skills.

Internal contacts

Staff at all levels.

External contacts

Suppliers, Providers, Maintenance staff.

Typical experience

Some experience in an administration role in a Corporate environment.

Other comments

This is an entry level position.

Position Description

Position title: Mail Room Manager
Position code: Aon.ADM.40301.3
Level: 3

Responsible for

Coordinating and managing the day-to-day running of the mailroom and ensuring that office communications are delivered to the business in a timely and efficient manner.

Report to

Support Service Manager.

Supervises

Mailroom Officers.

Main activities

- Coordinating and managing the daily mailroom functions and staff.
- Ensuring the reliable and timely distribution of all mail to the business and external parties.
- Controlling all supplier costs associated with mail and office communications and advising users of the most cost effective means of distribution.
- Controlling and participating in the sorting and distribution of incoming and outgoing mail.
- Controlling courier dispatches between inter-office locations.
- Controlling of all archives leaving and arriving at Head Office.
- Negotiating contracts for courier and mail services.
- Providing a regular written report to the Support Services Manager.
- Assisting with staff performance evaluation.
- Maintaining and managing the repair of all office communication equipment.

Key skills

- General knowledge of all business units and key personnel.
- Ability to develop an efficient and productive team.
- Ability to manage work flow of staff.
- Ability to work under pressure and to deadlines.
- Effective communication skills.
- Sound MS Office skills.
- Thorough knowledge of available national and local distribution services.

Internal contacts

Staff at all levels.

External contacts

Postal and Delivery Employees, Suppliers of Stationary and Equipment.

Typical experience

At least 2 years experience in a high volume mail distribution environment and previous Team Leader or supervisory experience.

Other comments

Position Description

Position title: Mail Room Officer
Position code: Aon.ADM.40101.1
Level: 1

Responsible for

Administering the daily mail requirements for the business through the sorting, distributing and collecting of mail.

Report to

Mail Room Manager.

Supervises

No supervisory responsibilities.

Main activities

- Sorting and distributing incoming and outgoing mail.
- Using all relevant and available distribution equipment.
- Arranging and completing documentation for couriers.
- Advising users on the most cost-effective means of distribution.
- Maintaining records of archives leaving and arriving at head office.
- Maintaining and managing the repair of all office communication equipment.

Key skills

- General knowledge of business units and key personnel.
- Sound MS Office skills.
- Ability to work under pressure and to deadlines.
- Ability to work in a team environment.

Internal contacts

Staff at all levels.

External contacts

Postal and Delivery Employees, Suppliers of Stationary and Equipment.

Typical experience

Little job related experience necessary.

Other comments

This is an entry level position.

Position Description

Position title: Credit Control Team Leader
Position code: Aon.FIN.30112.4
Level: 4

Responsible for

Maintaining organisational debtors within limits of organisation's policy and ensuring protection of an organisation's investments, minimising losses and improving recoveries.

Report to

Financial Controller.

Supervises

Credit Control Officers, Collection Representatives.

Main activities

- Devising, maintaining and administering the organisation's credit policy so as to provide planned cash flow for the business and to minimise the organisation's exposure to risk.
- Authorising the granting of credit to selected customers within the guidelines of company policy.
- Directing and supervising the activities of the Credit Control function, ensuring both the timely collection of outstanding amounts and the maintenance of outstanding debts at acceptable levels.
- Producing accurate and timely reports to monitor accounts and recommending policy and action on bad debt and escalating outstanding debts for debt collection.
- Occasionally liaising directly with major debtors and negotiating new credit terms (in conjunction with Sales).
- Developing and maintaining relationships with relevant external organisations (e.g. Police and Bankruptcy Agencies) leading to an effective exchange of confidential information.
- Ensuring that systems documentation and procedures comply with legal/legislative requirements so as to avoid adverse litigation and loss of income.
- Assisting in the learning and development of operational staff to maintain and improve the efficiency of credit control.

Key skills

- Ability to limit debtors and implement company credit policy.
- Negotiation and interpersonal skills.
- Strong administration and management skills.

Internal contacts

Sales Managers, Sales Representatives, Sales Administration Staff, Legal Department, Operational Staff, Finance and Administration Staff.

External contacts

Major Debtors, Debt Collection Agencies, Credit Reference Bureaus, Credit Referees, Other Financial Institutions, Solicitors, Financial Counsellors.

Typical experience

At least 7 years of relevant experience typically coupled with CPA or similarly recognised qualifications in Credit Management.

Other comments

May have membership of the Australian Institute of Credit Management. May have a functional link to Senior Accounting employees in operating divisions.

Position Description

Position title: Senior Credit Control Officer
Position code: Aon.FIN.30312.3
Level: 3

Responsible for

Minimising organisational debtors and resultant bad debts within limits of company policy through the application of pre-determined procedures, and supervising and training staff in their role of collecting arrears and performing general Credit Control duties.

Report to

Credit Manager.

Supervises

Credit Control Officers.

Main activities

- Directing and supervising the activities of the Credit Control function, ensuring both the timely collection of outstanding amounts and the maintenance of outstanding debts at acceptable levels.
- Ensuring speedy and effective recovery of amounts outstanding often dealing with debt collection agencies by personal and telephone contact.
- Authorising the granting of credit to selected customers within the guidelines of company policy.
- Ensuring that correct company procedures and guidelines are followed - acting as a checking/supervising officer.
- Continually training and developing operational staff in order to maintain and improve the efficiency of Credit Control.
- Producing accurate and timely reports to monitor accounts and recommending policy and action on bad debt and passing on outstanding debts for debt collection.
- Trying to resolve the more difficult cases by liaising with Financial Counsellors, solicitors and other legal bodies.

Key skills

- Ability to limit debtors and implement company credit policy.
- Staff supervisory skills.
- Strong administration, organisation and procedural knowledge.

Internal contacts

Sales Managers, Sales Representatives, Sales Administrative Staff, Legal Department, Operational Staff, Finance and Administration Staff.

External contacts

Major Debtors, Debt Collection Agencies, Credit Reference Bureaus, Credit Referees, Other Financial Institutions, Solicitors, Financial Counsellors.

Typical experience

At least 4 - 5 years of relevant collections experience typically coupled with CPA or similarly recognised qualifications in Credit Management.

Other comments

May have membership of the Australian Institute of Credit Management.

Position Description

Position title: Credit Control Officer
Position code: Aon.FIN.30212.2
Level: 2

Responsible for

Establishing the credit worthiness of customers by examining, evaluating and processing applications for credit or loans within pre-established policy guidelines.

Report to

Credit Manager, Financial Controller.

Supervises

Typically no supervisory responsibilities although may supervise Collection Representatives.

Main activities

- Investigating credit worthiness of potential customers prior to entering into business arrangements and/or existing customers prior to entering into extended business arrangements.
- Granting credit or recommending approval for credit within policy guidelines.
- Preparing reports on credit ratings on customers.
- Participating in studies of economic conditions in selected industries and recommending appropriate changes in credit limits and practices.
- Entering, maintaining and reconciling monthly debtor accounts.
- Ensuring both the timely collection of outstanding amounts and the maintenance of outstanding debts at acceptable levels through contact with customers by telephone, letter and potential personal visitation.
- Recommending actions to be taken with delinquent accounts and bad debts and passing on outstanding debts for debt collection and/or further legal action.
- Processing all administrative material as required, processing computer returns and dealing with personal enquiries.

Key skills

- Ability to limit debtors and implementing organisational Credit Control policy.
- Strong administrative, procedural and organisational skills.
- Ability to deal with difficult customers and build relationships at all levels.
- Excellent written and oral communication skills.

Internal contacts

Sales Managers, Sales Representatives, Sales Administrative Staff, Operations Staff, Warehouse & Dispatch Staff.

External contacts

Major Debtors, Debt Collection Agencies.

Typical experience

A minimum of 12 months experience coupled with a recognised qualification (diploma or certificate).

Other comments

May be a member of the Australian Institute of Credit Management.

Position Description

Position title: Accounts Team Leader
Position code: Aon.FIN.30114.4
Level: 4

Responsible for

Overseeing the Accounts Payable and/or Accounts Receivable functions and general accounting duties of moderate difficulty in relation to depth of analysis and use of judgment.

Report to

Financial Accountant, Office Manager.

Supervises

Accounts Officers, Senior Accounts Officers.

Main activities

- Acting as an escalation point for more complicated functions related to Accounts Payable and/or Accounts Receivable and general Accounting duties, including invoicing, preparation and processing of cheques, payment advice, performing bank reconciliations, compiling debtor statements and statutory returns, performing petty cash reconciliations and preparing related routine documentation and correspondence.
- Managing stakeholder expectations and requirements relating to the Accounts Payable and/or Accounts Receivable functions.
- Performing month end accounting procedures and producing weekly, fortnightly, monthly and quarterly reports as required.
- Ensuring compliance to policies/procedures around maintenance of records of documents processed for ready access and for producing various reports according to operating procedures.
- Obtaining authorisation for payment from appropriate personnel, allocating expenditure to the correct budget account and arranging for the drawing of cheques and other forms of payment.
- Calculating the costs of proposed expenditure, wages and standard costs.

Key skills

- Detailed knowledge of organisation's accounting procedures related to work performed.
- Good understanding of spreadsheets, data analysis and reconciliation procedures.
- Strong administrative and procedural skills.
- Excellent attention to detail.
- Excellent people and stakeholder management skills.

Internal contacts

Sales, Marketing, Warehouse & Distribution, Customer Support departments of the organisation.

External contacts

Clients, Debt Collecting Agencies.

Typical experience

5 - 7 years related experience and may have, or be undertaking, a formal qualification in accounting.

Other comments

Alternative Title: Accounts Payable Team Leader, Accounts Receivable Team Leader. If the primary focus of this role is Accounts Receivable, employees may be involved in Credit Control activities.

Position Description

Position title: Senior Accounts Officer
Position code: Aon.FIN.30112.3
Level: 3

Responsible for

Performing the Accounts Payable and/or Accounts Receivable functions and general Accounting duties of moderate difficulty in relation to depth of analysis and use of judgment.

Report to

Financial Accountant, Office Manager.

Supervises

May mentor more junior Accounts Officers.

Main activities

- Processing more complicated functions related to Accounts Payable and/or Accounts Receivable and general Accounting duties, including invoicing, preparation and processing of cheques, payment advice, performing bank reconciliations, compiling debtor statements and statutory returns, performing petty cash reconciliations and preparing related routine documentation and correspondence.
- Making journal or data entries and extracting statistical data and reports from records for analysis.
- Performing month end accounting procedures and producing weekly, fortnightly, monthly and quarterly reports as required.
- Maintaining records of documents processed for ready access and for producing various reports according to operating procedures.
- Preparing debtor lists, contacting clients in order to procure outstanding payments and escalating long standing/delinquent debtors to more Senior staff.
- Obtaining authorisation for payment from appropriate personnel, allocating expenditure to the correct budget account and arranging for the drawing of cheques and other forms of payment.
- Calculating the costs of proposed expenditure, wages and standard costs.

Key skills

- Sound knowledge of organisation's Accounting procedures related to work performed.
- Understanding of spreadsheets, data analysis and reconciliation procedures.
- Strong administrative and procedural skills.
- Excellent attention to detail.
- Initiative and integrity.
- Team player.

Internal contacts

Sales, Marketing, Warehouse & Distribution, Customer Support departments of the organisation.

External contacts

Clients, Debt Collecting Agencies.

Typical experience

At least 5 years related experience and may have, or be undertaking, a formal qualification in Accounting.

Other comments

Alternative Title: Senior Accounts Clerk, Senior Accounts Payable Officer, Senior Accounts Receivable Officer. If the primary focus of this role is Accounts Receivable, employees may be involved in Credit Control activities.

Position Description

Position title: Accounts Officer
Position code: Aon.FIN.30112.2
Level: 2

Responsible for

Performing basic and routine parts of the Accounts Payable and/or Accounts Receivable functions and general Accounting duties.

Report to

Financial Accountant, Office Manager.

Supervises

No supervisory responsibilities.

Main activities

- Processing basic and routine functions related to Accounts Payable and/or Accounts Receivable and general Accounting duties, including invoicing, preparation and processing of cheques, payment advices, performing bank reconciliation's, compiling debtor statements and statutory returns, performing petty cash reconciliation's and preparing related documentation and correspondence.
- Making journal or data entries and extracting statistical data and reports from records for analysis.
- Assisting with month end accounting procedures and with the production of weekly, fortnightly, monthly and quarterly reports as required.
- Maintaining records of documents processed for ready access and producing various reports according to operating procedures.
- Preparing debtor lists, contacting clients in order to procure outstanding payments and escalating long standing/delinquent debtors to more senior staff.
- Obtaining authorisation for payment from appropriate personnel, allocating expenditure to the correct budget account and arranging for the drawing of cheques and other forms of payment.
- Assisting in calculating the costs of proposed expenditure, wages and standard costs.

Key skills

- Growing knowledge of organisation's Accounting procedures related to work performed.
- Understanding of spreadsheets, data analysis and reconciliation procedures.
- Strong administrative and procedural skills.
- Excellent attention to detail.
- Initiative and integrity.
- Team player.

Internal contacts

Sales, Marketing, Warehouse & Distribution, Customer Support departments of the organisation.

External contacts

Clients, Debt Collecting Agencies.

Typical experience

At least 12 months related experience and may have, or be undertaking, a formal qualification in Accounting.

Other comments

Alternative Title: Accounts Clerk, Accounts Payable Officer, Accounts Receivable Officer. If the primary focus of this role is Accounts Receivable, employees may be involved in Credit Control activities.

Position Description

Position title: Chief Economist
Position code: Aon.FIN.30015.6
Level: 6

Responsible for

Providing economic, planning information and expertise to the Management of the organisation - especially the Funds Management divisions.

Report to

Chief Investment Officer, Divisional Manager - Investments.

Supervises

Economists, Research Officers.

Main activities

- Providing information to Management which will assist maintaining/growing a profitable mix of assets and liabilities.
- Developing and enhancing analytical tools for understanding economic indicators, such as interest rates and circulating this to management at all levels.
- Providing economic and planning expertise to Divisions including Funds Management, Treasury and Corporate Planning on matters such as the setting of interest rates.
- Providing financial projections and appraisals of foreign economies.
- Providing economic background and expertise to all Managers in the organisation thereby assisting them to become familiar with the external financial forces which regularly influence organisational policies.

Key skills

- Exceptional research and analytical skills.
- Solid knowledge of both macro and microeconomic theory and its application to the real world.
- Well developed interpersonal and communication skills.
- Excellent presentation skills.

Internal contacts

Divisional Managers, Department Managers, Specialist Support Staff, Investment Specialists.

External contacts

Australian Bureau of Statistics, Academia, external Economic Analysts, various Federal and State Government Departments, Private Consultancies.

Typical experience

Will have at least 8 years experience couple with an advanced degree in Economics.

Other comments

Position Description

Position title: Economist
Position code: Aon.FIN.30015.4
Level: 4

Responsible for

Supplying comprehensive economic analysis of the economy and indicators of future business trends to Management as well as providing analysis of past performance.

Report to

Chief Economist.

Supervises

Research Assistants.

Main activities

- Providing Management with a comprehensive analysis of the economy, financial markets and any other associated information which may influence certain operating decisions such as the setting of interest rates.
- Researching and supplying information to various departments in the organisation as to their specific requirements.
- Enhancing and developing economic analytical tools for use within the organisation.
- Providing input to the corporate planning section.
- Preparing papers for distribution to the branch network on matters of financial and general economic interest.

Key skills

- Analysis and interpretation skills.
- Excellent presentation skills.
- Well developed interpersonal and communication skills.
- Good knowledge of both macro and micro economic theory and its application to the real world.

Internal contacts

Specialist Support Staff, Investment Specialist, Divisional Managers, Department Managers.

External contacts

Australian Bureau of Statistics, Academia, external Economic Analysts, various Federal and State Government Departments, Private Consultancies.

Typical experience

Will have at least 3 years experience coupled with a University degree in Economics.

Other comments

Position Description

Position title: Head of Financial Planning & Analysis (FP&A)
Position code: Aon.EXE.FI030.6
Level: 6

Responsible for

Providing inputs into the financial budgeting and planning process as well as monitoring the financial health of the organisation

Report to

Chief Financial Officer

Supervises

Team of financial analysts

Main activities

- Working with the CFO and other relevant stakeholders to create the financial strategy and annual budgets / plans for the organisation.
- Leading a team of analysts to monitor the financial health of the organisation and variance from the annual financial plan.
- Identifying opportunities for increasing the financial performance of the organisation and advising the business in a timely manner.
- Gathering financial performance data from business and relevant stakeholders to produce financial analysis by business unit / line, product categories, brands or manufacturing lines etc.

Key skills

- Financial analysis
- Root cause analysis
- People management
- Stakeholder management

Internal contacts

Chief Financial Officer, CEO, Function Heads, Business Heads

External contacts

Financial auditors and consultants

Typical experience

15+ years of experience in the Finance function with at least 10+ years in the financial analysis vertical

Other comments

Position Description

Position title: Financial Planning & Analysis (FP&A) Manager
Position code: Aon.FIN.FI030.5
Level: 5

Responsible for

Supporting and monitoring the organisation's Financial Planning operations to ensure effective reporting of financial planning, budgeting, forecasting of financial information to assist in decision making.

Report to

Head of Financial Planning & Analysis, Finance Director, Chief Financial Officer

Supervises

Team of Financial analysts

Main activities

- Organising and supervising finance systems in order to ensure timely and accurate production of accounts and reports.
- Providing analysis and commentary regarding accounts and financial reports.
- Providing regular reports, recommendations and interpretations to Senior Management on financial and operating data and variances in the budget.
- Establishing and continually modifying general financial planning procedures, management reports and systems.
- Monitor the financial health of the organisation and variance from the annual financial plan.
- Monitoring performance against business plans by analysing data and providing comprehensive insight into performance drivers.
- Monitoring monthly performance across divisions and business units; conducting data mining and analysis.
- Leading and coordinating team of Financial Planning and Analysis staff

Key skills

- Strong Financial Management ability.
- Strong financial analysis and interpretation skills.
- Root cause analysis.
- Excellent communication skills and the ability to interact at a Senior Management level.
- Stakeholder management.
- People management.
- High level of attention to detail.
- Leadership and mentoring skills.

Internal contacts

Function Heads, Business Heads, Financial analysts, internal auditors

External contacts

Financial auditors and consultants

Typical experience

7+ years of experience in the finance function with financial analysis experience and completed relevant qualifications.

Other comments

Position Description

Position title: Senior Financial Planning & Analysis (FP&A) Analyst
Position code: Aon.FIN.FI030.4
Level: 4

Responsible for

Organising and providing financial planning, budgeting, forecasting of financial data insights to assist in decision making.

Report to

Financial Planning & Analysis Manager

Supervises

No supervisory responsibilities

Main activities

- Working autonomously and in a team of analysts to monitor the financial health of the organisation and variance from the annual financial plan.
- Accountable for preparing regular financial and statistical reports.
- Actively contribute in the annual planning, budgeting and forecasting processes.
- Undertake financial modelling, peer benchmarking and competitor analysis.
- Monitoring of performance against business plans by analysing data and providing insight into performance drivers.
- Monitoring of monthly performance across divisions and business units; conducting data mining and analysis.

Key skills

- Aptitude for analytical and problem-solving tasks.
- Financial literacy and analysis.
- Competent financial modelling skills.
- Well-developed written and verbal communication skills.
- Ability to build rapport and actively contribute in the team.
- Ability to also work autonomously.
- Develop effective relationships with stakeholders and superiors.
- High level of attention to detail.

Internal contacts

Team of financial analysts, internal auditors

External contacts

Financial auditors and consultants

Typical experience

4+ years' experience in the financial services industry, professional completion (or desire to undertake) CA qualification, preferred.

Other comments

Position Description

Position title: Financial Planning & Analysis (FP&A) Analyst
Position code: Aon.FIN.FI030.3
Level: 3

Responsible for

Undertaking financial planning, budgeting, forecasting of financial information to assist in decision making

Report to

Financial Planning & Analysis Manager

Supervises

No supervisory responsibilities

Main activities

- Working in a team of analysts to monitor the financial health of the organisation and variance from the annual financial plan.
- Preparing regular financial and statistical reports
- Actively contribute in the annual planning, budgeting and forecasting processes
- Assist in financial modelling, peer benchmarking and competitor analysis
- Support the monitoring of performance against business plans by analysing data and providing insight into performance drivers.
- Assist with monitoring of monthly performance across divisions and business units; conducting data mining and analysis.

Key skills

- Aptitude for analytical and problem-solving tasks
- Financial literacy and analysis
- Willingness to develop financial modelling skills
- Well-developed written and verbal communication skills
- Ability to build rapport and actively contribute in the team
- Develop effective relationships with stakeholders and superiors
- High level of attention to detail

Internal contacts

Team of financial analysts, internal auditors

External contacts

Financial auditors and consultants

Typical experience

2+ years' work experience in financial services industry (preferred), professional completion (or desire to undertake) CA qualification, preferred.

Other comments

Position Description

Position title: Principal Quantitative/Predictive Modelling Analyst
Position code: Aon.ITC.45300.6
Level: 6

Responsible for

Leads the strategic direction of a team of analytics professionals to develop & maintain market leading quantitative/predictive models.

Report to**Supervises**

A team of analytics professionals

Main activities

- Builds and enhances team capabilities, e.g. through developing new features or modelling approaches.
- Leads the design of innovative quantitative/ predictive analytics solutions that deliver significant business value.
- Provides subject matter expertise in the field of quantitative/ predictive analytics to senior business and technology stakeholders.
- Demonstrated experience of statistical / economic / financial modelling theory with proven quantitative / empirical analytical or modelling aptitude.
- Provide appropriate advice and support to the Client Services teams including attendance at internal and external meetings

Key skills

- Communicates technical subject matter clearly and concisely to individuals from various backgrounds.
- Advanced knowledge of data mining / predictive modeling tools such as R, SAS, SPSS, etc
- Solid problem solving skills, ability to analyse complex data, identify core issues, investigate, evaluate and reach appropriate conclusions/solutions
- PhD/Post Doc in a field with advance quantitative focus or Master or Bachelors degree with high distinction in modelling orientated discipline (e.g. Psychometrics, Statistics, Mathematics, Physics, Chemistry, Biology, Econometrics, Engineering etc.).

Internal contacts

Analytics community across the organisation; Business user groups

External contacts

Academia and research organisations

Typical experience

7+ years experience in a leading international bank, credit bureau or information based company with 5+ years of people leadership experience and management of complex projects.

Other comments

Position Description

Position title: Senior Quantitative/Predictive Modelling Analyst
Position code: Aon.ITC.45300.5
Level: 5

Responsible for

Delivering advanced statistical models that solve defined business issues

Report to

Principal Quantitative/Predictive Modelling

Supervises

No supervisory activities

Main activities

- Manages model development projects through project planning, stakeholder management and guidance to development project analysts to ensure that the value that can be obtained from the models can be maximised as efficiently as possible. Assists in the ongoing management and monitoring of models/solutions.
- Mines large multi-disciplinary structured and unstructured to gain deep business knowledge and insights of embedded relationships and/or behaviours.
- Demonstrated experience of statistical / economic / financial modelling theory with proven quantitative / empirical analytical or modelling aptitude.
- Provide appropriate advice and support to the Client Services teams including attendance at internal and external meetings

Key skills

- Communicates technical subject matter clearly and concisely to individuals from various backgrounds.
- Advanced knowledge of data mining / predictive modeling tools such as R, SAS, SPSS, etc
- Solid problem solving skills, ability to analyse complex data, identify core issues, investigate, evaluate and reach appropriate conclusions/solutions
- Degree qualified or equivalent in mathematics, statistics, econometric modelling, quantitative methods, portfolio modelling or other analytical disciplines.

Internal contacts

Analytics community across the organisation; Business user groups

External contacts

Academia and research organisations

Typical experience

5+ years of intensive experience in key econometric and statistical techniques (predictive modeling, logistic regression, survival analysis, panel data models, data mining methods, and other advanced statistical and econometric techniques).

Other comments

Position Description

Position title:	Quantitative/Predictive Modelling Analyst
Position code:	Aon.ITC.45300.4
Level:	4

Responsible for

Delivers advanced statistical models that solve defined business issues

Report to

Principal Quantitative/Predictive Modelling Analyst

Supervises

No supervisory activities

Main activities

- Manages model development projects through project planning, stakeholder management and guidance to development project analysts to ensure that the value that can be obtained from the models can be maximised as efficiently as possible. Assists in the ongoing management and monitoring of models/solutions.
- Mines large multi-disciplinary structured and unstructured data to gain deep business knowledge and insights of embedded relationships and/or behaviours.
- Demonstrated experience of statistical / economic / financial modelling theory with proven quantitative / empirical analytical or modelling aptitude.
- Provide appropriate advice and support to the Client Services teams including attendance at internal and external meetings

Key skills

- Communicates technical subject matter clearly and concisely to individuals from various backgrounds.
- Advanced knowledge of data mining / predictive modeling tools such as R, SAS, SPSS, etc
- Solid problem solving skills, ability to analyse complex data, identify core issues, investigate, evaluate and reach appropriate conclusions/solutions
- Degree qualified or equivalent in mathematics, statistics, econometric modelling, quantitative methods, portfolio modelling or other analytical disciplines.

Internal contacts

Analytics community across the organisation; Business user groups

External contacts

Academia and research organisations

Typical experience

3 - 5 years of intensive experience in key econometric and statistical techniques (predictive modeling, logistic regression, survival analysis, panel data models, data mining methods, and other advanced statistical and econometric techniques).

Other comments

Position Description

Position title: Functional Lead of Commercial
Position code: Aon.FIN.30220.6
Level: 6

Responsible for

Leading a team of Commercial Managers to provide cost and pricing information for tenders and is also responsible for the profitability, positioning and strategic direction of the function.

Report to

Chief Executive Officer/Managing Director.

Supervises

Commercial Managers, Commercial Specialists, Commercial Analysts.

Main activities

- Responsible for profit optimisation, planning and analysis, scoping new business opportunities.
- Controlling new product development and creating effective pricing strategies for key product lines.
- Overseeing the development of innovative commercial business solutions in line with corporate financial targets and requirements.
- Identification and development of new business ideas and also strategic partnerships.
- Supporting Bid Managers in bid negotiations and providing guidance to Bid Managers and Bid teams on tender bid processes.
- Leading, developing and inspiring team with regards to day-to-day operations and future departmental development.

Key skills

- Strong commercial and business acumen.
- Ability to negotiate effectively.
- Effective leadership and management skills and proven track record in staff management.

Internal contacts

Senior Management, bid team, Sales and Marketing team, Chief Executives.

External contacts

Other parties involved in contract negotiation, e.g. lawyers etc.

Typical experience

10+ years commercial experience, of which some time has been spent in strategic business partnering, plus relevant tertiary qualifications.

Other comments

Position Description

Position title: Commercial Manager
Position code: Aon.FIN.30004.5
Level: 5

Responsible for

Ensuring accurate and timely reporting for the results and expense management of the organisation or a particular business unit is maintained. Assist business unit managers or management of the organisation in commercial decision making to achieve overall business improvement.

Report to

Chief Executive Officer/Managing Director.

Supervises

Commercial/Business Analysts and/or Administrative staff.

Main activities

- Structuring and negotiating new business deals to the best commercial advantage of the organisation.
- Providing commercial advice and support to the management team and contributing to senior management decision making.
- Drafting contractual terms and contracts, as well as monitoring and ensuring the successful delivery of business in accordance with the contractual terms.
- Making recommendations for profit improvement strategies and reviewing the viability and appropriateness of capital expenditure/business plans.
- Assisting with the development of innovative commercial business solutions in line with corporate financial targets and requirements.
- Providing ad-hoc financial reporting to the management team.
- Leading and mentoring the Commercial team.

Key skills

- Strong commercial and business acumen.
- Ability to negotiate effectively.
- Well developed written and verbal communication skills.
- Developing staff management abilities.

Internal contacts

Senior Management, bid team, Sales and Marketing team, Chief Executives.

External contacts

Other parties involved in contract negotiation - e.g. lawyers etc.

Typical experience

At least 7 - 10 years experience in a commercial role, coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Senior Commercial Analyst
Position code: Aon.FIN.30220.4
Level: 4

Responsible for

Ensuring the legal and commercial integrity of customer and supplier contracts to maximise efficiency and effectiveness of business assurance processes and managing contract negotiations to assist meet company's objectives.

Report to

Business Assurance Manager.

Supervises

No supervisory responsibilities.

Main activities

- Balancing the necessity to make sales with the need to write high quality business.
- Convincing customers and the market place that the company is professional in negotiating contracts.
- Promoting and utilising standard and non-standard contracts to ensure legal and commercial integrity of contracts.
- Providing recommendations to line management on legal and financial risk inherent in potential proposals or contracts.
- Ensuring the signing of contracts requiring all subsequent contracts to be read and checked with accompanying paperwork in order and in compliance with company procedures.
- Maintaining strong and constructive relationships with staff in other business units.
- Assisting in the development of new standard contract forms as necessary when dictated by product strategies.
- Carrying out projects and other assignments as agreed with Business Assurance Manager.

Key skills

- Ability to gain and maintain the respect of the Sales and Marketing team.
- Management confidence in decisions and assessments.

Internal contacts

Sales and Marketing departments, staff in other business units.

External contacts

Other parties involved in contract negotiation - e.g. lawyers etc.

Typical experience

5 - 7 years experience, coupled with relevant tertiary qualifications.

Other comments

Alternative Title: Administration Manager/Business Affairs.

Position Description

Position title: Commercial Analyst
Position code: Aon.FIN.30220.3
Level: 3

Responsible for

Qualitative and quantitative analysis of potential strategic business initiatives and providing business case assessments.

Report to

Commercial Manager, Strategic Commercial Manager.

Supervises

No supervisory responsibilities.

Main activities

- Providing commercial and policy analytical input into business decisions.
- Undertaking financial and commercial assessments for the business.
- Undertaking market analysis of customers, products and industry trends.
- Preparing specialised reports and presentations to management.
- Supporting the development of budgets and financial plans.

Key skills

- Strong analytical skills.
- Well developed commercial and business acumen.
- Good written and verbal communication skills.

Internal contacts

Sales and Marketing staff, Management.

External contacts

Clients and other parties involved in contract negotiation.

Typical experience

At least 4 years experience in a commercial or business analyst role, coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Head of Pricing
Position code: Aon.FIN.30104.6
Level: 6

Responsible for

Providing accurate and timely reporting for the results and expense management of the organisation or a particular business unit is maintained. Assist business unit managers or management of the organisation in commercial decision making to achieve overall business improvement.

Report to

Chief Executive Officer, Managing Director.

Supervises

Commercial/Business Analysts and/or Administrative staff.

Main activities

- Establishing national plans and strategies
- Identifying and delivering long-term pricing strategies
- Structuring and negotiating new business deals to the best commercial advantage of the organisation.
- Providing commercial advice and support to the management team and contributing to senior management decision making.
- Working with Executive/Strategic Management groups to build and implement pricing solutions in line with the business strategy
- Drafting contractual terms and contracts, as well as monitoring and ensuring the successful delivery of business in accordance with the contractual terms.
- Making recommendations for profit improvement strategies and reviewing the viability and appropriateness of capital expenditure/business plans.
- Assisting with the development of innovative commercial business solutions in line with corporate financial targets and requirements.
- Leading and mentoring the Commercial team.

Key skills

- Strong commercial and business acumen.
- Ability to negotiate effectively.
- Well developed written and verbal communication skills.
- Developing staff management abilities.

Internal contacts

Senior Management, Bid team, Sales and Marketing team, Chief Executives.

External contacts

Other parties involved in contract negotiation - lawyers, etc.

Typical experience

10+ years experience in a commercial role, coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Commercial Pricing & Analysis Manager
Position code: Aon.FIN.30104.5
Level: 5

Responsible for

Providing decision making support to the business and advising on complex tender submissions. Managing and supporting the activities of the Pricing & Analysis team and ensuring a high level of customer satisfaction.

Report to

Chief Financial Officer or other Senior Executives.

Supervises

Pricing & Analysis team.

Main activities

- Developing systems, procedures and reporting formats to facilitate sales and business analyses.
- Reviewing the pricing and commercial terms of major tenders/proposals.
- Contributing to or advising on the preparation of more complex tender submissions and assisting with client negotiations as required.
- Overseeing the development of pricing tools to assist the Pricing team.
- Providing analytical support to model and assess the viability of new product offerings.
- Overseeing the preparation of profitability and competitor analysis.
- Preparing and delivering client reports in accordance with contractually agreed timelines.
- Providing commercial decision making support.
- Understanding and agreeing on customer needs and service levels to ensure a high level of customer satisfaction.

Key skills

- Excellent written and verbal communication skills.
- Strong customer service skills.
- Problem solving and decision making skills.
- Negotiation skills.
- Commercial acumen.
- Good industry/business knowledge.

Internal contacts

Chief Financial Officer, Chief Executive Officer, Sales Managers, Pricing & Analysis team.

External contacts

Clients.

Typical experience

At least 7 years experience in pricing and/or business analysis, coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Commercial Pricing Analyst
Position code: Aon.FIN.30104.4
Level: 4

Responsible for

Providing financial planning costing and commercial due diligence support to new business development opportunities.

Report to

New Business Analysis Manager.

Supervises

No supervisory responsibilities.

Main activities

- Providing decision support to contract negotiations, implementation and renewal.
- Using sophisticated computer modelling techniques to plan the cost and price of new business.
- Liaising with customer peers during bids.
- Advising bid team members on commercial aspects of the deal.
- Providing decision support to contract negotiations.
- Leading preparation of forecasts, budgets, operating statistics and financial analysis for business proposals, determining methods and timelines.
- Recognising and solving complex business problems through financial analysis.
- Using and creating advanced financial models to complete tasks and automate work.
- Developing an understanding of proposal development processes, and guidelines to produce quality deliverables.
- Participating in due diligence activities.

Key skills

- Excellent verbal and written communication skills.
- Strong interpersonal skills and a team player.
- High level of business and technology understanding.
- Strong analytical skills and recognised as leading expert in speciality area.
- Able to apply methodologies to complex situations.

Internal contacts

Service Delivery Managers, IT staff, Executive Management.

External contacts

Clients, client employees, third party organisations, financiers, auditors.

Typical experience

Some financial control and auditing experience. Must have recognised accounting qualification.

Other comments

Alternative Title: Commercial/Financial Analyst.

Position Description

Position title: Sales Commission Administrator
Position code: Aon.ITS.15020.3
Level: 3

Responsible for

Administering the organisation's Sales Commission plan and assisting with the implementation of associated system improvements.

Report to

Sales Manager, Sales Administration Manager, Sales Commission Manager.

Supervises

No supervisory responsibilities.

Main activities

- Supporting the implementation and delivery of the organisation's sales commission plan, ensuring data and reporting requirements are met in line with systems availability and complexity.
- Assisting with the implementation of the target setting process for individuals.
- Maintaining records of sales performance, recognition calculations and payments.
- Supporting sales commission plan participants and managers as necessary, enforcing policy compliance and escalating where appropriate.
- Ensuring the integrity of systems used in the sales commission process is achieved and maintained.
- Providing reporting for use in planning and budgeting.
- Liaising with Payroll to ensure payments are made on time.

Key skills

- Excellent organisational and administrative skills.
- Developing knowledge of remuneration strategies, sales process and the legal framework around incentive plans.
- Project management skills.
- Excellent communication skills.
- Attention to detail.

Internal contacts

Sales employees and Managers, Finance team, Payroll team.

External contacts

Limited external contacts.

Typical experience

2 - 5 years experience, with some Sales exposure. May possess or be working towards a tertiary qualification.

Other comments

Position Description

Position title: Credit/Collections Manager
Position code: Aon.CSP.35116.4
Level: 4

Responsible for

Maintaining organisational debtors within limits of organisation's policy and ensuring protection of an organisation's investments, minimising losses and improving recoveries.

Report to

Financial Controller, Customer Operations Manager.

Supervises

Credit Control Officers, Collection Representatives.

Main activities

- Devising, maintaining and administering the organisation's Credit policy so as to provide planned cash flow for the business and to minimise the organisation's exposure to risk.
- Authorising the granting of Credit to selected customers within the guidelines of company policy.
- Directing and supervising the activities of the Credit Control function, ensuring both the timely collection of outstanding amounts and the maintenance of outstanding debts at acceptable levels.
- Producing accurate and timely reports to monitor accounts and recommending policy and action on bad debt and escalating outstanding debts for debt collection.
- Occasionally liaising directly with major debtors and negotiating new credit terms (in conjunction with Sales).
- Developing and maintaining relationships with relevant external organisations (e.g. Police and Bankruptcy Agencies), leading to an effective exchange of confidential information.
- Ensuring that systems documentation and procedures comply with legal/legislative requirements to as to avoid litigation and loss of income.
- Assisting in the learning and development of operational staff to maintain and improve the efficiency of Credit control.

Key skills

- Ability to limit debtors and implement company Credit policy.
- Negotiation and interpersonal skills.
- Strong administration and management skills.

Internal contacts

Sales Managers, Sales Representatives, Sales Administration staff, Legal Department, Operational staff, Finance and Administration staff.

External contacts

Major Debtors, Debt Collection Agencies, Credit Reference Bureaus, Credit Referees, Other Financial Institutions, Solicitors, Financial Counsellors.

Typical experience

7+ years of relevant experience usually coupled with CPA or similarly recognised qualifications in Credit Management.

Other comments

May have membership of the Australian Institute of Credit Management. May have a functional link to Senior Accounting employees in operating divisions.

Position Description

Position title: Credit/Collections Team Leader
Position code: Aon.CSP.35416.3
Level: 3

Responsible for

Managing a team to deliver efficient and effective debt recovery and maintaining credit worthiness in a professional manner to assist in preserving and initiating business.

Report to

Credit/Collections Manager.

Supervises

Credit Control Officers, Collection Representatives.

Main activities

- Maintaining and administering the organisation's credit policy to minimise exposure to risk.
- Authorising the granting of credit to selected customers within the guidelines of company policy.
- Supervising the activities of the credit/collections team, ensuring both the timely collection of outstanding amounts and the maintenance of outstanding debts at acceptable levels.
- Ensuring that systems documentation and procedures comply with legal/legislative requirements so as to avoid litigation and loss of income.
- Recruiting, training and developing staff.
- Reviewing procedures to ensure efficiency of operation.
- Playing an active role in considering new technologies and new work practices.
- Dealing with complex/escalated queries.
- Producing accurate and timely reports to monitor accounts and recommending action on bad debt, escalating outstanding debt for debt collection.
- Maintaining relationships with relevant external organisations (e.g. Police, Bankruptcy Agencies, Debt Collections Agencies) leading to an effective exchange of confidential information.

Key skills

- Ability to limit debtors and implement company credit/collection policy.
- Negotiation and interpersonal skills.
- Strong administration and team management skills.
- Ability to train, motivate and provide feedback to staff in a team environment.
- Good facilitation and communication skills.

Internal contacts

Finance, Customer Operations, Sales and Marketing teams.

External contacts

External credit agencies, customers.

Typical experience

3 - 5 years relevant experience, usually coupled with a recognised qualification (diploma or certificate).

Other comments

Position Description

Position title: Credit/Collections Officer
Position code: Aon.CSP.35416.2
Level: 2

Responsible for

Establishing the credit worthiness of customers and granting credit and/or managing debt recovery within pre-established policy guidelines.

Report to

Credit/Collections Manager, Financial Controller.

Supervises

No supervisory responsibilities.

Main activities

- Investigating credit worthiness of potential customers prior to entering into business arrangements and/or existing customers prior to entering into extended business arrangements.
- Granting credit or recommending approval for credit within policy guidelines.
- Preparing reports on credit ratings on customers.
- Entering, maintaining and reconciling monthly debtor accounts.
- Ensuring both the timely collection of outstanding amounts and the maintenance of outstanding debts at acceptable levels through contact with customers by telephone and letter.
- Recommending actions to be taken with delinquent accounts and bad debts and passing on outstanding debts for debt collection and/or further legal action.
- Processing all administrative material as required, processing computer returns and dealing with personal enquiries.

Key skills

- Ability to limit debtors and implement company credit policy.
- Strong administrative, procedural and organisational skills.
- Ability to deal with difficult customers and build relationships at all levels.
- Excellent written and oral communication skills.
- Strong negotiation skills.

Internal contacts

Sales Managers and Representatives, Sales Administrative staff, Customer operations staff, Finance teams.

External contacts

Major debtors, Debt Collection agencies.

Typical experience

1+ years experience, coupled with a recognised qualification (diploma or certificate).

Other comments

Position Description

Position title: Credit Assessment Specialist
Position code: Aon.CSP.35425.2
Level: 2

Responsible for

Establishing the credit worthiness of customers by examining, evaluating and processing applications for credit or loans within pre-established policy guidelines.

Report to

Credit/Collections Manager.

Supervises

No supervisory responsibilities.

Main activities

- Investigating credit worthiness of potential customers prior to entering into business arrangements and/or existing customers prior to entering into extended business arrangements.
- Granting credit or recommending approval for credit within policy guidelines.
- Preparing reports on credit ratings on customers.
- Participating in studies of economic conditions in selected industries and recommending appropriate changes in credit limits and practices.
- Entering, maintaining and reconciling monthly debtor accounts.
- Ensuring both the timely collection of outstanding amounts and the maintenance of outstanding debts at acceptable levels through contact with customers.
- Recommending actions to be taken with delinquent accounts and bad debts and passing on outstanding debts for debt collection and/or further legal action.
- Processing all administrative material as required, processing computer returns and dealing with personal enquiries.

Key skills

- Ability to limit debtors and implementing organisational Credit Control policy.
- Strong administrative, procedural and organisational skills.
- Ability to deal with difficult customers and build relationships at all levels.
- Excellent verbal and written and communication skills.

Internal contacts

Sales Managers, Sales Representatives, Sales Administrative Staff, Operations Staff, Warehouse & Dispatch Staff.

External contacts

Major Debtors, Debt Collection Agencies.

Typical experience

A minimum of 12 months experience coupled with a recognised qualification (diploma or certificate).

Other comments

May be a member of the Australian Institute of Credit Management. This role works in a contact centre environment. For non-contact centre role, refer to Credit Control Officer.

Position Description

Position title: Recoveries Specialist
Position code: Aon.CSP.35426.2
Level: 2

Responsible for

Tracking down customers who have outstanding payment and negotiating the payment from the customers.

Report to

Credit/Collections Manager.

Supervises

No supervisory responsibilities.

Main activities

- Researching the whereabouts of customers using skip tracing tools.
- Conducting outbound calls to track down the customers.
- Recording all the findings and actions taken.
- Negotiating with customers for payment.
- Accepting payment arrangements and settlements within an approved level.
- Preparing instructions to legal representatives.

Key skills

- Knowledge of skip tracing methods and tools.
- Sound knowledge of guidelines and practices in debt collection.
- Outstanding negotiation skills.
- Ability to maintain a positive and professional phone manner.
- Excellent written and verbal communication skills.
- A persistent attitude towards uncovering hidden details.
- Proficient computer skills.

Internal contacts

Legal, Sales, and Finance departments of the organisation.

External contacts

Customers.

Typical experience

At least 3 years experience in legal/collections role with customer service experience.

Other comments

Position Description

Position title: Financial Accounting Manager
Position code: Aon.FIN.30210.5
Level: 5

Responsible for

Line Manager responsibility for managing and controlling functional areas of the Financial Accounting department.

Report to

Divisional Executive, Chief Financial Officer, Chief Executive Officer/Managing Director.

Supervises

Financial Accounting and Administration staff.

Main activities

- Managing activities associated with organisational financial planning reports.
- Providing high level analyses and commentary to Management.
- Managing the co-ordination and maintenance of financial accounts and general ledger systems to ensure the maintenance of a common information base.
- Managing budget processes and preparing various high level management reports on a monthly, quarterly and/or annual basis.
- Establishing, developing and implementing effective financial accounting controls and systems within a state or nationally.
- Maintain awareness of business outlooks, and provide primary interface on accounting matters to planning.
- Delivers management level presentations on financial matters which highlight alternatives, recommendations, business implications, and risks.
- Provide leadership, motivation, coaching, resources, and tools for a department of accounting professionals.

Key skills

- Skills in forecasting and control of liquidity.
- Ability to analyse and communicate financial information.
- Advanced knowledge of accounting theory, practice, and internal control.
- Superior communication and negotiations skills required for regular interactions with Senior Management.

Internal contacts

Divisional Managers, Internal Audit, MIS Manager, Sales and Marketing staff, Legal Officer.

External contacts

External auditors, government officials, bank officials, customers and suppliers.

Typical experience

At least 8 years relevant experience. Requires professional qualifications, normally CPA/CA.

Other comments

Position Description

Position title: Senior Financial Accountant
Position code: Aon.FIN.30010.4
Level: 4

Responsible for

Organising the planning, budgeting and reporting of Financial transactions and information and/or supervising the coordination of budgeting processes on a monthly, quarterly and annual basis.

Report to

Chief Accountant or Financial Controller.

Supervises

May supervise Accounting Department staff.

Main activities

- Supervising activities associated with organisational financial planning reports.
- Providing analyses and commentary to accounts and financial reports and assisting Managers to evaluate and integrate the information they receive.
- Coordinating and maintaining the financial accounts and general ledger systems to ensure the maintenance of a common information base.
- Coordinating various budget processes and preparing various management reports on a monthly, quarterly and/or annual basis.
- Establishing and maintaining effective financial accounting controls and systems within a state or nationally.
- Directing payroll activities and the maintenance of associated records.
- Ensuring the security of financial systems and the integrity of audit trials.
- Preparing and submitting statutory returns as required.

Key skills

- Skills in forecasting and control of liquidity.
- Ability to analyse and communicate financial information.
- Computer literacy - with a sound knowledge of Accounting software and spreadsheet programmes.

Internal contacts

Divisional Managers, internal auditors, IT Managers, Sales & Marketing staff, Legal staff.

External contacts

External auditors, government officials, bank officials, customers and suppliers.

Typical experience

7+ years of relevant experience in the full range of Financial Accounting activities - including general accounting, financial analysis and reports. Will have completed CPA/CA.

Other comments

A senior role organising mainstream accounting activities and providing experienced analysis and commentary to Management.

Position Description

Position title: Financial Accountant
Position code: Aon.FIN.30010.3
Level: 3

Responsible for

Undertaking financial planning and budgeting, and collating all financial information required by various statutory authorities.

Report to

Chief Accountant/Financial Controller.

Supervises

Accounts Department staff.

Main activities

- Accountable for all financial budgeting and planning activities.
- Preparing regular financial and statistical reports for various operating divisions.
- Preparing all statistical and financial returns required by the statutory authorities.
- Ensuring the correct and effective maintenance of the organisation's financial accounting and general ledger systems.
- Ensuring requirements relating to both internal financial and external regulatory information are catered for by computerised information systems.
- Regular liaison with both the internal and external auditors.
- Maintenance of the fixed-asset register.

Key skills

- Skills in forecasting and control of liquidity.
- Ability to analyse and communicate financial information.
- A strong team player who can work autonomously when required.

Internal contacts

Divisional Managers, internal auditors, IT Managers, Sales & Marketing staff, Legal Officers.

External contacts

External auditors, Federal and State government officials, especially the Australian Taxation Office.

Typical experience

Will have at least 4 years of experience in the full range of Financial accounting activities, coupled with recognised professional qualifications (or be working towards completion).

Other comments

Alternative Titles: Accountant.

Position Description

Position title: Chief Financial Officer
Position code: Aon.EXE.FI010.7
Level: 7

Responsible for

Establishing and controlling the financial systems and administrative services of the company, and providing financial information to the Chief Executive Officer and Directors.

Report to

Chief Executive Officer/Managing Director.

Supervises

Finance, Accounting, and Administration staff.

Main activities

- Directing the establishment of financial/accounting principles, procedures and practices in line with legal and corporate requirements.
- Ensuring accurate and timely financial reports and forecasts for the whole organisation so as to provide a clear insight into its financial condition.
- Advising on the financial implications of management decisions and establishing the financial soundness of proposed acquisitions and divestment of assets or businesses.
- Ensuring that the profits of the organisation are protected through the establishment of effective financial controls; implementing and maintaining appropriate management accounting and reporting systems, budgetary controls and expenditure procedures.
- Implementing policies to ensure the security of funds and assets, guiding the lodgement of tax and other returns to comply with all statutory requirements, and administering insurance cover and claims.

Key skills

- Requires formal qualifications (AASA/ACA) and considerable practical experience in financial planning, reporting and control.
- Sound knowledge of international exchange transactions and import/export activities. The ability to organise and control major accounting systems is also required.

Internal contacts

Functional management, company secretary, internal audit, IT Manager.

External contacts

Financial institutions, major customers & suppliers, external auditors, investment advisers.

Typical experience

At least 15 years practical experience in addition to tertiary qualifications.

Other comments

Position Description

Position title: Financial Controller
Position code: Aon.FIN.30012.6
Level: 6

Responsible for

Controlling the Finance and Accounting strategies, methods, practices and procedures of a Division/Business Unit.

Report to

Divisional Executive, Chief Financial Officer, Chief Executive Officer/Managing Director.

Supervises

Financial/Management Accountants, accounting department staff and other support staff.

Main activities

- Preparing and presenting long term financial forecasts in relation to developing future strategies for the Division/Business Unit.
- Providing analysis and commentary regarding accounts and financial reports within the Division/Business Unit.
- Compiling and presenting information on costs and contribution by department and product.
- Ensuring that all activities related to the Division/Business Unit's function comply with relevant federal and state government legislation.
- Monitoring closely the financial status and exposures of the Division/Business Unit, and providing advice to Senior Management where appropriate.
- Collating budgets, monitoring and reporting on performance.
- Liaising with senior Accounting staff and coordinating activities within the Division/Business Unit.

Key skills

- Sound experience in Finance and Accounting in a corporate environment.
- Ability to organise and control large accounting systems.
- Leadership and analytical skills.
- Excellent communication skills.

Internal contacts

Finance & Administration staff, Divisional Managers, Sales & Marketing staff.

External contacts

External Auditors, Government Officials, Bank Officials, Customers and Specialists.

Typical experience

At least 10 years of relevant experience, coupled with relevant tertiary qualifications and membership of professional Accounting and/or Financial institutions.

Other comments

This role organises and supervises Accounting activities to maintain control and accuracy in transactions on a Divisional/Business Unit basis and has considerable strategic responsibility.

Other titles: Head of Finance (RIN)

Position Description

Position title: Finance Manager
Position code: Aon.FIN.30012.5
Level: 5

Responsible for

Controlling the organisation's Finance operations to ensure effective reporting and control of funds, import expenditures, capital expenditure, investments and assets.

Report to

General Manager, National Finance Manager, Divisional Manager Finance, Finance Director/Chief Financial Officer.

Supervises

Finance and Accounting Staff.

Main activities

- Organising and supervising finance systems in order to ensure timely and accurate production of accounts and reports.
- Providing analysis and commentary regarding accounts and financial reports.
- Providing regular reports, recommendations and interpretations to Senior Management on financial and operating data and variances in the budget.
- Preparing and submitting statutory returns.
- Establishing and continually modifying general accounting procedures and systems.
- Collating corporate budgets, monitoring and reporting on performance.
- Organising credit control.
- Leading and coordinating a team of finance staff.

Key skills

- Strong Financial Management ability.
- Analysis and interpretation skills.
- Knowledge of import/export operations and foreign exchange.
- Excellent communication skills and the ability to interact at a Senior Management level.
- Leadership and mentoring skills.

Internal contacts

Divisional Managers, Internal Auditors, Sales & Marketing Staff, Legal Officers.

External contacts

External Auditors, Government Officials, Bank Officials, Customers and Suppliers.

Typical experience

Will have 7 - 10 years experience coupled with relevant tertiary qualifications and membership of professional Accounting and/or Financial institutions.

Other comments

Position Description

Position title: Senior Accountant
Position code: Aon.FIN.30012.4
Level: 4

Responsible for

Organising the planning, budgeting and reporting of financial transactions and information and/or supervising the coordination of budgeting processes and preparing various management reports on a monthly, quarterly and annual basis.

Report to

Chief Accountant or Financial Controller.

Supervises

May supervise Accounting Department staff.

Main activities

- Supervising activities associated with organisational financial planning and/or management accounting reports.
- Providing analysis and commentary to accounts and Financial/Management reports and assisting managers to evaluate and integrate the information they receive.
- Coordinating and maintaining the financial/management accounts and general ledger systems to ensure the maintenance of a common information base.
- Coordinating various budget processes and preparing various management reports, mostly on a monthly, quarterly and annual basis.
- Establishing and maintaining effective financial/management accounting controls and systems within a state or nationally.
- Directing payroll activities and the maintenance of associated records.
- Ensuring the security of financial systems and the integrity of audit trails.
- Preparing and submitting statutory returns as required.
- Preparing longer term management forecasts and plans, relying on the interpretation of projected trends and economic predictions.

Key skills

- Skills in forecasting and control of liquidity.
- Ability to analyse and communicate financial information.
- Computer literacy - with a sound knowledge of accounting software and spreadsheet programmes.

Internal contacts

Divisional Managers, Internal Audit, Data Processing Manager, Sales & Marketing Staff, Legal Staff.

External contacts

External Auditors, Government Officials, Bank Officials, Customers and Suppliers.

Typical experience

At least 8 - 10 years of relevant experience in the full range of either financial and/or management accounting activities - including general accounting, financial analysis and reports - coupled with recognised professional qualifications.

Other comments

A senior role organising mainstream accounting activities and providing experienced analysis and commentary to management.

Position Description

Position title: Accountant
Position code: Aon.FIN.30012.3
Level: 3

Responsible for

Supervising the processing, analysis and reporting of financial transactions and information and/or supervising the coordination of budgeting processes and preparing various management reports on a monthly, quarterly and annual basis.

Report to

Chief Accountant or Financial Controller.

Supervises

May supervise and/or mentor more junior Accounting Department staff.

Main activities

- Performing activities associated with organisational financial planning and/or management accounting reports.
- Providing analyses and commentary to accounts and financial/management reports and assisting managers to evaluate and integrate the information they receive.
- Coordinating and maintaining the financial/management accounts and general ledger systems to ensure the maintenance of a common information base.
- Coordinating and participating in various budget processes and preparing various management reports, mostly on a monthly, quarterly and annual basis.
- Maintaining effective financial/management accounting controls and systems within a state or nationally.
- Ensuring requirements relating to both internal financial/management and external regulatory information are catered for by computerised information systems - conducting special studies as required; developing or recommending accounting methods and procedures.
- Ensuring the security of financial systems and the integrity of audit trails.
- Preparing and submitting statutory returns as required.
- Preparing longer term management forecasts and plans, relying on the interpretation of projected trends and economic predictions.
- Supervising payroll activities and the maintenance of associated records.

Key skills

- Skills in forecasting and control of liquidity.
- Ability to analyse and communicate financial information.
- Computer literacy - with a sound knowledge of accounting software and spreadsheet programmes.

Internal contacts

Divisional Managers, Internal Audit, Data Processing Manager, Sales & Marketing Staff, Legal Staff.

External contacts

External Auditors, Government Officials, Bank Officials, Customers and Suppliers.

Typical experience

At least 4 - 8 years of relevant experience in the full range of either financial and/or management accounting activities - including general accounting, financial analysis and reports - coupled with recognised professional qualifications.

Other comments

Position Description

Position title: Assistant Accountant
Position code: Aon.FIN.30012.2
Level: 2

Responsible for

Supervising the processing, analysis and reporting of financial transactions and information and/or supervising the coordination of budgeting processes and preparing various management reports on a monthly, quarterly and annual basis.

Report to

Chief Accountant or Financial Controller.

Supervises

No supervisory responsibilities.

Main activities

- Performing activities associated with organisational financial planning and/or management accounting reports.
- Providing analyses and commentary to accounts and financial/management reports.
- Maintaining the financial/management accounts and general ledger systems (at least to trial balance stage) to ensure the maintenance of a common information base.
- Assisting with various budget processes and assisting with the preparation of various management reports, mostly on a monthly, quarterly and annual basis.
- Assisting with the reporting on, and monitoring of, cash flow and liquidity.
- Ensuring requirements relating to both internal financial/management and external regulatory information are catered for by computerised information systems.
- Assisting with the preparation and submission of statutory returns as required.
- Assisting with special investigations/projects concerning a wide-range of commercial accounting issues as required.
- Providing or supervising the clerical activities involved in such activities as reconciling the inter-organisational information required for management reporting purposes.

Key skills

- Ability to analyse and communicate financial information.
- Sound knowledge of organisational accounting procedures.
- Developing skills within financial/management accounting principles.
- Computer literacy - with a sound knowledge of accounting software and spreadsheet programmes.

Internal contacts

Divisional Managers, Internal Audit, IT Staff, Sales & Marketing Staff, Legal Staff.

External contacts

External Auditors, Government Officials, Bank Officials, Customers and Suppliers.

Typical experience

At least 2 - 4 years of relevant accounting experience - including exposure to such activities as general accounting, financial analysis and reports. Will possess (or be working towards to the completion of) recognised professional qualifications

Other comments

A developmental role within the organisation's accounting area.

Position Description

Position title: Systems Accountant
Position code: Aon.FIN.30412.3
Level: 3

Responsible for

Providing an interface between the accounting branches and systems to achieve effective and efficient internal accounting computer systems.

Report to

Chief Accountant

Supervises

May mentor less experienced accounting employees.

Main activities

- Providing assistance to management on the implementation and maintenance of internal accounting systems (e.g. financial management information system, general ledger, budget and planning applications) via feasibility studies, systems evaluations and/or costing analysis studies.
- Reviewing and designing accounting systems to ensure functionality is kept up to date and in line with all statutory regulations and corporate guidelines.
- Ensuring that internal accounting systems meet end-user needs.
- Liaising with internal audit employees to ensure appropriate internal controls and integrity levels within the accounting systems are maintained and improved.
- Project managing system evaluation activities and coordinating training needs analysis relating to system developments.

Key skills

- Strong technical and systems accounting skills.
- Broad knowledge of commercial accounting systems within a wide range of accounting disciplines.
- Broad knowledge of main frame computer accounting systems, PC applications (word processing and spreadsheets) and project management techniques.
- Ability to proactively quantify and deliver end-user requirements whilst ensuring overall accounting strategies are maintained.
- System analysis, documentation/flowcharting and report writing skills with keen problem solving skills.
- General knowledge of total quality methods and business re-engineering principles.
- Effective negotiation and communication (written and verbal) skills.

Internal contacts

Finance & Administration Staff; Accounting System Users; IT/Technical Employees.

External contacts

Accounting Software Vendors.

Typical experience

Will have 6 - 8 years general accounting experience with approximately 3 - 4 years specifically in accounting systems coupled with relevant tertiary qualifications gained in an Accounting and/or Computer Science discipline.

Other comments

Position Description

Position title: Senior Financial Analyst
Position code: Aon.FIN.30210.4
Level: 4

Responsible for

Organising financial planning, budgeting, forecasting of financial information to assist in decision making.

Report to

Chief Accountant, Financial Controller, Financial Accounting Manager.

Supervises

May supervise Accounting Department staff.

Main activities

- Accountable for all Financial budgeting and planning activities.
- Preparing regular Financial and statistical reports for various operating divisions.
- Preparing all statistical and Financial returns required by the statutory authorities.

Key skills

- Skills in forecasting and control of liquidity.
- Problem solving
- Ability to analyse and communicate Financial information.
- A strong team player who can work autonomously when required.

Internal contacts

Divisional Managers, Internal Auditors, IT Manager, Sales & Marketing staff, Legal Officer.

External contacts

External Auditors, Federal and State Government Officials, especially the Taxation Office.

Typical experience

Will have at least 7+ years of experience in the full range of Financial accounting activities, coupled with recognised professional qualifications (or be working towards completion).

Other comments

Position Description

Position title: Financial Analyst
Position code: Aon.FIN.30210.3
Level: 3

Responsible for

Undertaking financial planning, budgeting, forecasting of financial information to assist in decision making.

Report to

Chief Accountant/Financial Controller.

Supervises

Accounts Department staff.

Main activities

- Accountable for all Financial budgeting and planning activities.
- Preparing regular Financial and statistical reports for various operating divisions.
- Preparing all statistical and Financial returns required by the statutory authorities.
- Ensuring the correct and effective maintenance of the organisation's Financial accounting and general ledger systems.

Key skills

- Skills in forecasting and control of liquidity.
- Problem solving.
- Ability to analyse and communicate Financial information.
- A strong team player who can work autonomously when required.

Internal contacts

Divisional Managers, Internal Auditors, IT Manager, Sales & Marketing staff, Legal Officer.

External contacts

External Auditors, Federal and State Government Officials, especially the Taxation Office.

Typical experience

Will have at least 4 years of experience in the full range of Financial accounting activities, coupled with recognised professional qualifications (or be working towards completion).

Other comments

Alternative Title: Accountant.

Position Description

Position title: Head of Internal Audit
Position code: Aon.EXE.FI040.6
Level: 6

Responsible for

Preparing and implementing a risk-based audit plan to assess, report and make suggestions for improving the company's key activities and internal controls

Report to

Audit committee

Supervises

Team of finance professionals with an Audit expertise

Main activities

- Creating an audit plan for the organisation and working with external auditors to achieve it
- Direct, conduct and supervise the planned internal audits for the divisions and facilities
- Managing internal audit to ensure that all procedures are carried out to legal and financial standards/requirements.
- Ensuring adequacy and compliance of systems and processes
- Drive compliance with regulations and accounting policies

Key skills

- Financial audit
- Project management
- People management
- Stakeholder management

Internal contacts

Chief Financial Officer, CEO, Function heads, Business Unit heads

External contacts

External Auditors, Regulators and government authorities

Typical experience

12+ years of experience in the finance function with at least 8+ years in internal audit

Other comments

Position Description

Position title: Internal Audit Manager
Position code: Aon.FIN.30002.5
Level: 5

Responsible for

Verifying the accuracy of all operating divisions returns and ensuring the organisation's financial systems and controls operate effectively.

Report to

Chief Executive Officer, Financial Divisional Manager.

Supervises

A team of Internal Auditors, Legal Advisers, External Auditors.

Main activities

- Ensuring regular and prescribed audits of all operating branches and departments are undertaken in accordance with laid down policies and procedures.
- Presenting regular audit reports to management verifying the accuracy of all transactions and reporting on other significant findings in the organisation's operations.
- Improving audit techniques continually, often using computer based methods.
- Controlling the investigation of major defalcations and referring findings on to relevant Legal/Criminal Investigation Officers.
- Recommending changes for improvement to the organisation's financial methods.

Key skills

- Knowledge of the organisation's operating activities, financial systems, controls and computer based audit techniques.

Internal contacts

Finance and Accounting staff, Department Heads.

External contacts

Legal Advisers, External Auditors, Police.

Typical experience

A qualified Accountant CPA or ACA with at least 8 - 10 years experience.

Other comments

Alternative Title: Internal Audit Manager.

Position Description

Position title: Internal Audit Team Leader
Position code: Aon.FIN.30102.4
Level: 4

Responsible for

Supervising a team of Internal Audit employees in carrying out routine audits of the organisation's operating divisions.

Report to

Internal Audit Manager.

Supervises

A team of Internal Audit staff.

Main activities

- Planning and executing audits in accordance with accepted review standards.
- Preparing and maintaining reports detailing audit activities and any significant results.
- Participating in discussions on the findings and deficiencies in various operating systems and recommending corrective action.
- Undertaking special audit assignments at the request of management.
- Supervising Audit employees in terms of job training and checking work output.
- Ensuring good relationships with Operational staff.

Key skills

- Knowledge of the organisation's operating activities, financial systems, controls and computer based audit techniques.

Internal contacts

Finance and Accounting staff, Department Heads.

External contacts

External Auditors.

Typical experience

Will have at least 5+ years experience and be an experienced Accountant with relevant professional accounting qualifications.

Other comments

Position Description

Position title: Senior Internal Auditor
Position code: Aon.FIN.30002.4
Level: 4

Responsible for

Performing compliance and value audits of operations and assisting in planning, scheduling and monitoring portions of the Audit Program.

Report to

Internal Audit Manager.

Supervises

May supervise casual resources and lead a team of Auditors on specific audit tasks.

Main activities

- Conducting audits in accordance with accepted review standards.
- Evaluating compliance with Acts, Policies and Procedures.
- Reviewing reliability and integrity of financial, operating and management information.
- Reviewing the means of safeguarding assets.
- Evaluating the economy, efficiency and effectiveness of operations.
- Forming opinions and assisting management on the adequacy of management, financial and operational controls.
- Assisting the manager plan, schedule and monitor performance against the Audit Program.
- Participating in computer based auditing of operations.
- Participating in an advisory capacity on projects and systems.
- Leading a team of Auditors.

Key skills

- Strong written and oral communication skills.
- Well developed analytical skills.
- Knowledge of the organisation's operating activities, financial systems, controls and audit techniques.

Internal contacts

Internal Audit staff, Operational staff.

External contacts

External Auditors, Supervisory bodies and Legal Advisors.

Typical experience

At least 3 - 5 years of experience in Auditing or a related field, coupled with appropriate tertiary qualifications and membership with a professional body.

Other comments

Position Description

Position title: Internal Auditor
Position code: Aon.FIN.30002.3
Level: 3

Responsible for

Evaluating compliance with legislative provisions, policies and procedures. Assessing the adequacy of systems of internal control and reviewing the efficiency and effectiveness of computing operations.

Report to

Internal Audit Manager.

Supervises

Typically no supervisory responsibilities.

Main activities

- Planning and executing audits in accordance with accepted review standards.
- Evaluating compliance with Acts, Policies and Procedures.
- Reviewing reliability and integrity of financial, operating and management information.
- Ensuring that risk management, control and governance processes are appropriately maintained.
- Evaluating the efficiency and effectiveness of operations.
- Assisting the Manager to plan, schedule and monitor performance against the Audit Program.
- Participating in computer based auditing of operations.

Key skills

- Knowledge of the organisation's operating activities, financial systems, controls and computer based audit techniques.
- Strong written and oral communication skills.
- Well developed analytical skills.

Internal contacts

Internal Audit Staff, Operational Staff.

External contacts

External Auditors, Legal Advisers.

Typical experience

Will have 3 - 5 years experience coupled with appropriate tertiary qualifications.

Other comments

Position Description

Position title: Management Accounting Manager
Position code: Aon.FIN.30013.5
Level: 5

Responsible for

Line Manager responsibility for managing and controlling functional areas of the Management Accounting department.

Report to

Divisional Executive, Chief Financial Officer, Chief Executive Officer/Managing Director.

Supervises

Management Accounting staff and Administration staff.

Main activities

- Provide Business Units and Senior Management with financial tracking & advice against profit & loss performance.
- Enhance processes to achieve more accurate and timely information for Business Units to free up resources for more value added work.
- Modelling and evaluation of the financial assumptions and implications of business unit projects/initiatives.
- Develop management reporting systems and accounting methods in order to improve existing financial management reporting system and budget variance reporting.
- Preparation of Business Unit budgets and provision of information for inclusion in business unit Strategic Plans.
- Collating information from the operating divisions and consolidating into various high level management reports mostly on a monthly, quarterly and annual basis.
- Provide leadership, motivation, coaching, resources, and tools for a department of accounting professionals

Key skills

- Skills in forecasting and control of liquidity.
- Ability to analyse and communicate Financial information.
- Advanced knowledge of accounting theory, practice, and internal control.
- Superior communication and negotiations skills required for regular interactions with senior management.

Internal contacts

Accounts Department, Functional Managers.

External contacts

External Auditors, Government Officials, Bank Officials, Customers and Suppliers.

Typical experience

At least 8 years of relevant experience in the full range of Management Accounting activities - including general accounting, financial analysis and management reporting. Will have completed CPA/CA.

Other comments

Position Description

Position title: Senior Management Accountant
Position code: Aon.FIN.30013.4
Level: 4

Responsible for

Supervising the coordination of budgeting process and preparing various management reports on a monthly, quarterly and annual basis.

Report to

Divisional Manager - Finance, Chief Accountant/Financial Controller.

Supervises

Assistant Accountant and Clerical staff.

Main activities

- Liaising with Operational Managers to assist them in preparing their management information reporting systems.
- Collating information from the operating divisions and consolidating into various management reports mostly on a monthly, quarterly and annual basis.
- Assisting Managers to evaluate and integrate the information they receive.
- Liaising with the Financial Accountants to ensure the maintenance of a common information base.
- Preparing longer term management forecasts and plans, relying on the interpretation of projected trends and economic predictions.

Key skills

- Skills in forecasting and control of liquidity.
- Ability to analyse and communicate financial information.

Internal contacts

Accounts Department, Functional Managers.

External contacts

Other financial institutions, Economic Advisers and Computer Software Suppliers.

Typical experience

At least 7 years of relevant experience in the full range of Management Accounting activities - including general accounting, financial analysis and management reporting. Will have completed CPA/CA.

Other comments

Position Description

Position title: Management Accountant
Position code: Aon.FIN.30013.3
Level: 3

Responsible for

Undertaking various management accounting activities.

Report to

Divisional Manager - Finance, Chief Accountant/Financial Controller.

Supervises

Assistant Accountant and Clerical staff.

Main activities

- Liaising with Operating Managers to assist them in preparing their Management information reporting systems.
- Collating information from the operating divisions and consolidating into various Management reports, mostly on a monthly, quarterly and annual basis.
- Assisting Managers to evaluate and integrate the information they receive.
- Liaising with the Financial Accountants to ensure the maintenance of a common information base.
- Preparing longer-term Management forecasts and plans, often relying on the interpretation of projected trends and economic predictions.

Key skills

- Skills in forecasting and control of liquidity.
- Ability to analyse and communicate financial information.
- A strong team player who can work autonomously when required.

Internal contacts

Divisional Managers, Internal Auditors, Data Processing Manager, Sales and Marketing staff, Legal Officer.

External contacts

Other financial institutions, Economic Advisers, External Auditors, Fund Managers and Computer Software Suppliers.

Typical experience

Will have at least 4 years of experience in the full range of Management accounting activities and may have completed or be undertaking their CA/CPA.

Other comments

Position Description

Position title: Payroll Manager
Position code: Aon.FIN.30016.4
Level: 4

Responsible for

Managing the payroll function and staff associated with the processing of all manual and automated payments.

Report to

Finance Manager or Senior Human Resources Manager.

Supervises

May supervise a payroll team of 2 to 10 staff.

Main activities

- Monitoring correctness, eligibility and timeliness of payments in terms of Awards, EBA's, Employment Contracts, organisational policies and other relevant legislation.
- Overseeing and monitoring annual projects such as issue of performance payments.
- Assisting in the design and implementation of enhancements to the organisation's payroll system and procedures.
- Managing and supervising payroll staff including training and development and performance reviews.
- Liaising with internal and external auditors.
- Ensuring accurate preparation of workers' compensation returns, payroll tax returns and group tax reconciliations.
- Overseeing the efficient preparation of management reports based upon information within the payroll system.
- Resolving/answering queries relating to payroll across the company.

Key skills

- Knowledge of legislative requirements in respect of PAYG, FBT, payroll tax and EEO principles.
- Sound understanding of Industrial Award/Enterprise Agreements, organisation's payroll system and salary grades.
- Strong leadership ability, excellent communication and well developed interpersonal skills.
- Tact, diplomacy and assertiveness in applying policy.
- Sound knowledge of the organisation's human resource information system and computerised payroll system.
- Numeric accuracy.

Internal contacts

Payroll Staff, Human Resources, IT Department.

External contacts

Outsourced Payroll Services, Industry and Employer Organisations, relevant government departments such as the Department of Industrial Relations and Trade Union officials.

Typical experience

Strong background in payroll, with at least 4 - 6 years relevant experience. May have tertiary qualifications in Finance or Accounting.

Other comments

Position Description

Position title: Senior Payroll Officer
Position code: Aon.FIN.30016.3
Level: 3

Responsible for

Supervising and participating in the processing of all manual and automated payments to staff while ensuring compliance with all related legislation.

Report to

Payroll Manager, Human Resource Administration Manager of Chief Accountant.

Supervises

May supervise a small team of Payroll Officers.

Main activities

- Ensuring salaries and wages are distributed accurately and on time as per EBA, Award, Employment Contracts and other legislative requirements.
- Interpreting awards/agreements/contracts.
- Preparing, balancing and reconciling the following: payroll tax, PAYG tax and FBT, superannuation, annual group certificates.
- Maintaining leave, sickness and accident records.
- Maintaining overtime reports.
- Preparing management reports based upon information within the payroll system.
- Undertaking required statutory reporting.
- Assisting Payroll Officer/s and conducting training of junior payroll staff as required.
- Resolving/answering queries relating to payroll across the organisation.

Key skills

- Understanding of computerised payroll systems and Human Resource Information Systems (HRIS).
- Developing knowledge of related legislation relating to Industrial Awards/Enterprise Agreements, PAYG, FBT, payroll tax and EEO principles.
- Good understanding of the organisation's policies as they relate to payroll.
- Excellent communication and interpersonal skills.
- Ability to explain policies and procedures.
- Tact, diplomacy and assertiveness in applying policy.

Internal contacts

Payroll staff, IT Department, Human Resources.

External contacts

Payroll Services/Data Processing Bureau, Industry and Employer organisations, relevant government departments such as the Department of Industrial Relations, various Trade Union officials.

Typical experience

Around 3 - 5 years of practical experience in Payroll. May have tertiary qualifications in Finance or Accounting.

Other comments

Alternative Title: Payroll Supervisor/Team Leader.

Position Description

Position title: Payroll Officer
Position code: Aon.FIN.30016.2
Level: 2

Responsible for

Administering and processing all manual and automated payments to staff.

Report to

Senior Payroll Officer, Payroll Manager, Human Resources Manager, Chief Accountant or General Manager in a smaller organisation or division.

Supervises

No supervisory responsibilities.

Main activities

- Preparing weekly and monthly payrolls and distributing to all staff.
- Ensuring all time sheets, payroll changes, records and other related material is received prior to close of payroll run.
- Assisting with the preparation, balancing and reconciliation of the following: payroll tax, group tax, PAYG tax and FBT, superannuation, annual group certificates, group and workers compensation premiums and authorised payroll deductions.
- Maintaining pay records, employee records, leave records and related information.
- Providing details of organisational superannuation contributions as processed through the payroll.
- Undertaking all coding related to salaries and leave.
- Calculating, paying and coding all casual employees' pays.
- Calculating termination pays.
- Assisting in the preparation of management reports based upon information within the payroll system.
- Maintaining both computerised and paper based filing systems.

Key skills

- Knowledge of basic payroll procedures, organisational structure, Awards and organisational policies.
- Good communication and interpersonal skills.
- PC application skills e.g.. Spreadsheets.
- Good time management skills.

Internal contacts

Payroll Staff, All Staff, Management.

External contacts

External Payroll Bureau, Software suppliers.

Typical experience

Will have 1 - 2 years experience in payroll coupled with senior high school level of education.

Other comments

Alternative title: Payroll Clerk.

Position Description

Position title: Head of Tax
Position code: Aon.FIN.30112.6
Level: 6

Responsible for

Delivering value to shareholders and ensuring compliance with statutory filing obligations and providing appropriate financial information on the tax position for internal and external reporting purposes. Responsibility for tax strategy and alignment with relevant Group tax strategy.

Report to

This role would typically report to the Group Head of Tax.

Supervises

Tax Managers, Tax Accountants.

Main activities

- Creation of innovative, efficient and tax effective structures and ideas, locally and through working with the Group Tax team and the Group as a whole, to minimise the impact of tax on the operations and financial position of the business.
- Design, creation and implementation of legal, corporate, commercial and financial structures and products to maximise tax and legislative opportunities arising from all local activities.
- Advice on relevant corporate acquisitions/disposals and commercial ventures to ensure tax efficiency of transactions and that all external documents and public/shareholder communications have received tax sign-off.
- To influence the development of tax legislation and policy locally (through building up a network of contacts both within and outside government and other bodies).

Key skills

- To consistently and continually re-evaluate, redefine and modify the corporate, legal or commercial structures, as appropriate, for changing corporate activities and commercial needs.
- To provide tax input on all mergers, acquisitions and other corporate activities as appropriate.
- To provide tax input on all relevant funding issues.
- To continually look for and review opportunities/ideas to reduce the tax cost of the company.
- To provide tax input into the design, distribution and marketing of local or global products and services designed to minimise the negative effects of GST on these products and to maximise the opportunities arising out of different regimes and legislative opportunities.
- To ensure that all relevant tax returns and filings are completed within the statutory time limits and that penalties and interest costs are minimised.
- To manage the local filings and audit process to minimise exposures and adverse adjustments and be accountable for policy adherence, sign-off and attestation of accuracy for procedure documentation and controls in place.
- To ensure that the financial information for tax in the internal and external reporting documentation process is accurate and provides a true and fair representation of the assets and liabilities of the local entities.

Internal contacts

Chief Financial Officer, Group Head of Tax.

External contacts**Typical experience**

Minimum of 10 - 12 years tax experience- industry and/other profession. Degree qualified Finance and/or Law. Extensive knowledge and experience of domestic and international direct and indirect taxation, GST, and other taxes.

Other comments

Position Description

Position title: Taxation Manager
Position code: Aon.FIN.30112.5
Level: 5

Responsible for

Providing leadership and advice on corporate tax policy and participating in planning the organisation's activities to optimise tax costs and ensure tax compliance consistently and in line with corporate objectives.

Report to

Financial Controller/Divisional Financial Controller.

Supervises

May supervise a small team of Tax Accounting staff.

Main activities

- Ensuring that all required taxation returns are prepared in compliance with various tax regulations and ensuring adequate provisions are made for the payment of taxes.
- Representing the organisation in the event of audits, investigations or queries from revenue authorities.
- Coordinating the lodgement of tax returns, reviewing assessments for objections on appeals, personally presenting and arranging objections or appeals and authorising payments of taxes.
- Formulating, implementing and maintaining tax procedures and policies which includes the training of employees in correct methods of allocating costs such as travelling and entertainment.
- Determining requirements for research designed to establish compliance with applicable tax laws at minimal cost and directing corporate programmes to ensure such compliance.
- Providing advice to Management of the tax implications of proposed major transactions including mergers, acquisitions and disposal of assets and recommending necessary changes if required.
- Advising the organisation of developments and the impact of new or proposed legislation, decisions, regulations and rulings in tax and related areas.
- Advising Management of appropriate means to effectively reduce the incidence of tax by investigating opportunities and promoting tax awareness throughout the organisation.
- Employing and directing the services of professional tax consultants as required.

Key skills

- Thorough knowledge of relevant Tax Assessment Act and associated legislation.
- Initiative planning and decision making.
- Business Awareness.
- Communication, analytical and computer skills.
- Ability to build strong working relationships.

Internal contacts

Finance and Administration Staff, Marketing & Sales Managers, Line Managers, Internal Audit.

External contacts

Taxation and Legal Advisers, External Auditors, Customers and Suppliers.

Typical experience

At least 10 years general accounting experience with more than 5 years in taxation management, coupled with relevant tertiary qualifications - usually in Accounting, Commerce or Law.

Other comments

Position Description

Position title: Senior Taxation Accountant
Position code: Aon.FIN.30212.4
Level: 4

Responsible for

Organising and providing advice on Taxation issues relating to specific business units and ensuring compliance with relevant tax laws and regulations.

Report to

Corporate Taxation Manager, Financial Controller, Chief Accountant.

Supervises

May supervise more junior staff in the Taxation Department.

Main activities

- Providing Taxation advice to the Financial Controller and Business Unit Managers concerning the impact of new or proposed legislation, decisions, regulations and rulings in tax and related areas.
- Overseeing research assistance and reviewing advice notes and related correspondence for the Corporate Taxation Manager on day-to-day issues.
- Participating in planning activities to optimise tax costs - consistent with overall corporate objectives.
- Liaising with the Australian Taxation Office in relation to tax issues, audits and reviewing assessments.
- Ensuring that all required Taxation returns are prepared in compliance with various tax regulations and ready for approval by the Corporate Taxation Manager.
- Organising and assisting with formulating, implementing and maintaining tax procedures and policies which includes the training of employees in correct methods of allocating costs such as travelling and entertainment.
- Maintaining an up-to-date knowledge of the relevant tax laws and regulations and ensuring compliance by the organisation.
- Reviewing tax accounting information regularly - at least biannually.

Key skills

- Thorough knowledge of relevant Tax Assessment Act and associated legislation.
- Initiative planning and decision making.
- Business Awareness.
- Communication, analytical and computer skills.

Internal contacts

Internal Audit, Line Managers, Finance and Administration Staff.

External contacts

Australian Taxation Office, Taxation and Legal Advisors.

Typical experience

7+ years of general accounting experience coupled with both a good knowledge of taxation law and relevant tertiary qualifications - usually in Accounting, Commerce or Law.

Other comments

Alternative Title: Taxation Officer.

Position Description

Position title: Taxation Accountant
Position code: Aon.FIN.30212.3
Level: 3

Responsible for

Providing advice on taxation issues relating to specific business units and ensuring compliance with relevant tax laws and regulations.

Report to

Corporate Taxation Manager, Financial Controller, Chief Accountant.

Supervises

No supervisory responsibilities.

Main activities

- Providing taxation advice to the Financial Controller and Business Unit Managers concerning the impact of new or proposed legislation, decisions, regulations and rulings in tax and related areas.
- Providing research assistance and drafting advice notes and related correspondence for the Corporate Taxation Manager on day-to-day issues.
- Participating in planning activities to optimise tax costs - consistent with overall corporate objectives.
- Liaising with the Australian Taxation Office in relation to tax issues, audits and reviewing assessments.
- Ensuring that all required taxation returns are prepared in compliance with various tax regulations and ready for approval by the Corporate Taxation Manager.
- Assisting with formulating, implementing and maintaining tax procedures and policies which includes the training of employees in correct methods of allocating costs such as travelling and entertainment.
- Maintaining an up-to-date knowledge of the relevant tax laws and regulations and ensuring compliance by the organisation.
- Reviewing tax accounting information regularly - at least biannually.

Key skills

- Thorough knowledge of relevant Tax Assessment Act and associated legislation.
- Initiative planning and decision making.
- Business Awareness.
- Communication, analytical and computer skills.

Internal contacts

Internal Audit, Line Managers, Finance and Administration Staff.

External contacts

Australian Taxation Office, Taxation and Legal Advisors.

Typical experience

Will have at least 4 years of general accounting experience coupled with both a good knowledge of taxation law and relevant tertiary qualifications - usually in Accounting, Commerce or Law.

Other comments

Alternative Title: Taxation Officer.

Position Description

Position title: Group Treasurer/Head of Treasury
Position code: Aon.FIN.30018.6
Level: 6

Responsible for

Managing all treasury functions and legal documentation of the organisation.

Report to

Chief Financial Officer.

Supervises

Assistant Treasurer.

Main activities

- Managing the overall treasury function of the Group/Company, legal documentation and the development of the treasury team to ensure the team's continuous ability to deliver business performance.
- Ensuring effective sourcing of debt domestically and offshore to meet the working requirement of the company.
- Determining treasury strategies in relation to debt capital management and financial risk management, and recommending all treasury decisions to senior management and the board.
- Managing all unsecured and secured loan and debt capital market facilities, interest rate risk and foreign exchange rate profile, and developing risk management strategies.
- Ensuring treasury staff manage treasury operations.
- Managing execution of interest rate and foreign exchange transactions
- Developing, training, coaching and mentoring the team to ensure they are able to deliver results in line with meeting company's objectives and business performance.
- Working with the CFO to deliver projects assigned from time to time in accordance with agreed budgets, schedules and specifications.
- Ensuring adherence and compliance to the company's policies and procedures in relation to treasury functions.

Key skills

- Sound understanding of developments and trends in the property and/or funds management industry.
- Strong writing and business case development skills.
- Strong business acumen and project management skills.
- Leadership skills and proven track record in managing and motivating staff.
- Experience in management of change and organisational transformation, in corporate environments.
- Demonstrated ability to communicate effectively at all levels both verbal and written.

Internal contacts

Finance, Senior Management and the Board

External contacts

Group Bankers, Credit Rating Agencies

Typical experience

CA/CPA qualified with tertiary degree qualification in Accounting / Finance complimented with a post-graduate qualification (e.g. Masters of Applied Finance & Investments). Minimum of 12 - 15 years working experience with strong exposure to financial markets, property or funds management.

Other comments

Position Description

Position title: Assistant Treasurer
Position code: Aon.FIN.30018.5
Level: 5

Responsible for

Assisting the Head of Treasury in all treasury related matters.

Report to

Group Treasurer/Head of Treasury.

Supervises

Treasury Manager(s).

Main activities

- Assisting in the preparation of acquisition strategy for funding and risk management as required.
- Taking on the leadership/management role in Treasurer's absence in assisting with the management of the Treasury team.
- Coordinating, developing and executing interest rate and foreign exchange risk management strategies
- Meeting funding requirements for both listed and unlisted funds and for the company by developing strategy and execution, negotiating commercial terms to ensure business needs are met.
- Assisting in the development and management of treasury policy, reviewing policy in changing business environment.
- Coaching, developing and providing leadership and direction to direct reports.
- Acting as the Capital Markets reporting coordinator, Financial Year end reporting, presentations relating to other core responsibilities, assisting on Treasury Policy reporting when required.
- Undertaking treasury projects including business information models development and identifying requirements and working with IT provider to improve and build a robust treasury system.
- Analysing interest rate risk and foreign exchange interest rate risk profiles for the company.
- Providing support for analysis or regulatory changes and their impact on Treasury.

Key skills

- Strong written communication skills with a focus on detail.
- Strong verbal communication and negotiation skills.
- Team management experience and strong leadership capability in managing and motivating staff.
- Demonstrated ability to liaise in a professional manner with external and internal client base.

Internal contacts

Finance.

External contacts

Group bankers and Credit Rating agencies.

Typical experience

Tertiary degree qualification in Accounting & Finance and studying towards a Masters/Professional Qualification. Minimum 8 years related experience either with a property agency or property owner or in a general financial services industry and a good understanding of financial markets.

Other comments

Alternative title: Deputy Treasurer.

Position Description

Position title: Treasury Manager
Position code: Aon.FIN.30118.5
Level: 5

Responsible for

Managing the company's funding platform.

Report to

Assistant Treasurer.

Supervises

Treasury Analysts and Senior Treasury Analysts.

Main activities

- Refinancing facilities including research, negotiation with banks/investors and legal documentation.
- Maintaining and ensuring compliance with terms of facilities and in line with Company treasury policy and changes to facility terms.
- Working with Assistant on new funding initiatives and strategies, including scoping the requirements for acquisitions in addition to ad-hoc funding analysis and projects.
- Analysing business model outputs and proposals and reporting for Board, Capital Markets Committee, and rating agencies. Maintaining relationships with banks, rating agencies and capital markets investors by facilitating dialogue, providing updates and presentations.
- Assisting in the development and management of treasury policy.
- Maintaining and improving the treasury system.

Key skills

- Strong written communication skills with a focus on detail and strong verbal communication and negotiation skills.
- Demonstrated knowledge of and experience in debt funding products (bank debt, domestic & international capital markets, hybrids, convertible bonds).
- Good understanding of financial markets, accounting, tax and legal issues relating to a corporate treasury.
- Ability to price interest rate and foreign exchange derivatives, and experience using a treasury system highly advantageous.

Internal contacts

Assistant Treasurer, other parts of Finance.

External contacts

Debt investors.

Typical experience

Tertiary degree qualification in Accounting/Economics/Business and studying towards a post-graduate qualification (e.g. Masters of Applied Finance). Minimum of 5 years experience in a similar role in property industry or general financial services.

Other comments

Position Description

Position title: Senior Treasury Analyst
Position code: Aon.FIN.30018.4
Level: 4

Responsible for

Supporting the Assistant Treasurer in carrying out a broad range of treasury duties

Report to

Assistant Treasurer

Supervises

No direct reports

Main activities

- Updating cash flow requirements including committed / uncommitted capital expenditure requirements
- Reviewing daily cash balance reports for the company
- Reviewing drawdown of loans, rollover and repayment notices
- Preparing market interest rates and foreign exchange rates for distribution
- Reviewing Hedge amounts and dates in order to match to debt amounts and maturity dates
- Assisting with analysis of interest rate and foreign exchange risk profile for the company
- Assisting with development of the Treasury System
- Assisting with preparation of board reports, capital markets committee report, and surveillance reporting

Key skills

- Sound understanding of financial markets, accounting, tax and legal issues relating to a corporate treasury
- Strong written and verbal communication, and negotiation skills
- Experience using a treasury system and ability to price interest rate and foreign exchange derivatives highly advantageous

Internal contacts

Business Analysts, Financial Accountants, Treasury Operations in the Finance team

External contacts

Credit rating agencies

Typical experience

Tertiary degree qualification in Accounting & Finance and a minimum of 3 years experience in a similar role in property industry or general financial services

Other comments

Position Description

Position title: Treasury Analyst
Position code: Aon.FIN.30018.3
Level: 3

Responsible for

Supporting the Assistant Treasurer in carrying out a broad range of treasury duties.

Report to

Assistant Treasurer.

Supervises

No supervisory responsibilities.

Main activities

- Updating cash flow requirements including committed/uncommitted capital expenditure requirements.
- Reviewing daily cash balance reports for the company.
- Reviewing drawdown of loans, rollover and repayment notices.
- Preparing market interest rates and foreign exchange rates for distribution.
- Reviewing hedge amounts and dates in order to match to debt amounts and maturity dates.
- Assisting with analysis of interest rate and foreign exchange risk profile for the company.
- Assisting with development of the Treasury System.
- Assisting with preparation of board reports, capital markets committee report, and surveillance reporting.

Key skills

- Good understanding of financial markets, accounting, tax and legal issues relating to a corporate treasury.
- Strong written and verbal communication, and negotiation skills.
- Experience using a treasury system and ability to price interest rate and foreign exchange derivatives highly advantageous.

Internal contacts

Business Analysts, Financial Accountants, Treasury Operations in the Finance team.

External contacts

Credit rating agencies.

Typical experience

Tertiary degree qualification in Accounting & Finance and a minimum of 3 years experience in a similar role in property industry or general financial services.

Other comments

Position Description

Position title: Treasury Operations Assistant
Position code: Aon.FIN.30019.3
Level: 3

Responsible for

Providing support in the delivery of efficient operational process in terms of treasury transaction processing, confirmations and settlements, cash flow and loans administrations.

Report to

Head of Treasury Operations.

Supervises

No supervisory responsibilities.

Main activities

- Carrying out daily transactional processing, mainly timely and accurate settlements of FX, interest payments and loans (drawdown's, rollovers and payments).
- Providing support for the settlements and accounting of treasury transactions of the different trusts.
- Confirming rate sets of treasury transactions.
- Record-keeping via update of treasury software, worksheets and providing copy to relevant accountants.
- Supporting monthly valuation reports of treasury transactions.
- Cash flow reporting and bank audit confirmations.
- Ensuring filing and documentation for each transaction to meet company treasury policy and compliance requirements.
- Administrating and updating bank accounts, SSI's, Authorised Signatories and Authorised Dealers.
- Providing general support to the Treasury Operations Manager and Head of Treasury Operations in the execution of their work.

Key skills

- Exposure to Treasury back office functions, preferably in a corporate and/or banking environment.
- Intermediate to advanced numerical entry skills.
- Strong written, verbal communication and influencing skills.
- High attention to detail.

Internal contacts

Treasury Operations team.

External contacts**Typical experience**

High School Certificate or equivalent, and pursuing further studies or professional education in Finance and Accounting with 2 years' experience in a similar type role.

Other comments

Position Description

Position title: Graduate - Corporate Support (1-2 years)
Position code: Aon.GRD.80040.1
Level: 1

Responsible for

Undertaking activities of a limited scope under close supervision within a non-technical Job Family (eg. Sales, Marketing, Finance & Administration, Human Resources, Customer Service).

Report to

Team Leader/Manager.

Supervises

No supervisory responsibilities.

Main activities

- Conducting minor assignments under close supervision.
- Preparing and presenting basic reports, analyses and documents.
- Utilising a variety of standard methodologies and techniques in solving problems.
- Assisting more senior staff in analysing information.
- Developing an understanding of the business.
- Undergoing training, either formal or informal, on a regular basis.
- Contributing to team projects.

Key skills

- Research skills acquired at University.
- Developing communication, organisational, analytical and problem solving skills.

Internal contacts

Staff at all levels.

External contacts

No external contacts.

Typical experience

Typically will have 1 year experience in a non-technical graduate role, coupled with a non-technical (including Marketing, Communications, Business, Commerce, Economics, Human Resources, Arts, Psychology, etc.) tertiary qualification.

Other comments

This role is suitable for graduate employees who are in their second year of a 2 year graduate program.

Position Description

Position title: Graduate - Corporate Support (Entry Level <1 year)
Position code: Aon.GRD.80010.1
Level: 1

Responsible for

Undertaking activities of a limited scope under close supervision within a non-technical Job Family (eg. Sales, Marketing, Finance & Administration, Human Resources, Customer Service).

Report to

Team Leader/Manager.

Supervises

No supervisory responsibilities.

Main activities

- Conducting minor assignments under close supervision.
- Preparing and presenting basic reports, analyses and documents.
- Utilising a variety of standard methodologies and techniques in solving problems.
- Assisting more senior staff in analysing information.
- Developing an understanding of the business.
- Undergoing training, either formal or informal, on a regular basis.
- Contributing to team projects.

Key skills

- Research skills acquired at University.
- Developing communication, organisational, analytical and problem solving skills.

Internal contacts

Staff at all levels.

External contacts

No external contacts.

Typical experience

Typically will have little or no related experience, but hold a non-technical (including Marketing, Communications, Business, Commerce, Economics, Human Resources, Arts, Psychology, etc.) tertiary qualification.

Other comments

This role is suitable for graduate employees who are in their first year of employment.

Position Description

Position title: Head of Human Resources
Position code: Aon.EXE.HR010.7
Level: 7

Responsible for

Ensuring the most effective utilisation of the organisation's staff resources.

Report to

Chief Executive/Managing Director.

Supervises

Divisional head for each function e.g. recruitment, remuneration, training and development.

Main activities

- Developing the contribution of the Human Resources function to the company's strategic planning so that its long term people needs are identified and accommodated within its business plans and management decisions.
- Developing, submitting for approval, and managing the implementation of Human Resource policies throughout the organisation. Policies will respond to legal requirements, and minimise disruption, penalties and adverse publicity.
- Ensuring that all skills requirements within the organisation are met through ongoing workforce planning, staff development programs and external recruitment.
- Ensuring all staff administration records are effectively maintained.
- Ensuring staff reward practices take account of varying performance levels, internal equity and external salary market rates.
- Assisting management in achieving harmonious working relations with all staff thereby minimising time lost through industrial disputes.

Key skills

- Sound negotiating skills and strong interpersonal skills. Thorough knowledge of Government legislation.

Internal contacts

Chief Executive Officer and all Functional and Divisional Managers.

External contacts

Specialist consultancies, legal advisers, financial institutions, union delegates.

Typical experience

Tertiary level qualifications with at least 12 years of experience in all aspects of Human Resource Management.

Other comments

Position Description

Position title:	Functional Lead of Human Resources - Generalist
Position code:	Aon.HRS.50003.6
Level:	6

Responsible for

Providing business partnering to a business unit and/or corporate client group within a large organisation, and owning responsibility for the delivery of Generalist Human Resources strategy and operations through a team of Human Resources Managers.

Report to

Head of Human Resources and/or General Manager/Business Manager of a Business Unit.

Supervises

Human Resources Managers and Human Resources Consultants.

Main activities

- Working with Executive/Strategic Management groups within a large organisation to build and implement Human Resources solutions in line with the business strategy.
- Managing the delivery of all Generalist Human Resources activities covering multiple areas of Human Resources, including employment/education training, employee development, communications, compensation, benefits, record administration, affirmative action, employee or labour relations, organisational or resource planning, organisational change management, and/or other services.
- Liaising with subject matter experts within the broader Human Resources function (e.g. recruitment, compensation & benefits etc.) to provide consultancy and advice within the business unit or corporate client group.
- Identifying and delivering long-term strategies within the Human Resources environment.
- Providing interpretation and counsel to Executive/Strategic Management regarding Human Resources policies, programs and practices.
- Researching issues and developing solutions to resolve strategic business issues.
- Developing and implementing new policies, practices and programs to meet organisational and Executive/Strategic Management needs.
- Managing Generalist Human Resources issues involving the most Executive/Strategic Managers in the organisation.

Key skills

- Management, leadership, team building, consulting, negotiation and facilitation skills.
- Expert knowledge of Human Resource organisational policies and practices.
- Expert knowledge of Generalist Human Resources trends, best practice and future direction.
- Strategic business knowledge and understanding.
- Strong relationship management and influencing skills.
- Excellent communication skills and highly service orientated.
- Knowledge of current employment legislation and 'Employer of Choice' practices.
- Business partnering capability.
- Ability to interact and influence at an executive/strategic level.

Internal contacts

Close contact at all levels of the organisation, although most contact would be at an executive/strategic management level.

External contacts

Human Resources Consultancies, Vendors, Unions, Industry Associations.

Typical experience

10+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

Other comments

This role manages a discrete Human Resources operation within a business unit of a large organisation.

Position Description

Position title: Human Resources Manager - Generalist
Position code: Aon.HRS.50005.5
Level: 5

Responsible for

Providing business partnering to an organisation and/or business unit, and owning HR functional responsibility.

Report to

Depending on organisational size and structure, Head of Human Resources or Functional Lead of Human Resources within large organisations, or Chief Executive Officer/General Manager within smaller organisations.

Supervises

Depending on organisational size and structure, may supervise a combination of Senior Human Resources Consultants, Human Resources Consultants, Human Resources Associates and/or Human Resources Administration staff, or may be an individual contributor role ('stand-alone' role).

Main activities

- Working with Executive/Strategic Management to build and implement human resources solutions in line with business strategy.
- Managing the delivery of recommendations and solutions covering multiple areas of human resources, including employment/education training, employee development, communications, compensation, benefits, record administration, affirmative action, employee or labour relations, organisational or resource planning, organisational change management or other services.
- Identifying areas of long-term strategic development within the human resources environment.
- Providing interpretation and counsel to Executive/Strategic Management regarding policies, programs and practices.
- Researching issues and developing solutions to resolve strategic business issues.
- Developing and implementing new policies, practices and programs to meet organisational and Executive/Strategic Management needs.

Key skills

- Management, leadership, team building, consulting, negotiation and facilitation skills.
- Expert knowledge of Human Resource organisational policies and practices.
- Expert knowledge of generalist Human Resources best practice.
- Strategic business knowledge and understanding.
- Strong relationship management and influencing skills.
- Excellent communication skills and highly service orientated.
- Knowledge of current employment legislation and 'Employer of Choice' practices.
- Business partnering capability.
- Ability to interact at an executive/strategic level.

Internal contacts

Close contact at all levels of the organisation.

External contacts

Human Resources Consultancies, Vendors, Unions, Industry Associations.

Typical experience

8+ years of experience in human resources, coupled with a relevant tertiary qualification.

Other comments

This role may be the organisation's most senior Human Resources practitioner in a small to medium sized operation. Alternative title may be Human Resources Business Partner.

Position Description

Position title: Senior Human Resources Consultant - Generalist
Position code: Aon.HRS.50006.4
Level: 4

Responsible for

Providing business partnering to an organisation, and/or business unit on a broad range of HR policies, programs and practices.

Report to

Depending on organisational structure, Head of Human Resources, Functional Lead of Human Resources or Human Resources Manager.

Supervises

May supervise Human Resources Associates or Human Resources Administration staff.

Main activities

- Working with Line Management groups to build and implement Human Resources solutions in line with business needs.
- Providing recommendations and solutions covering multiple areas of Human Resources, including employment/education training, employee development, communications, compensation, benefits, record administration, affirmative action, employee or labour relations, organisational or resource planning, organisational change management and/or other services.
- Providing interpretation and counsel to Line Management regarding policies, programs and practices.
- Researching issues and developing solutions to resolve business issues.
- Developing and implementing new policies, practices and programs to meet organisational and Line Management needs.

Key skills

- Strong consulting, negotiation and facilitation skills.
- In-depth knowledge of Human Resource organisational policies and practices.
- Strong knowledge of Generalist Human Resources best practice.
- Business knowledge and understanding.
- Relationship management and influencing skills.
- Excellent communication skills and highly service orientated.
- Business partnering capability.

Internal contacts

Close contact at all levels of the organisation.

External contacts

Human Resources Consultancies, Vendors, Unions, Industry Associations.

Typical experience

5+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

Other comments

Depending on organisational structure, this role may be a stand-alone Human Resources position that combines strategic and operational tasks and is responsible for aligning activities with the business plan. On the other hand, this role may be part of a Human Resources team structure containing senior Human Resource strategic lead roles (e.g. Head of Human Resources, Functional Lead of Human Resources or Human Resources Manager). Alternative title may be Human Resources Business Partner.

Position Description

Position title: Human Resources Consultant - Generalist
Position code: Aon.HRS.50002.3
Level: 3

Responsible for

Providing assistance and guidance to Line Management, using technical and professional skills/knowledge, on a broad range of HR policies, programs and practices.

Report to

Depending on organisational structure, Head of Human Resources, Functional Lead of Human Resources or Human Resources Manager. This role may be an individual contributor position (i.e.. 'stand-alone' role).

Supervises

No supervisory responsibilities.

Main activities

- Providing services covering multiple areas of Human Resources, including employment/education training, employee development, communications, compensation, benefits, record administration, affirmative action, employee or labour relations, organisational or resource planning, organisational change management or other services.
- Providing interpretation and counsel to Line Management regarding policies, programs and practices.
- Researching issues and developing recommendations to resolve Line Management issues.
- Developing and implementing new policies, practices and programs to meet organisational and Line Management needs.

Key skills

- Consulting and negotiation skills.
- Knowledge of Human Resource organisational policies and practices.
- Relationship management and influencing skills.
- Excellent communication skills and highly service orientated.
- Knowledge of current employment legislation and 'Employer of Choice' practices.

Internal contacts

Close contact at all levels of the organisation.

External contacts

Human Resources Consultancies, Vendors, Unions, Industry Associations.

Typical experience

3+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

Other comments

Depending on organisational structure, this role may be a 'stand-alone' Human Resources position that is primarily operational and responsible for aligning activities with the business plan. Alternatively, this role may be part of a Human Resources team structure containing senior Human Resource strategic lead roles (e.g. Head of Human Resources, Functional Lead of Human Resources or Human Resources Manager).

Position Description

Position title: Human Resources Associate
Position code: Aon.HRS.50001.2
Level: 2

Responsible for

Providing assistance and guidance to Line Management, using entry to intermediate level technical knowledge, on a broad range of HR policies, programs and practices.

Report to

Depending on organisational structure, Head of Human Resources, Functional Lead of Human Resources or Human Resources Manager.

Supervises

No supervisory responsibilities.

Main activities

- Providing a variety of services using entry to intermediate level technical knowledge covering multiple areas of human resources, including employment/education training, employee development, communications, compensation, benefits, record administration, affirmative action, employee or labour relations, organisational or resource planning, or other services.
- Providing interpretation and counsel to Line Management regarding policies, programs and practices.
- Researching issues and developing recommendations to resolve Line Management issues.
- Implementing new policies, practices and programs to meet organisational and Line Management needs.

Key skills

- Consulting and negotiation skills.
- Knowledge of human resources organisational policies and practices.
- Relationship management and influencing skills.
- Excellent communication skills and strong service orientation.

Internal contacts

All levels of staff from Line Management through to entry level employees.

External contacts

Human Resources Consultancies, Industry Associations.

Typical experience

0 - 3 years of experience (i.e. this role may be filled by either a Graduate with little commercial experience or a candidate that has performed Human Resources Administration for a number of years and is looking to further their career in human resources).

Other comments

This role does not perform human resources related administration. Human Resources Administrators should be matched to Administration Officers Level 1 - 4 (please refer to the Finance & Administration Job Family).

Position Description

Position title: Senior Human Resources Consultant - Global Mobility
Position code: Aon.HRS.50606.4
Level: 4

Responsible for

Responsible for providing employee mobility advice to the organisation, working collaboratively with HR, Finance, and hiring managers to ensure the successful and streamlined relation of employees.

Report to

Human Resources Manager or General Manager Human Resources.

Supervises

Human Resources Consultant/Global Mobility Staff.

Main activities

- Providing an approachable and responsive internal service to managers and employees to support international assignments and employee mobility.
- Providing guidance and advice on international assignment contracts, including terms and conditions, when required.
- Ensuring timely, accurate and reasonable offers/relocation terms are consistently provided.
- Supporting employees and managers with potential relocations/assignments and understanding of offers by offering guidance in relation to all global mobility topics, including tax queries and visa/migration issues.
- Developing, implementing and maintaining international assignment and employee mobility policies and tools for the organisation, ensuring they meet business needs and market conditions are updated as required.
- Managing internal budgets for service providers and ensuring set KPI's are met for quality control.
- Providing timely and accurate advice to shared services regarding visa options and other related immigration issues, including business sponsor obligations and immigration compliance to the organisation, managers and employees.
- Monitoring foreign tax, legal and regulatory updates to ensure the organisation's policy remains compliant.

Key skills

- Strong consulting, negotiation and facilitation skills.
- In-depth knowledge of Human Resource organisational policies and practices.
- Relationship management and influencing skills.
- Excellent communication skills and highly service orientated.

Internal contacts

Executive team, Human Resources Managers and Shared Services.

External contacts

Relevant regulatory bodies.

Typical experience

5+ years of expatriate or related experience, coupled with a relevant tertiary qualification.

Other comments

Position Description

Position title: HRIS & Reporting Manager
Position code: Aon.HRS.50015.5
Level: 5

Responsible for

Ensuring the Human Resources Information System is functioning effectively and efficiently, managing and developing reports and exports from the system to assist with both regular and ad-hoc reporting for both internal and external stakeholders.

Report to

Functional Lead Human Resources - Generalist, Head of Human Resources.

Supervises

May supervise a combination of Senior Human Resources Consultants, Human Resources Consultants, Human Resources Associates and/or Human Resources Administration staff, or may be an individual contributor role ('stand-alone' role).

Main activities

- Ensuring the operational efficiency and effectiveness of the HR Information System with minimal operational delays and breakdowns.
- Assessing, scoping and responding to the reporting requirements of the organisation between departments and/or divisions.
- Building and running reports according to standardised schedules, and responding to ad-hoc reporting requests from across the organisation.
- Ensuring high quality data input and management via training of HR Administration Officers and other system users.
- Improving service delivery following feedback from both internal and external stakeholders and implementing solutions to better increase service delivery.
- Developing relationships, both with IT and externally, that encourage and facilitate new initiatives to support and enhance HR systems.
- Reviewing IT plans for upgrades and bug fixes and providing relevant business continuity plans as an input.

Key skills

- Sound technical systems knowledge.
- Excellent knowledge of HR information systems and reporting tools.
- Ability to work according to strict deadlines and manage competing demands.
- High level of accuracy and attention to detail.
- Demonstrated skills using Excel/spreadsheets and advanced functions within these.

Internal contacts

Information Technology, HRIS users, Internal Audit, Finance.

External contacts

IT/Systems Vendors, Auditors.

Typical experience

At least 5 - 7 years of experience in Human Resources or reporting function, coupled with relevant tertiary qualifications in Business or Computer Science.

Other comments

Position Description

Position title: Senior HRIS & Reporting Specialist
Position code: Aon.HRS.50016.4
Level: 4

Responsible for

Providing support in ensuring the effectiveness and efficiency of the Human Resources Information System, and developing reports and exports from the system to assist with both regular and ad-hoc reporting for both internal and external stakeholders.

Report to

HRIS & Reporting Manager, Functional Lead Human Resources - Generalist or Head of Human Resources.

Supervises

May supervise Human Resources Associates or Human Resources Administration staff.

Main activities

- Providing recommendations and solutions to minimise operational delays and breakdowns in the HR Information System.
- Building and running reports according to standardised schedules, and responding to ad-hoc reporting requests from across the organisation.
- Ensuring high quality data input and management via training of HR Administration Officers and other system users.
- Improving service delivery following feedback from both internal and external stakeholders and implementing solutions to better increase service delivery.
- Developing relationships, both with IT and externally, that encourage and facilitate new initiatives to support and enhance HR systems.
- Reviewing IT plans for upgrades and bug fixes and providing relevant business continuity plans as an input.

Key skills

- Basic technical systems knowledge.
- In-depth knowledge of HR information systems and reporting tools.
- Ability to work according to strict deadlines and manage competing demands.
- High level of accuracy and attention to detail.
- Demonstrated skills using Excel/spreadsheets and advanced functions within these.

Internal contacts

Information Technology, HRIS users, Internal Audit, Finance.

External contacts

IT/Systems Vendors, Auditors.

Typical experience

At least 5 years of experience in Human Resources or reporting function, coupled with relevant tertiary qualifications in Business or Computer Science.

Other comments

Position Description

Position title: HRIS & Reporting Specialist
Position code: Aon.HRS.50012.3
Level: 3

Responsible for

Providing reports from the Human Resources Information System to assist with both regular and ad-hoc reporting for both internal and external stakeholders.

Report to

HRIS & Reporting Manager or Functional Lead Human Resources - Generalist.

Supervises

No supervisory responsibilities.

Main activities

- Building and running reports according to standardised schedules, and responding to ad-hoc reporting requests from across the organisation.
- Improving service delivery following feedback from both internal and external stakeholders and implementing solutions to better increase service delivery.
- Developing relationships, both with IT and externally, that encourage and facilitate new initiatives to support and enhance HR systems.
- Reviewing IT plans for upgrades and bug fixes and providing relevant business continuity plans as an input.

Key skills

- Basic technical systems knowledge.
- Strong knowledge of HR information systems and reporting tools.
- High level of accuracy and attention to detail.
- Demonstrated skills using Excel/spreadsheets.

Internal contacts

Information Technology, HRIS users, Internal Audit, Finance.

External contacts

IT/Systems Vendors, Auditors.

Typical experience

At least 3 years of experience in Human Resources or reporting function, coupled with relevant tertiary qualifications in Business or Computer Science.

Other comments

Position Description

Position title: Functional Lead of Human Resources - Industrial/Employee Relations
Position code: Aon.EXE.HR020.6
Level: 6

Responsible for

Formulate the industrial relations strategy of the organisation and ensure compliance with industrial standards and Government regulations

Report to

Chief Human Resources Officer, Function Heads, Business Unit Heads, Department Heads

Supervises

Team of industrial relations professional

Main activities

- Develop policy for departments such as employment, compensation, labour relations, and employee services, according to knowledge of company objectives, government regulations, and labor contract terms
- Ensure that HR systems and policies are in line with Government regulations

Key skills

- Regulatory knowledge
- People management
- Stakeholder management

Internal contacts

Chief Executive Officer, Chief HR Officer, Function Heads, Business Unit Heads, Department Heads

External contacts

External consultants, Regulatory authorities

Typical experience

12+ years in Human Resource management with at least 8 years in Industrial Relations

Other comments

Position Description

Position title: Human Resources Manager - Industrial/Employee Relations
Position code: Aon.HRS.50505.5
Level: 5

Responsible for

Determining, advising, implementing and managing the organisation's Industrial Relations framework and policies.

Report to

Human Resources Director.

Supervises

May supervise an Industrial/Employee Relations Officer or a team of Human Resources Administration Officers

Main activities

- Advising on the organisation's strategic Industrial Relations framework.
- Interpreting and applying Enterprise Agreements (EA's) and/or Awards within the organisation.
- Communicating regularly with employee representatives to ensure clear interpretation and implementation of Enterprise Agreements and/or Awards.
- Monitoring conditions of employment and minimising industrial disputes.
- Providing specialised expert industrial relations advice to the Senior Management team.
- Providing relevant Learning & Development programs where applicable to Divisional Managers.
- Maintaining Industrial Relations records and other relevant material.
- Assisting with enterprise bargaining, advocacy and negotiations with unions and other external bodies.

Key skills

- Ability to represent the organisation at negotiations with Unions or Employer bodies.
- Strong knowledge of both historical and recent developments in Australian Industrial Relations.
- Strong knowledge of relevant Federal and State Awards
- Solid experience in the development and implementation of Enterprise Agreements.

Internal contacts

Employee representatives, Divisional Managers, Company Secretary/Legal Officers, Occupational Health & Safety Officers.

External contacts

Unions, Federal and State government bodies, organisations (E.g. Industrial Relations Commission), employee groups, legal advisers.

Typical experience

7 - 10 years of experience in Industrial Relations or Human Resources coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Senior Human Resources Consultant - Industrial/Employee Relations
Position code: Aon.HRS.50506.4
Level: 4

Responsible for

Advising and implementing the organisation's Industrial Relations framework and policies.

Report to

Depending on organisational structure, Head of Human Resources, Functional Lead of Human Resources or Human Resources Manager.

Supervises

May supervise an Industrial Relations Officer or a team of Human Resources Administration Officers

Main activities

- Advising on the organisation's Industrial Relations framework.
- Applying Enterprise Agreements (EA's) and/or Awards within the organisation.
- Communicating occasionally with employee representatives to ensure clear interpretation and implementation of Enterprise Agreements and/or Awards.
- Assisting in monitoring conditions of employment and minimising industrial disputes.
- Providing relevant Learning & Development programs where applicable to Divisional Managers.
- Maintaining Industrial Relations records and other relevant material.
- Assisting with enterprise bargaining, advocacy and negotiations with unions and other external bodies.

Key skills

- In-depth knowledge of both historical and recent developments in Australian Industrial Relations.
- In-depth knowledge of relevant Federal and State Awards.
- Extensive experience in the development and implementation of Enterprise Agreements.

Internal contacts

Employee representatives, Divisional Managers, Company Secretary/Legal Officers, Occupational Health & Safety Officers.

External contacts

Unions, Federal and State government bodies, organisations (E.g. Industrial Relations Commission), employee groups, legal advisers.

Typical experience

5+ years of experience in Industrial Relations or Human Resources coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title:	Functional Lead of Human Resources - Leadership & Organisational Development
Position code:	Aon.HRS.50503.6
Level:	6

Responsible for

Owner of the development and operational delivery of the organisation's Leadership and Organisational Development strategy through a team of Leadership and Organisational Development Managers, Specialists and business unit specific HR Business Partners.

Report to

Human Resources Director or Head of Human Resources.

Supervises

Learning and Development Managers, Leadership Development Specialists, Organisational Development Consultants.

Main activities

- Working along side the Human Resources Director to diagnose, build and implement organisational capability, culture, leadership and management development, talent management and employee engagement initiatives and long term strategies for Executive groups in line with business strategy.
- Researching issues and developing policies practices, programs and solutions to resolve strategic organisational culture and engagement issues.
- Providing interpretation and counsel regarding best practices and data gathered in the organisational culture, leadership development, and talent management and employee engagement arenas.
- Managing all professional development activity including the build and delivery of internally delivered leadership and management development programs and curricular.
- Liaising and collaborating with leaders in the broader HR function to ensure alignment between HR groups and build organisationally appropriate and strategically aligned solutions.
- Act as the primary Leadership and Organisational Development contact for Senior Leaders and Executives in the organisation.

Key skills

- Team management and leadership.
- Strategy development.
- Budgetary management.
- Strong business knowledge and understanding.
- Best practice knowledge in talent management, culture definition, performance measurement, leadership and all aspects of Organisational Development.
- Strong influencing and relationship building skills.
- Ability to interact and influence on a strategic level.
- Business partnering capability.

Internal contacts

Close contact at all levels, focussing at middle to senior management including Executive and CEO contact.

External contacts

Consultancies, vendors, industry contacts.

Typical experience

At least 10 years of experience in HR coupled with a relevant tertiary qualification (may have additional post graduate qualification)

Other comments

This role manages a specialist HR function within a large organisation.

Position Description

Position title: Human Resources Manager - Leadership & Organisational Development
Position code: Aon.HRS.50605.5
Level: 5

Responsible for

Operational development and facilitation (delivery) of project streams which constitute key elements of the company's Leadership/Management Development strategy.

Report to

Head of Organisational Development in a large organisation (or Head of HR or Learning and Development Manager in medium or small organisations).

Supervises

Learning and Development administrative staff, potentially junior or less experienced Leadership or Learning and Development Facilitators or Consultants.

Main activities

- Working along side the head of department to diagnose, build and deliver leadership and management development initiatives for business leaders in line with business and HR strategy
- Researching issues and developing programs and solutions to resolve strategic department specific or individual development needs within Leadership and Management
- Facilitating/delivering all internally delivered leadership and management development programs and curricular
- Provision of coaching and one on one development on Leadership and Management topics
- Act as the primary Leadership Development contact for Front line to Senior Leaders in the organisation.

Key skills

- Ability to interact at all levels.
- Advanced facilitation skills.
- Advanced coaching skills.
- Advanced instructional design/ program design/ writing skills.
- Business partnering ability.
- Advanced influencing skills.

Internal contacts

All levels of the organisation

External contacts

Consultancies, vendors, industry contacts.

Typical experience

8 years of experience in Learning and Development/ facilitation, 4 of which specifically within the Leadership Development space, and significant personal experience of leading teams.

Other comments

Position Description

Position title:	Functional Lead of Human Resources - Learning & Development
Position code:	Aon.HRS.50203.6
Level:	6

Responsible for

Providing business partnering to a business unit and/or corporate client group within a large organisation, and owning responsibility for the delivery of the Learning and Development strategy and operations through a team of Learning and Development Managers.

Report to

Head of Human Resources.

Supervises

Learning & Development Managers, Learning & Development Consultants and Trainers.

Main activities

- Working with Executive/Strategic Management groups to build and implement Learning & Development solutions in line with business strategy.
- Managing the delivery of all Learning & Development activities including, training needs analysis, training delivery, training vendor relationship management, course participation management, training logistics, and/or other services.
- Liaising with subject matter experts within the broader Human Resources function (e.g. recruitment, compensation & benefits etc.) to build client proposals and solutions within the business unit or corporate client group.
- Identifying and delivering long-term strategies within the Learning & Development environment.
- Providing interpretation and counsel to Executive/Strategic Management regarding Learning & Development policies, programs and practices.
- Researching issues and developing solutions to resolve strategic Learning & Development business issues.
- Developing and implementing new Learning & Development policies, practices and programs to meet organisational and Executive/Strategic Management needs.
- Acting as the primary Learning & Development contact for the most Executive/Strategic Managers in the organisation.

Key skills

- Management, leadership, team building, consulting, negotiation and facilitation skills.
- Expert knowledge of Human Resource organisational policies and practices.
- Expert knowledge of Learning & Development best practice.
- Strategic business knowledge and understanding.
- Strong relationship management and influencing skills.
- Excellent communication skills and highly service orientated.
- Knowledge of current employment legislation and 'Employer of Choice' practices.
- Business partnering capability.
- Ability to interact and influence at an Executive/Strategic level.

Internal contacts

Close contact at all levels of the organisation although most contact would be at an Executive/Strategic management level.

External contacts

Human Resources/Training Consultancies, Vendors, Educational and Training Institutes.

Typical experience

10+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

Other comments

This role manages a specialist Human Resources operation within a large organisation.

Position Description

Position title:	Human Resources Manager - Learning & Development
Position code:	Aon.HRS.50205.5
Level:	5

Responsible for

Providing business partnering to an organisation and/or business unit, and owning Learning & Development functional responsibility.

Report to

Depending on organisational size and structure, Head of Human Resources or Functional Lead of Learning & Development within large organisations.

Supervises

Depending on organisational size and structure, may supervise a combination of Senior Learning & Development Consultants, Learning & Development Consultants, Human Resources Associates and/or Human Resources Administration staff, or may be an individual contributor role ('stand-alone' role).

Main activities

- Working with Executive/Strategic Management to build and implement Learning & Development solutions in line with business strategy.
- Managing the delivery of recommendations and solutions covering specific areas of Learning & Development including, training needs analysis, training delivery, training vendor relationship management, course participation management, training logistics, and/or other services.
- Identifying areas of long-term strategic development within the Learning & Development environment.
- Providing interpretation and counsel to Executive/Strategic Management regarding Learning & Development policies, programs and practices.
- Researching issues and developing solutions to resolve strategic Learning & Development business issues.
- Developing and implementing new Learning & Development policies, practices and programs to meet organisational and Executive/Strategic Management needs.

Key skills

- Management, leadership, team building, consulting, negotiation and facilitation skills.
- Expert knowledge of human resource organisational policies and practices.
- Expert knowledge of Learning & Development best practice.
- Strategic business knowledge and understanding.
- Strong relationship management and influencing skills.
- Excellent communication skills and highly service orientated.
- Knowledge of current employment legislation and 'Employer of Choice' practices.
- Business partnering capability.
- Ability to interact at an executive/strategic level.

Internal contacts

Close contact at all levels of the organisation.

External contacts

Human Resources/ Training Consultancies, Vendors, Educational and Training Institutes.

Typical experience

8+ years of experience in human resources, coupled with a relevant tertiary qualification.

Other comments

Position Description

Position title:	Senior Human Resources Consultant - Learning & Development
Position code:	Aon.HRS.50206.4
Level:	4

Responsible for

Providing business partnering to an organisation, and/or business unit on a range of Learning & Development policies, programs and practices.

Report to

Depending on organisational structure, Head of Human Resources, Functional Lead of Learning & Development or Human Resources Manager.

Supervises

May supervise Human Resources Associates or Human Resources Administration staff.

Main activities

- Working with Line Management groups to build and implement Learning & Development solutions in line with business needs.
- Providing recommendations and solutions covering specific areas of Learning & Development, including training needs analysis, training delivery, training vendor relationship management, course participation management, training logistics, and/or other services.
- Providing interpretation and counsel to Line Management regarding Learning & Development policies, programs and practices.
- Researching issues and developing Learning & Development solutions to resolve business issues.
- Developing and implementing new Learning & Development policies, practices and programs to meet organisational and Line Management needs.

Key skills

- Strong consulting, negotiation and facilitation skills.
- In-depth knowledge of Human Resource organisational policies and practices.
- Strong knowledge of adult learning principles and the ability to develop and deliver Learning & Development programs.
- Business knowledge and understanding.
- Relationship management and influencing skills.
- Excellent communication skills and highly service orientated.
- Knowledge of current employment legislation and 'Employer of Choice' practices.
- Business partnering capability.

Internal contacts

Close contact at all levels of the organisation.

External contacts

Human Resources/ Training Consultancies, Vendors, Educational and Training Institutes

Typical experience

5+ years of experience in human resources, coupled with a relevant tertiary qualification.

Other comments

Depending on organisational structure, this role may be a stand-alone Learning & Development position that combines strategic and operational tasks and is responsible for aligning activities with the business plan. Alternatively, this role may be part of a human resources team structure containing senior human resource strategic lead roles (e.g. Head of Human Resources, Functional Lead of Human Resources or Human Resources Manager).

Position Description

Position title: Human Resources Consultant - Learning & Development
Position code: Aon.HRS.50202.3
Level: 3

Responsible for

Providing assistance and guidance to Line Management, using technical and professional skills/knowledge, on a range of Learning & Development policies, programs and practices.

Report to

Depending on organisational structure, Head of Human Resources, Functional Lead of Human Resources or Human Resources Manager.

Supervises

No supervisory responsibilities.

Main activities

- Providing services covering specific areas of Learning & Development, including training needs analysis, training delivery, training vendor relationship management, course participation management, training logistics, and other services.
- Providing interpretation and counsel to Line Management regarding Learning & Development policies, programs and practices.
- Researching Learning & Development issues and developing recommendations to resolve Line Management issues.
- Identifying, developing and implementing new Learning & Development policies, practices and programs to meet organisational and Line Management needs.

Key skills

- Consulting and negotiation skills.
- Knowledge of adult learning principles and the ability to deliver training programs.
- In-depth knowledge of Learning & Development best practice.
- Knowledge of human resource organisational policies and practices.
- Relationship management and influencing skills.
- Excellent communication skills and highly service orientated.
- Knowledge of current employment legislation and 'Employer of Choice' practices.

Internal contacts

Close contact at all levels of the organisation.

External contacts

Human Resources/Training Consultancies, Vendors, Educational & Training Institutes.

Typical experience

3+ years of experience in human resources, coupled with a relevant tertiary qualification.

Other comments

Position Description

Position title: Trainer/Training Facilitator - Learning & Development
Position code: Aon.HRS.50212.3
Level: 3

Responsible for

Ensuring high quality training is delivered across the business.

Report to

Training Manager, Human Resources Manager - Learning and Development.

Supervises

No supervisory responsibilities.

Main activities

- Contribute to the delivery and evaluation of training programs.
- Conduct training delivery.
- Provide input on design and development of training materials.
- Work as part of the Learning and Development team to ensure training records are kept up to date.
- Support managers on coaching strategies and ability to demonstrate stakeholder management skills.
- Ensure that all company's policies and procedures are implemented and complied with.
- Conduct evaluations on training, including reporting on effectiveness.

Key skills

- Certificate IV in Training & Assessment (or equivalent).
- Experience in coordinating and delivering learning and training.
- Well-developed communication and presentation skills.

Internal contacts

All employees.

External contacts**Typical experience**

3+ years training experience coupled with relevant tertiary qualification.

Other comments

Position Description

Position title:	Functional Lead of Work Health & Safety
Position code:	Aon.HRS.50405.6
Level:	6

Responsible for

Providing business partnering to a business unit and/or corporate client group within a large organisation and owning responsibility for the delivery of the Work Health & Safety and operations through a team of Work Health & Safety Managers.

Report to

Head of Human Resources, Chief Executive Officer

Supervises

Senior Occupational Health & Safety Consultants, Human Resources Associates and/or Human Resources Administration staff

Main activities

- Working with Executive/Strategic Management groups to build and implement Work Health & Safety solutions in line with business strategy.
- Managing the delivery of all Work Health & Safety activities including, training needs analysis, training delivery, training vendor relationship management, course participation management, training logistics, and/or other services.
- Liaising with subject matter experts within the broader Human Resources function (e.g. recruitment, compensation & benefits etc.) to build client proposals and solutions within the business unit or corporate client group.
- Identifying and delivering long-term strategies within the Work Health & Safety environment.
- Providing interpretation and counsel to Executive/Strategic Management regarding Work Health & Safety policies, programs and practices.
- Researching issues and developing solutions to resolve strategic Work Health & Safety business issues.
- Developing and implementing new Work Health & Safety policies, practices and programs to meet organisational and Executive/Strategic Management needs.
- Acting as the primary Work Health & Safety contact for the most Executive/Strategic Managers in the organisation.

Key skills

- Management, leadership, team building, consulting, negotiation and facilitation skills.
- Expert knowledge of human resource organisational policies and practices.
- Expert knowledge of Occupational Health & Safety best practice.
- Strategic business knowledge and understanding.
- Strong relationship management and influencing skills.
- Excellent communication skills and highly service orientated.
- Knowledge of current employment legislation and 'Employer of Choice' practices.
- Business partnering capability.
- Ability to interact at an executive/strategic level.

Internal contacts

Close contact at all levels of the organisation.

External contacts

Work Cover, Business Council of Australia, Environmental Protection Agency and other Professional Associations.

Typical experience

10+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

Other comments

Alternative Title(s): General Manager/Group - Work, Health & Safety

Position Description

Position title:	Human Resources Manager - Work Health & Safety
Position code:	Aon.HRS.50405.5
Level:	5

Responsible for

Providing business partnering to an organisation and/or business unit, and owning Occupational Health & Safety and Workers Compensation functional responsibility.

Report to

Depending on organisational size and structure, Head of Human Resources or Functional Lead of Occupational Health & Safety within large organisations.

Supervises

Depending on organisational size and structure, may supervise a combination of Senior Occupational Health & Safety Consultants, Human Resources Associates and/or Human Resources Administration staff, or may be an individual contributor role ('stand-alone' role).

Main activities

- Working with Executive/Strategic Management to build and implement Occupational Health & Safety solutions in line with business strategy.
- Managing the delivery of recommendations and solutions covering specific areas of Occupational Health & Safety including, Workers' Compensation, accidents and injuries investigation, corrective and preventative measures, organisational facility inspections, while complying with local, state and federal rules and regulations.
- Identifying areas of long-term strategic development within the Occupational Health & Safety environment.
- Providing interpretation and counsel to Executive/Strategic Management regarding Occupational Health & Safety policies, programs and practices.
- Researching issues and developing solutions to resolve strategic Occupational Health & Safety issues.
- Developing and implementing new Occupational Health & Safety policies, practices and programs to meet organisational and Executive/Strategic Management needs.

Key skills

- Management, leadership, team building, consulting, negotiation and facilitation skills.
- Expert knowledge of human resource organisational policies and practices.
- Expert knowledge of Occupational Health & Safety best practice.
- Strategic business knowledge and understanding.
- Strong relationship management and influencing skills.
- Excellent communication skills and highly service orientated.
- Knowledge of current employment legislation and 'Employer of Choice' practices.
- Business partnering capability.
- Ability to interact at an executive/strategic level.

Internal contacts

Close contact at all levels of the organisation.

External contacts

Work Cover, Business Council of Australia, Environmental Protection Agency and other Professional Associations.

Typical experience

8+ years of experience in human resources, coupled with a relevant tertiary qualification.

Other comments

Position Description

Position title: Senior Human Resources Consultant - Work Health & Safety
Position code: Aon.HRS.50406.4
Level: 4

Responsible for

Providing business partnering to an organisation, and/or business unit on Occupational Health and Safety policies, programs and practices.

Report to

Depending on organisational structure, Head of Human Resources, Functional Lead of Occupational Health and Safety or Human Resources Manager.

Supervises

No supervisory responsibilities.

Main activities

- Working with Line Management groups to build and implement Occupational Health and Safety solutions in line with business needs.
- Providing recommendations and solutions covering specific areas of Occupational Health and Safety including Workers' Compensation, accidents and injuries investigation, corrective and preventative measures, organisational facility inspections, while complying with local, state and federal rules and regulations.
- Providing interpretation and counsel to Line Management regarding Occupational Health and Safety policies, programs and practices.
- Researching issues and developing solutions to resolve business issues.
- Developing and implementing new Occupational Health and Safety policies, practices and programs to meet organisational and Line Management needs.

Key skills

- Strong consulting, negotiation and facilitation skills
- In-depth knowledge of Human Resource organisational policies and practices
- Strong knowledge of adult learning principles and the ability to develop and deliver Occupational Health and Safety programs.
- Business knowledge and understanding.
- Relationship management and influencing skills.
- Excellent communication skills and highly service orientated
- Knowledge of current employment legislation and 'Employer of Choice' practices
- Business partnering capability

Internal contacts

Close contact at all levels of the organisation.

External contacts

Work Cover, Business Council of Australia, Environmental Protection Agency and other Professional Associations.

Typical experience

5+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

Other comments

Position Description

Position title: Human Resources Consultant - Work Health & Safety
Position code: Aon.HRS.50402.3
Level: 3

Responsible for

Providing assistance and guidance to Line Management, using technical and professional skills/knowledge, on a range of Occupational Health & Safety policies, programs and practices.

Report to

Depending on organisational structure, Head of Human Resources, Functional Lead of Human Resources or Human Resources Manager.

Supervises

No supervisory responsibilities.

Main activities

- Providing services covering specific areas of Occupational Health & Safety, including Workers' Compensation, accidents and injuries investigation, corrective and preventative measures, organisational facility inspections, while complying with local, state and federal rules and regulations.
- Providing interpretation and counsel to Line Management regarding Occupational Health & Safety policies, programs and practices.
- Researching Occupational Health & Safety issues and developing recommendations to resolve Line Management issues.
- Identifying, developing and implementing new Occupational Health & Safety policies, practices and programs to meet organisational and Line Management needs.

Key skills

- Consulting and negotiation skills.
- Knowledge of Human Resource organisational policies and practices.
- In-depth knowledge of Occupational Health & Safety best practice.
- Relationship management and influencing skills.
- Excellent communication skills and highly service orientated.
- Knowledge of current employment legislation and 'Employer of Choice' practices.

Internal contacts

Close contact at all levels of the organisation.

External contacts

Work Cover, Business Council of Australia, Environmental Protection Agency and other Professional Associations.

Typical experience

3+ years of experience in human resources, coupled with a relevant tertiary qualification.

Other comments

Position Description

Position title: Functional Lead of Human Resources - Recruitment
Position code: Aon.HRS.50303.6
Level: 6

Responsible for

Providing business partnering to a business unit and/or corporate client group within a large organisation, and owning responsibility for the delivery of the Recruitment strategy and operations through a team of Recruitment Managers.

Report to

Head of Human Resources.

Supervises

Recruitment Managers and Recruitment Consultants.

Main activities

- Working with Executive/Strategic Management groups to build and implement recruitment solutions in line with business strategy.
- Managing the delivery of all recruitment activities including: organisational Resourcing needs analysis, recruitment market trends analysis, candidate selection, vendor management, analysis of recruitment metrics, and other recruitment services.
- Liaising with subject matter experts within the broader Human Resources function (e.g. Learning & Development, Compensation & Benefits etc.) to provide consultancy and advice within the business unit or corporate client group.
- Providing interpretation and counsel to Executive/Strategic Management regarding recruitment policies, programs and practices.
- Researching issues and developing solutions to resolve strategic recruitment business issues.
- Developing and implementing new recruitment policies, practices and programs to meet organisational and Executive/Strategic Management needs.
- Acting as the primary recruitment contact for most Executive/Strategic Managers in the organisation.

Key skills

- Management, leadership, team building, consulting, negotiation and facilitation skills.
- Expert knowledge of Human Resource organisational policies and practices.
- Expert knowledge of recruitment best practice.
- Strategic business knowledge and understanding.
- Strong relationship management and influencing skills.
- Excellent communication skills and highly service orientated.
- Knowledge of current employment legislation and 'Employer of Choice' practices.
- Business partnering capability.
- Ability to interact and influence at an executive/strategic level.

Internal contacts

Close contact at all levels of the organisation although most contact would be at an executive/strategic management level.

External contacts

Recruitment Consultancies.

Typical experience

10+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

Other comments

This role manages a specialist Human Resources operation within a large organisation.

Position Description

Position title:	Human Resources Manager - Recruitment
Position code:	Aon.HRS.50305.5
Level:	5

Responsible for

Providing business partnering to an organisation and/or business unit, and owning Recruitment functional responsibility.

Report to

Depending on organisational size and structure, Head of Human Resources or Recruitment Functional Lead within large organisations.

Supervises

Depending on organisational size and structure, may supervise a combination of Senior Recruitment Consultants, Recruitment Consultants, Human Resources Associates and/or Human Resources Administration staff, or may be an individual contributor role ('stand-alone' role).

Main activities

- Working with Executive/Strategic Management to build and implement recruitment solutions in line with business strategy.
- Managing the delivery of recommendations and solutions covering specific areas of recruitment including organisational resourcing needs analysis, recruitment market trends analysis, candidate selection, vendor management, analysis of recruitment metrics, and/or other recruitment services.
- Providing interpretation and counsel to Executive/Strategic Management regarding recruitment policies, programs and practices.
- Researching issues and developing solutions to resolve strategic recruitment business issues.
- Developing and implementing new recruitment policies, practices and programs to meet organisational and Executive/Strategic Management needs.

Key skills

- Management, leadership, team building, consulting, negotiation and facilitation skills.
- Expert knowledge of Human Resource organisational policies and practices.
- Expert knowledge of recruitment best practice.
- Strategic business knowledge and understanding.
- Strong relationship management and influencing skills.
- Excellent communication skills and highly service orientated.
- Knowledge of current employment legislation and 'Employer of Choice' practices.
- Business partnering capability.
- Ability to interact at an executive/strategic level.

Internal contacts

Close contact at all levels of the organisation.

External contacts

Recruitment Consultancies.

Typical experience

8+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

Other comments

Position Description

Position title: Senior Human Resources Consultant - Recruitment
Position code: Aon.HRS.50306.4
Level: 4

Responsible for

Providing business partnering to an organisation, and/or business unit on a range of recruitment policies, programs and practices.

Report to

Depending on organisational structure, Head of Human Resources, Functional Lead of Recruitment or Human Resources Manager.

Supervises

May supervise Human Resources Associates or Human Resources Administration staff.

Main activities

- Working with Line Management groups to build and implement recruitment solutions in line with business needs.
- Providing recommendations and solutions covering specific areas of recruitment, including organisational resourcing needs analysis, recruitment market trends analysis, candidate selection, vendor management, analysis of recruitment metrics, and/or other recruitment services.
- Providing interpretation and counsel to Line Management regarding recruitment policies, programs and practices.
- Researching issues and developing recruitment solutions to resolve business issues.
- Developing and implementing new recruitment policies, practices and programs to meet organisational and Line Management needs.

Key skills

- Strong consulting, negotiation and facilitation skills.
- In-depth knowledge of Human Resource organisational policies and practices.
- Strong interviewing and role analysis skills.
- Understanding of recruitment best practices.
- Business knowledge and understanding.
- Relationship management and influencing skills.
- Excellent communication skills and highly service orientated.
- Knowledge of current employment legislation and 'Employer of Choice' practices.
- Business partnering capability.

Internal contacts

Close contact at all levels of the organisation.

External contacts

Recruitment Consultancies

Typical experience

5+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

Other comments

Depending on organisational structure, this role may be a stand-alone Recruitment position that combines strategic and operational tasks and is responsible for aligning activities with the business plan. Alternatively, this role may be part of a Human Resources team structure containing senior Human Resource strategic lead roles (e.g. Head of Human Resources, Functional Lead of Human Resources or Human Resources Manager).

Position Description

Position title: Human Resources Consultant - Recruitment
Position code: Aon.HRS.50302.3
Level: 3

Responsible for

Providing assistance and guidance to Line Management, using technical and professional skills/knowledge, on a range of Recruitment policies, programs and practices.

Report to

Depending on organisational structure, Head of Human Resources, Functional Lead of Human Resources or Human Resources Manager.

Supervises

No supervisory responsibilities.

Main activities

- Providing services covering specific areas of recruitment, including organisational resourcing needs analysis, recruitment market trends analysis, candidate selection, vendor management, analysis of recruitment metrics, and/or other recruitment services.
- Providing interpretation and counsel to Line Management regarding recruitment policies, programs and practices (e.g. EEO, affirmative action).
- Researching recruitment issues and developing recommendations to resolve Line Management issues.
- Identifying, developing and implementing new recruitment policies, practices and programs to meet organisational and Line Management needs.

Key skills

- Consulting and negotiation skills.
- Knowledge of Human Resources organisational policies and practices.
- Interviewing skills and an understanding of Recruitment 'best practice'.
- Relationship management and influencing skills
- Excellent communication skills and highly service orientated.
- Knowledge of current employment legislation and 'Employer of Choice' practices.

Internal contacts

Close contact at all levels of the organisation.

External contacts

Recruitment Consultancies.

Typical experience

3+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

Other comments

Position Description

Position title:	Functional Lead of Human Resources - Remuneration & Benefits
Position code:	Aon.HRS.50103.6
Level:	6

Responsible for

Providing business partnering to a business unit and/or corporate client group within a large organisation, and owning responsibility for the delivery of Compensation and Benefits strategy and operations through a team of Compensation & Benefits Managers.

Report to

Head of Human Resources.

Supervises

Compensation & Benefits Managers and Compensation & Benefits Consultants.

Main activities

- Working with Executive/Strategic Management groups to build and implement Compensation & Benefits solutions in line with business strategy.
- Managing the delivery of all Compensation & Benefits activities, including salary planning, market analysis, job design, variable pay planning, benefit planning, vendor relationship management, and/or other services.
- Liaising with subject matter experts within the broader Human Resources function (e.g. Recruitment, Learning and Development etc.) to provide consultancy and advice within the business unit or corporate client group.
- Identifying and delivering long-term strategies within the Compensation & Benefits environment.
- Providing interpretation and counsel to Executive/Strategic Management regarding Compensation & Benefits policies, programs and practices.
- Researching issues and developing solutions to resolve strategic Compensation & Benefits business issues.
- Developing and implementing new Compensation & Benefits policies, practices and programs to meet organisational and Executive/Strategic Management needs.
- Managing the Compensation & Benefits issues for the most Executive/Strategic Managers in the organisation.

Key skills

- Management, leadership, team building, consulting, negotiation and facilitation skills.
- Expert knowledge of Human Resource organisational policies and practices.
- Expert knowledge of Compensation & Benefits trends, best practice and future direction.
- Strategic business knowledge and understanding.
- Strong relationship management and influencing skills.
- Excellent communication skills and highly service orientated.
- Knowledge of current employment legislation and 'Employer of Choice' practices.
- Business partnering capability.
- Ability to interact and influence at an executive/strategic level.

Internal contacts

Close contact at all levels of the organisation although most contact would be at an executive/strategic management level.

External contacts

Remuneration Consultancies, Vendors, Industry Associations.

Typical experience

10+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

Other comments

This role manages a specialist Human Resources operation within a large organisation.

Position Description

Position title:	Human Resources Manager - Remuneration & Benefits
Position code:	Aon.HRS.50105.5
Level:	5

Responsible for

Providing business partnering to an organisation and/or business unit, and owning Compensation & Benefits functional responsibility.

Report to

Depending on organisational size and structure, Head of Human Resources or Functional Lead of Compensation & Benefits within large organisations.

Supervises

Depending on organisational size and structure, may supervise a combination of Senior Compensation & Benefits Consultants, Compensation & Benefits Consultants, Human Resources Associates and/or Human Resources Administration staff, or may be an individual contributor role ('stand-alone' role).

Main activities

- Working with Executive/Strategic Management to build and implement Compensation & Benefits solutions in line with business strategy.
- Managing the delivery of recommendations and solutions covering specific areas of Compensation & Benefits, including salary planning, market analysis, job design, variable pay planning, benefit planning, vendor relationship management, or other services.
- Identifying areas of long-term strategic development within the Compensation & Benefits environment.
- Providing interpretation and counsel to Executive/Strategic Management regarding Compensation & Benefits policies, programs and practices.
- Researching issues and developing Compensation & Benefits solutions to resolve strategic business issues.
- Developing and implementing new Compensation & Benefits policies, practices and programs to meet organisational and Executive/Strategic Management needs.

Key skills

- Management, leadership, team building, consulting, negotiation and facilitation skills.
- Expert knowledge of Human Resource organisational policies and practices.
- Expert knowledge of Compensation & Benefits best practice.
- Strategic business knowledge and understanding.
- Strong relationship management and influencing skills.
- Excellent communication skills and highly service orientated.
- Knowledge of current employment legislation and 'Employer of Choice' practices.
- Business partnering capability.
- Ability to interact at an executive/strategic level.

Internal contacts

Close contact at all levels of the organisation.

External contacts

Human Resources Consultancies, Vendors, Unions, Industry Associations.

Typical experience

8+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

Other comments

Position Description

Position title: Senior Human Resources Consultant - Remuneration & Benefits
Position code: Aon.HRS.50106.4
Level: 4

Responsible for

Providing business partnering to an organisation, and/or business unit on Compensation & Benefits policies, programs and practices.

Report to

Depending on organisational structure, Head of Human Resources, Functional Lead of Compensation & Benefits or Human Resources Manager.

Supervises

May supervise Human Resources Associates or Human Resources Administration staff.

Main activities

- Working with Line Management groups to build and implement Compensation & Benefits solutions in line with business needs.
- Providing recommendations and solutions covering specific areas of Compensation & Benefits, including salary planning, market analysis, job design, variable pay planning, benefit planning, vendor relationship management, and/or other services.
- Providing interpretation and counsel to Line Management regarding Compensation & Benefits policies, programs and practices.
- Researching issues and developing solutions to resolve business issues.
- Developing and implementing new Compensation & Benefits policies, practices and programs to meet organisational and Line Management needs.

Key skills

- Strong consulting, negotiation and facilitation skills.
- In-depth knowledge of organisational policies and practices.
- Strong knowledge of Compensation & Benefits best practice.
- Advanced numeracy, analysis and spreadsheet skills.
- Business knowledge and understanding.
- Relationship management and influencing skills.
- Excellent communication skills and highly service orientated.
- Knowledge of current employment legislation and 'Employer of Choice' practices.
- Business partnering capability.

Internal contacts

Close contact at all levels of the organisation.

External contacts

Human Resources Consultancies, Vendors, Unions, Industry Associations.

Typical experience

5+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

Other comments

Depending on organisational structure, this role may be a stand-alone Compensation & Benefits position that combines strategic and operational tasks and is responsible for aligning activities with the business plan. Alternatively, this role may be part of a Human Resources team structure containing senior Human Resource strategic lead roles (e.g. Head of Human Resources, Functional Lead of Human Resources or Human Resources Manager).

Position Description

Position title: Human Resources Consultant - Remuneration & Benefits
Position code: Aon.HRS.50102.3
Level: 3

Responsible for

Providing assistance and guidance to Line Management, using technical and professional skills/knowledge, on a range of Compensation & Benefits policies, programs and practices.

Report to

Depending on organisational structure, Head of Human Resources, Functional Lead of Human Resources or Human Resources Manager.

Supervises

No supervisory responsibilities.

Main activities

- Providing services covering specific areas of Compensation & Benefits, including salary planning, market analysis, job design, variable pay planning, benefit planning, vendor relationship management, and/or other services.
- Providing interpretation and counsel to Line Management regarding Compensation & Benefits policies, programs and practices.
- Researching Compensation & Benefits issues and developing recommendations to resolve Line Management issues.
- Developing and implementing new Compensation & Benefits policies, practices and programs to meet organisational and Line Management needs.

Key skills

- Consulting and negotiation skills.
- Advanced numeracy, analysis and spreadsheet skills.
- In-depth knowledge of Compensation & Benefits best practice.
- Knowledge of Human Resource organisational policies and practices.
- Relationship management and influencing skills.
- Excellent communication skills and highly service orientated.
- Knowledge of current employment legislation and 'Employer of Choice' practices.

Internal contacts

Close contact at all levels of the organisation.

External contacts

Human Resources Consultancies, Vendors, Industry Associations.

Typical experience

3+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

Other comments

Position Description

Position title: Functional Lead of Human Resources - Diversity & Inclusion
Position code: Aon.HRS.80001.6
Level: 6

Responsible for

Providing business partnering to a business unit and/or corporate client group within a large organisation, and owning responsibility for the delivery of the Diversity & Inclusion strategy and operations through a team of Learning and Development Managers.

Report to

Head of Human Resources and/or General Manager/Business Manager of a Business Unit.

Supervises

Diversity & Inclusion Human Resources Managers & Consultants.

Main activities

- Working with Executive/Strategic Management groups within a large organisation to build and implement Diversity & Inclusion solutions in line with the business strategy.
- Identifying and delivering long-term Diversity & Inclusion strategies
- Providing interpretation and counsel to Executive/Strategic Management regarding Diversity & Inclusion policies, programs and practices.
- Researching issues and developing solutions to resolve strategic business issues.
- Developing and implementing new diversity and inclusion policies, practices and programs
- Managing Generalist Human Resources issues involving the most Executive/Strategic Managers in the organisation.

Key skills

- Management, leadership, team building, consulting, negotiation and facilitation skills.
- Expert knowledge of Diversity & Inclusion organisational policies and practices.
- Expert knowledge of Diversity & Inclusion trends, best practice and future direction.
- Strategic business knowledge and understanding.
- Strong relationship management and influencing skills.
- Excellent communication skills and highly service orientated.
- Knowledge of current employment legislation and 'Employer of Choice' practices.
- Business partnering capability.
- Ability to interact and influence at an executive/strategic level.

Internal contacts

Close contact at all levels of the organisation, although most contact would be at an executive/strategic management level.

External contacts

Human Resources Consultancies, Vendors, Unions, Industry Associations.

Typical experience

10+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

Other comments

This role specialises in Diversity & Inclusion, for generalist HR roles please match to Aon.HRS.50003.6 - Functional Lead of Human Resources - Generalist

Position Description

Position title: Human Resources Manager - Diversity & Inclusion
Position code: Aon.HRS.80001.5
Level: 5

Responsible for

Providing business partnering to an organisation and/or business unit, and owning Diversity & Inclusion functional responsibility.

Report to

Functional Lead of Human Resources - Diversity & Inclusion or Human Resources Manager.

Supervises

Diversity & Inclusion Human Resources Consultants or Human Resources Consultants

Main activities

- Working with Executive/Strategic Management to build and implement human resources solutions in line with business strategy.
- Identifying areas of long-term Diversity & Inclusion strategic development initiatives
- Providing interpretation and counsel to Executive/Strategic Management regarding Diversity & Inclusion policies, programs and practices.
- Researching issues and developing solutions to resolve strategic business issues.
- Developing and implementing new diversity and inclusion policies, practices and programs

Key skills

- Management, leadership, team building, consulting, negotiation and facilitation skills.
- Expert knowledge of Diversity & Inclusion policies and practices.
- Strategic business knowledge and understanding.
- Strong relationship management and influencing skills.
- Excellent communication skills and highly service orientated.
- Knowledge of current employment legislation and 'Employer of Choice' practices.
- Business partnering capability.
- Ability to interact at an executive/strategic level.

Internal contacts

Close contact at all levels of the organisation.

External contacts

Human Resources Consultancies, Vendors, Unions, Industry Associations.

Typical experience

8+ years of experience in human resources, coupled with a relevant tertiary qualification

Other comments

This role specialises in Diversity & Inclusion, for generalist HR roles please match to Aon.HRS.50005.5 - Human Resources Manager - Generalist

Position Description

Position title: Senior Human Resources Consultant - Diversity & Inclusion
Position code: Aon.HRS.80001.4
Level: 4

Responsible for

Providing business partnering to an organisation, and/or business unit on a range of Diversity & Inclusion policies, programs and practices.

Report to

Human Resources Manager - Diversity & Inclusion or Human Resources Manager.

Supervises

No Supervisory responsibilities

Main activities

- Working with Line Management groups to build and implement Diversity & Inclusion solutions
- Providing interpretation and counsel to Line Management regarding policies, programs and practices.
- Researching issues and developing solutions to resolve business issues.
- Developing and implementing new diversity and inclusion policies, practices and programs

Key skills

- Strong consulting, negotiation and facilitation skills.
- In-depth knowledge of Diversity & Inclusion organisational policies and practices.
- Strong knowledge of Diversity & Inclusion practices.
- Business knowledge and understanding.
- Relationship management and influencing skills.
- Excellent communication skills and highly service orientated.

Internal contacts

Close contact at all levels of the organisation.

External contacts

Human Resources Consultancies, Vendors, Unions, Industry Associations.

Typical experience

5+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

Other comments

This role specialises in Diversity & Inclusion, for generalist HR roles please match to Aon.HRS.50005.4 - Senior Human Resources Consultant - Generalist

Position Description

Position title: Chief Investment Officer
Position code: Aon.EXE.30001.7
Level: 7

Responsible for

Managing assets and liabilities of the organisation to attain the best profitability and investment returns.

Report to

Chief Executive Officer.

Supervises

Economists, Investment Managers.

Main activities

- Determining and maintaining an effective funds management plan and philosophy for the organisation.
- Preparing and communicating investment plans, targets and forecasts to management.
- Determining and maintaining effective operating procedures for managing funds within the organisation.
- Managing the professional development of employees within business unit.
- Participating as a senior member of an Investment Committee to work towards the most profitable management of funds.
- Investigating new opportunities/areas of operation within the market to improve generation of investment income.

Key skills

- Excellent communication skills, both written and verbal.
- Strong strategic planning skills.
- Strong people management skills.
- Well developed numeric and financial analysis skills.

Internal contacts

Economists, investment managers, senior management.

External contacts

Money market institutions, stock brokers, external economical analysts, various Federal and State Government departments.

Typical experience

Tertiary qualifications in business or finance, often to post-graduate level. May have SIA qualification. At least 15 years of funds management experience.

Other comments

Alternative Titles: Treasurer, General Manager - Funds Management.

Position Description

Position title: Manager - Investment Analytics
Position code: Aon.INM.IA201.6
Level: 6

Responsible for

Planning and managing Research activities for a range of investment markets including equities and fixed interest.

Report to

Head of Research/ General Manager/Head of Investment Management

Supervises

Research Analysts.

Main activities

- Advising fund managers on the most appropriate asset allocation based on quantitative analyses, in line with overall investment strategy signed off by senior management.
- Managing investment Research strategies that facilitate strong investment performance.
- Providing high level reports to Head of Research specific to the relevant markets.
- Determining current and prospective value of investment portfolios.
- Developing and continually improving advanced quantitative analysis techniques.
- Applying expertise to risk management modelling and valuation practices.

Key skills

- Very strong numeric skills, often from an actuarial background.
- Good communication skills, both written and verbal.
- Strong mathematical and financial modelling skills.
- Strong analytical, consulting and persuasion skills.
- Good knowledge of funds management and investment markets.

Internal contacts

Portfolio/Investment/Fund Managers, Economists.

External contacts

Research Agencies.

Typical experience

10+ years of Research/Funds Management experience coupled with tertiary qualifications to post graduate level in Econometrics, Mathematics or Statistics.

Other comments

Position Description

Position title: Senior Analyst - Investment Analytics
Position code: Aon.INM.IA112.4
Level: 4

Responsible for

Providing extensive quantitative Research and information to facilitate informed investment decisions.

Report to

Manager - Investment Analytics

Supervises

May supervise Junior Research Analysts or lead a project team.

Main activities

- Advising Fund Managers on most appropriate asset allocations based on quantitative analyses.
- Planning and generating Analysis and Research specific to a designated geographic or industry sector.
- Developing and utilising predictive mathematical and financial models of designated market segments.
- Contributing to risk analyses and suggested investment strategies as required.

Key skills

- Strong numeracy and statistical abilities.
- Effective communication skills, both written and verbal.
- Strong financial and mathematical modelling skills.

Internal contacts

Portfolio/Investment/Fund Managers, Economists.

External contacts**Typical experience**

4 - 5+ years experience in Research/Funds Management, with solid skills as a Research Analyst coupled with tertiary qualifications in Economics, Finance or Econometrics. May have post graduate qualifications.

Other comments

Position Description

Position title: Analyst - Investment Analytics
Position code: Aon.INM.IA110.3
Level: 3

Responsible for

Providing quantitative Research and information to facilitate informed investment decisions.

Report to

Manager - Investment Analytics

Supervises

No supervisory responsibilities.

Main activities

- Generating Analysis and Research specific to a designated geographic or industry sector.
- Preparing routine and ad-hoc reports for internal and external clients.
- Delivering research to defined time and content standards.
- Entering and maintaining data in IT systems/databases for broader business utilisation.
- Performing basic data cleansing and manipulation activities.

Key skills

- Strong numeric and statistical abilities.
- Effective communication skills, both written and verbal.
- Understands a range of financial markets research techniques.

Internal contacts

Portfolio/Investment/Fund Managers, Economists.

External contacts**Typical experience**

3-4+ years commercial experience coupled with tertiary qualifications in Economics, Finance or Econometrics. May be studying towards post graduate qualifications.

Other comments

Position Description

Position title: Senior Portfolio Manager - Investment Management
Position code: Aon.INM.IM101.6
Level: 6

Responsible for

Managing a significant fund or a portfolio of funds on behalf of the organisation/client.

Report to

General Manager/Head of Investment Management

Supervises

May supervise more junior staff

Main activities

- Making decisions for allocated funds, within predetermined strategic guidelines and authority limits.
- Contributing to broader departmental decision-making on investment strategies and recommending specific policies for area of specialisation.
- Providing guidance, coaching and advice to more junior fund managers/analysts.

Key skills

- Excellent communication skills, both written and verbal.
- Strong strategic planning skills.
- Good people management skills.
- Well developed numeric and financial analysis skills.

Internal contacts

Other Portfolio/Investment/Fund Managers, Economists.

External contacts

Money market institutions, stock brokers, external economical analysts, various Government departments.

Typical experience

At least 10 years of funds management experience. Tertiary qualifications in business or finance, often to post-graduate level.

Other comments

Alternative Titles: Senior Investment Manager

Position Description

Position title: Portfolio Manager - Investment Management
Position code: Aon.INM.IM101.5
Level: 5

Responsible for

Managing a portfolio of smaller funds on behalf of the organisation/client.

Report to

General Manager/Head of Investment Management or Senior Portfolio Manager

Supervises

No supervisory responsibilities.

Main activities

- Making decisions for allocated funds, within predetermined strategic guidelines and authority limits.
- Contributing to departmental decision-making on investment policies for area of specialisation.
- Providing guidance, coaching and advice to analysts.

Key skills

- Excellent communication skills, both written and verbal.
- Strategic planning skills.
- Good interpersonal skills.
- Well developed numeric and financial analysis skills.

Internal contacts

Other Portfolio/Investment/Fund Managers, Economists.

External contacts

Money market institutions, stock brokers, external economical analysts, various Government departments.

Typical experience

At least 7 years of funds management experience. Tertiary qualifications in business or finance, often to post-graduate level.

Other comments

Alternative Titles: Investment Manager

Position Description

Position title: Senior Analyst - Investment Management
Position code: Aon.INM.IM112.4
Level: 4

Responsible for

Providing quantitative Research and Information to assist in the management of investments on behalf of the organisation

Report to

Senior Portfolio Manager

Supervises

No supervisory responsibilities.

Main activities

- Advising Fund Managers on most appropriate investment decisions based on quantitative analyses.
- Planning and generating Analysis and Research specific to a designated geographic or industry sector.
- Developing and utilising predictive mathematical and financial models of designated market segments.
- Contributing to risk analyses and suggested investment strategies as required.

Key skills

- Excellent communication skills, both written and verbal.
- Strong strategic planning skills.
- Good interpersonal skills.
- Well developed numeric and financial analysis skills.

Internal contacts

Portfolio/Investment/Fund Managers, Economists.

External contacts

Money market institutions, stock brokers, external economical analysts, various Government departments.

Typical experience

At least 4-5 years of funds management experience. Tertiary qualifications in business or finance, may be studying for post-graduate level.

Other comments

Position Description

Position title: Analyst - Investment Management
Position code: Aon.INM.IM110.3
Level: 3

Responsible for

Providing quantitative Research and information to facilitate informed investment decisions.

Report to

Senior Portfolio Manager

Supervises

No supervisory responsibilities.

Main activities

- Generating Analysis and Research specific to a designated geographic or industry sector.
- Preparing routine and ad-hoc reports for internal and external clients.
- Delivering research to defined time and content standards.
- Entering and maintaining data in IT systems/databases for broader business utilisation.
- Performing basic data cleansing and manipulation activities.

Key skills

- Strong numeric and statistical abilities.
- Effective communication skills, both written and verbal.
- Understands a range of financial markets research techniques.

Internal contacts

Portfolio/Investment/Fund Managers, Economists.

External contacts**Typical experience**

3-4+ years commercial experience coupled with tertiary qualifications in Economics, Finance or Econometrics. May be studying towards post graduate qualifications.

Other comments

Position Description

Position title: Investment Support Administrator
Position code: Aon.INM.IM101.2
Level: 2

Responsible for

Conducting a variety of daily activities within the Investment Management Team.

Report to

Team Leader - Operations, Investment Management

Supervises

No Supervisory Responsibilities.

Main activities

- Conducting various functions/processes within the Investment Management Department such as clearance, futures settlements, equities processing, options clearance, orders processing, data entry, reconciliations, trade input and verification.
- Resolving problems as they arise and referring complex issues to more senior staff.
- Assisting with the investigation of unreconciled items and failed trades.

Key skills

- Developing knowledge and understanding of the functions and processes within the Operations area.
- Sound working knowledge of relevant technologies and software.

Internal contacts

Investment Specialists/Dealers, Finance and Administration Staff.

External contacts

Trade/External Associations, Regulatory Bodies.

Typical experience

Minimum 12-18 months relevant industry experience and may have tertiary qualifications in Accounting, Finance or similar. May also have SIA qualifications.

Other comments

Position Description

Position title: Head of Compliance
Position code: Aon.LGL.25001.6
Level: 6

Responsible for

Ensuring all external regulatory frameworks and policies are complied with by the business operations within reasonable risk and parameters.

Report to

General Manager.

Supervises

State Compliance Managers.

Main activities

- Identifying all appropriate external regulatory and compliance frameworks and ensuring compliance by the business.
- Developing and recommending compliance policy and processes which are adequate to meet all organisational compliance and policy obligations.
- Planning and managing the implementation of compliance policies.
- Selecting and maintaining appropriate risk identification and measurement methodologies.
- Promoting appropriate compliance behaviour and culture by the effective communication and dissemination of compliance strategy policy and processes.
- Developing and implementing a program to ensure that all employees and intermediaries comply with compliance policy and processes.
- Providing a quarterly report on compliance adequacy.
- Identifying and providing developmental compliance training to all staff.

Key skills

- Knowledge of relevant legislation.
- Good interpersonal and communication skills.
- Good technical and analytical skills.

Internal contacts

Legal, Managers and Staff.

External contacts

Industry Organisations and Solicitors.

Typical experience

At least 8 - 10 years of experience in a commercial legal role coupled with a law degree or equivalent qualification.

Other comments

Position Description

Position title: Compliance Manager
Position code: Aon.LGL.25001.5
Level: 5

Responsible for

Managing the Regulatory Affairs for the organisation through the provision of regulatory advice, support and establishing standards and specifications for all company products/services that have to comply with Government Regulations.

Report to

General Manager, Technical Manager, CEO.

Supervises

Regulatory Affairs Officers.

Main activities

- Providing expert advice and guidance to the organisation on regulatory issues affecting the provision of products/services in the region.
- Developing regulatory policies, procedures and compliance programs.
- Planning and preparing submissions to the relevant Government Authorities on product specifications.
- Recommending changes to product specifications in line with statutory requirements.
- Ensuring that all new and existing products are registered correctly with the Government Authorities and monitoring re-registration of existing product lines.
- Reporting regularly to management on regulatory changes and emerging political, legal and licensing issues effecting the industry.
- Leading negotiations with Government Authorities or Regulators on behalf of the organisation as required.
- Maintaining effective relationships with both internal and external stakeholders such as Industry Associations and Local Councils (if applicable).
- Sourcing political/industry information to ensure the group is at the forefront of regulatory management.

Key skills

- Excellent communication, influential and negotiation skills.
- Ability to interpret relevant regulation legislation.
- Knowledge of political and economic structures of key global economies.

Internal contacts

Staff in all Departments.

External contacts

Commonwealth and State Government Officials, Regulatory Authorities and Industry Associations.

Typical experience

At least 8 years of legal or compliance experience in a commercial environment together with relevant qualifications.

Other comments

Position Description

Position title: Senior Compliance Officer
Position code: Aon.LGL.25001.4
Level: 4

Responsible for

Providing specialist technical advice to a particular business function in the development and ongoing maintenance of the Compliance Program.

Report to

Compliance Manager.

Supervises

No supervisory responsibilities, may mentor Junior Compliance Officers.

Main activities

- Promoting and participating in the development of a high quality Compliance Program and the necessary training.
- Assisting in the identification, preparation and development of appropriate training materials.
- Identifying risk areas and facilitating means to remove or better manage those areas by providing Compliance advice.

Key skills

- Excellent understanding of organisations Compliance program.
- Good knowledge of regulation and legislation affecting the organisation.
- Reasonable knowledge of organisations policy and procedures.

Internal contacts

Legal, Managers and staff.

External contacts

Assessors/Investigators and solicitors.

Typical experience

5+ years of business experience coupled with Legal or Business tertiary qualification .

Other comments

Position Description

Position title: Compliance Officer
Position code: Aon.LGL.25001.3
Level: 3

Responsible for

Providing regulatory advice, support and establishing standards and specifications for all company products/services that have to comply with Government Regulations.

Report to

Regulatory Affairs Manager or Compliance Manager

Supervises

No supervisory responsibilities.

Main activities

- Assisting with the establishment and coordination of all relevant legislative, regulatory, contractual and other compliance processes.
- Assisting in the planning and preparation of submissions to the relevant Government Authorities on product specifications.
- Assisting in the development and maintenance of regulatory policies, procedures and compliance programs.
- Recommending changes to product specifications in line with statutory requirements.
- Arranging re-registration of existing product lines and following up on product applications to ensure timely approval.
- Assisting in the development of regulatory reports for regional and overseas offices where applicable.
- Assisting in the researching and sourcing of political/industry information to ensure the group is at the forefront of regulatory management.
- Assisting with the roll-out and maintenance of compliance related software systems to manage compliance obligations.
- Assisting with risk management and risk reporting activities as required.
- Providing support for contract management/administration as required.

Key skills

- Good communication skills.
- Ability to interpret relevant regulatory legislation.
- Knowledge of political and economic structures of key global economies.

Internal contacts

Staff in all Departments.

External contacts

Commonwealth and State Government Officials, Regulatory Authorities and Industry Associations.

Typical experience

At least 3 - 5 years of legal or compliance experience in a commercial environment together with relevant qualifications in law, business, commerce or equivalent. May also have come from a risk management or contract administration background.

Other comments

Alternative Title: Compliance Officer.

Position Description

Position title: Contracts Administration Manager
Position code: Aon.LGL.25002.5
Level: 5

Responsible for

Managing the legal and commercial integrity of customer and supplier contracts to maximise efficiency and effectiveness.

Report to

Legal Affairs Manager.

Supervises

Contract Administrators.

Main activities

- Establishing and maintaining quality processes and reporting systems related to the organisation's contracts.
- Developing, negotiating and driving contractual agreements in a highly quality sensitive manner, with the objective of maximising profit, managing risk and optimising performance.
- Conducting meetings and coordinating with Management concerned in reviewing documents and recommending appropriate action to resolve administrative problems resulting from such reviews.
- Leading the negotiation Team on organisational contract proposals, amendments and supplementary agreements - balancing the necessity to make sales with the need to ensure high quality business relations.
- Acting as an organisational spokesperson on matters relating to assigned contracts and maintaining liaison between the organisation and the client.
- Providing dedicated support to major accounts at the negotiation and drafting stage of deals.
- Promoting the organisation in the market place as professional in relation to all contract negotiations and dealings.
- Ensuring all major contracts are dealt with in accordance with the organisation's compliance procedures.
- Providing recommendations to line management on legal and financial risk inherent in potential proposals or contracts.
- Promoting and utilising standard and non-standard contracts to ensure legal and commercial integrity of contracts.

Key skills

- Ability to understand complex legal agreements.
- Ability to understand complex financial analysis and reports.
- Ability to interpret statutory and case law.
- Excellent communication skills.

Internal contacts

Sales & Marketing Department, Management, Legal Staff.

External contacts

Clients, Suppliers, External Solicitors.

Typical experience

At least 5 - 6 years experience in a commercial/corporate function and 2 - 3 years of management experience, coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Team Leader Contracts Administration
Position code: Aon.LGL.25022.4
Level: 4

Responsible for

Leading a team of contracts administrators to ensure the legal and commercial integrity of customer and supplier contracts to maximise efficiency and effectiveness.

Report to

Contracts Administration Manager.

Supervises

Contract Administrators.

Main activities

- Supervising all tasks undertaken within the department, balancing the necessity to make sales with the need to write high quality business.
- Assisting with the negotiation of unique contracts/licensing arrangements.
- Convincing customers and the marketplace that the company is professional in negotiating contracts within pricing policy guidelines.
- Promoting and utilising standard and non-standard contracts to ensure legal and/or commercial integrity of contracts and licensing agreements.
- Providing recommendations to line management on legal and financial risk inherent in potential proposals or contracts.
- Ensuring the signing of contracts requiring all subsequent contracts to be read and checked with accompanying paperwork in order and in compliance with company procedures.
- Maintaining strong and constructive relationships with staff in other business units.
- Assisting in the development of new standard contract forms as necessary when dictated by product strategies.

Key skills

- Ability to gain and maintain the respect of the Sales and Marketing staff.
- Management confidence in decisions and assessments.
- Good written and verbal communication skills.
- Ability to negotiate effectively.

Internal contacts

Legal Department within parent company, Sales and Marketing staff, Technical Specialists, Tenders/Pricing Committees, staff in other business units.

External contacts

Other parties involved in contract negotiation - lawyers etc.

Typical experience

A degree or equivalent with at least 7+ years of experience.

Other comments

Position Description

Position title: Senior Contracts Administrator
Position code: Aon.LGL.25022.3
Level: 3

Responsible for

Participating in the development, negotiation and administration of company customer contracts, allocating inventory and coordinating delivery and invoicing.

Report to

Team Leader Contracts Administration, Contracts Administration Manager.

Supervises

May supervise Clerical staff.

Main activities

- Conducting meetings and coordinating with concerned management in reviewing documents, recommending appropriate action to resolve administrative problems resulting from such reviews.
- Analysing reports on contractor cost data.
- Acting as a member of the negotiating team on company contract proposals on amendments and supplementary agreements thereto.
- Liaising on behalf of the organisation in matters relating to assigned contracts, maintaining liaison between company and customer through preparation and coordination of applicable correspondence.
- Monitoring inventory allocation and assigned inventory report, re-allocating stock and back orders.
- Arranging/coordinating delivery and installation of goods with Sales Representatives for customisation.
- Assisting with the development of terms and conditions for contract proposals in accordance with performance risk analysis and protection of company interest.
- Liaising with customers with regards to relevant inquiries.

Key skills

- Proven communication skills, verbal and written.
- Commercial awareness.
- Computer literacy.
- Familiarity with most contracting activities.

Internal contacts

Project Staff, Finance and Accounting Staff, Sales Staff, Warehouse Staff.

External contacts

Clients, sub-contractors, customers.

Typical experience

3 - 7 years experience in contract administration

Other comments

Position Description

Position title: Contracts Administrator
Position code: Aon.LGL.25012.2
Level: 2

Responsible for

Participating in the development, negotiation and administration of company customer contracts, allocating inventory and coordinating delivery and invoicing.

Report to

Team Leader Contracts Administration, Contracts Administration Manager.

Supervises

May supervise Clerical staff.

Main activities

- Conducting meetings and coordinating with concerned management in reviewing documents, recommending appropriate action to resolve administrative problems resulting from such reviews.
- Analysing reports on contractor cost data.
- Monitoring inventory allocation and assigned inventory report, re-allocating stock and back orders.
- Arranging/coordinating delivery and installation of goods with Sales Representatives for customisation.
- Billing and generating invoices against contract and monitoring for expiry.
- Liaising with customers with regards to relevant inquiries.

Key skills

- Proven communication skills, verbal and written.
- Commercial awareness.
- Computer literacy.
- Familiarity with most contracting activities.

Internal contacts

Project staff, Finance and Accounting staff, Sales staff, Warehouse staff.

External contacts

Clients, sub-contractors, customers.

Typical experience

Up to 3 years experience in contract administration possibly within a hi tech environment.

Other comments

Key areas of authority associated with administering contract, invoicing per contract and allocating/dispatching equipment per contract.

Position Description

Position title: Chief Legal Counsel
Position code: Aon.EXE.LE010.7
Level: 7

Responsible for

Advising senior management on their individual and corporate legal obligations and rights so as to protect the company's interests.

Report to

Chief Executive/Managing Director.

Supervises

Legal officers.

Main activities

- Ensuring that all legislation affecting the organisation is researched, and that comments are passed on to relevant managers.
- Ensuring senior managers and the board of directors are informed about new or proposed legislation which may affect the organisation's activities.
- May appear in court to represent the organisation or brief counsel on legal matters, ensuring that the organisation is effectively represented in any legal action in which it is involved.
- Acting on behalf of the organisation in major property conveyancing transactions
- Preparing and authorising security documents in major loans.
- Advising staff on relevant procedures in non-routine security
- Liaising with Government officials on matters which affect the organisation's present and future activities.
- Controlling all the organisation's share transactions.
- Ensuring that the company operates fully within the law at all times, but with special reference to its methods of business, its contractual relations, and its process of negotiation.

Key skills

- Excellent communications skills.
- Ability to interpret legal requirements which apply to relevant business operations.
- General managerial experience.

Internal contacts

Regulatory affairs manager, all divisional and functional managers.

External contacts

External solicitors and appraisers, corporate affairs department.

Typical experience

A legal degree and registered as a solicitor with at least 8 to 10 years experience in legal aspects.

Other comments

Position Description

Position title: Senior Legal Counsel
Position code: Aon.LGL.25009.6
Level: 6

Responsible for

Providing legal expertise towards commercial decision making and ensuring that all operations of the organisation are conducted within acceptable parameters highlighting business risks and ensuring compliance with relevant legislation. Also assisting with the management and development of the legal team.

Report to

General Counsel.

Supervises

Legal Assistants and Corporate Counsel (Junior Legal Counsel, Legal Counsel and Senior Legal Counsel).

Main activities

- Developing processes and procedures for the efficient running of the Legal department and the efficient provision of legal services and to mitigate risks.
- Developing and retaining the legal intellectual capital of the business.
- Identifying, instigating and implementing legal compliance programs for the organisation.
- Identifying and managing legal risks in contracts, operations and claims.
- Managing matters briefed to external lawyers.
- Providing advice (and managing advice provided by internal/external lawyers) on legal and regulatory issues of importance to the business.
- Negotiating major commercial transactions and non-routine transactions.
- Researching all legislation affecting the organisation and ensuring that relevant units are informed of new or proposed legislation and policy.

Key skills

- Superior written and verbal communications skills with ability to communicate to people in a range of positions.
- Team leading and management skills.
- Superior negotiating skills.
- Superior drafting skills.
- Project management skills.
- Ability to manage competing priorities and escalations.
- Ability to resolve internal escalations.
- Ability to provide commercially focused legal support.

Internal contacts

Employees at all levels, including CEO, CFO, MDs and other company executives.

External contacts

Regulatory authorities, external lawyers, customers and suppliers.

Typical experience

Admitted as a solicitor in one or more States in Australia (or equivalent qualifications from overseas and taking steps to be admitted in Australia), with 10+ years legal experience in General commercial law and/or litigation.

Other comments

Alternative Title: Assistant General Counsel.

Position Description

Position title: Legal Counsel
Position code: Aon.LGL.25009.5
Level: 5

Responsible for

Providing legal expertise towards commercial decision making and ensures that all operations of the organisation are compliant with relevant legislation. Assisting in developing the legal intellectual capital of the business and developing processes and procedures for the efficient provision of legal services and to mitigate risks.

Report to

General Counsel or Assistant General Counsel.

Supervises

Legal Assistants, Corporate Counsel (Junior Legal Counsel and Legal Counsel).

Main activities

- Negotiating and drafting changes to standard form contracts used by the organisation.
- Drafting new forms of contracts for the organisation.
- Negotiating major commercial transactions.
- Managing major litigation and advise on claims, including those concerning customers, suppliers, competitors and regulators.
- Monitoring changes and developments in the legal and regulatory environment.
- Assisting in the implementation and maintenance of legal systems (such as contract management systems).
- Assisting in the development of policies, procedures and training programmes for staff on relevant legal issues.
- Participating with the management team and external advisers in the evaluation, structuring and documentation of future business opportunities.
- Managing matters briefed to external lawyers where the cost for individual matters are not expected to exceed \$1million.

Key skills

- Ability to provide commercially focused legal support.
- Excellent drafting skills.
- Excellent negotiating skills.
- Excellent written and verbal communications skills with ability to communicate to people in a range of positions.
- Supervisory skills.
- Project management skills.
- Ability to manage competing priorities and escalations.
- Ability to work autonomously

Internal contacts

All employees within the organisation up to Managing Director of business unit.

External contacts

Regulatory authorities, external lawyers, customers and suppliers.

Typical experience

Admitted as a solicitor in one or more States in Australia (or equivalent qualifications from overseas and taking steps to be admitted in Australia), coupled with 8+ years legal experience in General commercial law and/or litigation.

Other comments

Alternative Title: Senior Legal Counsel.

Position Description

Position title: Senior Lawyer
Position code: Aon.LGL.25009.4
Level: 4

Responsible for

Assisting in the provision of legal services for one or more business units in the organisation. Also responsible for assisting in developing the legal intellectual capital of the business e.g. non-legal staff training and precedents and developing processes and procedures for the efficient provision of legal services and to mitigate risks.

Report to

Corporate Counsel (Assistant General Counsel level or Senior Corporate Counsel level).

Supervises

No supervisory responsibilities.

Main activities

- Managing matters briefed to external lawyers where costs for individual matters not expected to exceed \$500k.
- Providing advice (and managing advice provided by external lawyers) on legal and regulatory issues of importance to the organisation.
- Negotiating and drafting new forms of contract and changes to standard form contracts used by the organisation.
- Reviewing and negotiating contracts drafted by parties dealing with the organisation.
- Assisting in the management of litigation such as dealing with subpoenas, management of commercial litigation and advise on claims, including those concerning customers, suppliers, competitors and regulators.
- Monitoring changes and developments in the legal and regulatory environment that the organisation operates within and develop appropriate strategies on a proactive basis. Assisting in the implementation and maintenance of legal systems.
- Assisting in the development of policies, procedures and training programmes for staff on relevant legal issues.

Key skills

- Ability to provide commercially focused legal support.
- Strong written and verbal communications skills with ability to communicate to people in a range of positions.
- Strong drafting skills.
- Strong negotiating skills.
- Ability to work as part of a team.
- Ability to manage competing priorities.
- Ability to work autonomously.

Internal contacts

Range of employees, typically up to first report to Managing Director of business unit.

External contacts

Regulatory authorities, external lawyers, customers and suppliers.

Typical experience

Admitted as a solicitor in one or more States in Australia (or equivalent qualifications from overseas and taking steps to be admitted in Australia) with 5 to 8 years legal experience in General commercial law and/or litigation.

Other comments

Alternative Title: Legal Counsel.

Position Description

Position title: Lawyer
Position code: Aon.LGL.25009.3
Level: 3

Responsible for

Assisting in the provision of legal services for one or more business units in the organisation.

Report to

Corporate Counsel (Assistant General Counsel level or Senior Corporate Counsel level).

Supervises

No supervisory responsibilities.

Main activities

- Providing advice on straight forward legal and regulatory issues and assisting in provision of advice on new or more complex legal and regulatory issues in consultation with other more senior Corporate Counsel.
- Negotiating and drafting changes to standard form contracts used by the organisation.
- Assisting in drafting new forms of contract for the organisation.
- Reviewing and negotiating contracts drafted by parties dealing with the organisation.
- Reviewing correspondence, advertising and/or other material to ensure the organisation minimises and mitigates its exposure to legal liabilities or claims.
- Assisting in the management of litigation such as dealing with subpoenas and advising on customer complaints and assisting with complaints from regulators.
- Assisting in the development of training programmes for non-legal staff on relevant legal issues.
- Identifying, escalating and seeking guidance on significant risks.

Key skills

- Ability to provide commercially focused legal support.
- Sound negotiating skills.
- Sound drafting skills.
- Sound written and verbal communications skills.
- Ability to work as part of a team.
- Ability to manage competing priorities.
- Ability to work autonomously, but report to manager regularly.
- Proactive and self motivating.

Internal contacts

Employees in non-managerial roles.

External contacts

Regulatory authorities, customers, suppliers and external lawyers.

Typical experience

Admitted as a solicitor in one or more States in Australia (or equivalent qualifications from overseas and taking steps to be admitted in Australia) with 3 to 5 years legal experience and general commercial law experience and/or litigation experience.

Other comments

Alternative Title: Junior Legal Counsel.

Position Description

Position title: Entry Level Lawyer (Graduate)
Position code: Aon.LGL.25109.2
Level: 2

Responsible for

Assists lawyers/legal counsel with the preparation of documents necessary to comply with federal, state and local regulations in the conduct of business activities.

Report to

Lawyer, Legal Counsel, General Counsel

Supervises

No supervisory responsibilities.

Main activities

- Researching and reporting on legislation and its effect across all parts of the business. Coordinate the gathering of information from various departments in the preparation of contracts and other legal documents.
- Drafting court documents
- Assists lawyers in the preparation of documentation for amendments, withdrawals, mergers and dissolutions of corporations or partnerships.
- Ensuring the organisation is informed of new or proposed legislation and policy.
- Analysing the organisation's legal and corporate risk and offering alternatives and recommendations as required.
- Review certain contracts and other legal documents to ensure necessary provisions are contained therein.

Key skills

- Knowledge of Corporations Law, Employment Law and Trade Practices Law.
- Exposure to corporate mergers, acquisitions and general transactions.
- Knowledge of general legal terminology and legal principles.
- Good written and verbal communication skills.
- Attention to detail.
- Ability to analyse and review contracts and other legal documents.
- Ability to negotiate effectively.

Internal contacts

Management, Legal Counsel, Lawyers.

External contacts

Solicitors/Lawyers.

Typical experience

Entry Level Lawyer with a Bachelor of Laws and Business, Accounting or Economics Degree. Completing the process of being admitted as a lawyer.

Other comments

Position Description

Position title: Senior Paralegal
Position code: Aon.LGL.25008.3
Level: 3

Responsible for

Assisting lawyers/legal counsel with research, drafting and preparation of legal documents.

Report to

Lawyer, Legal Counsel, General Counsel

Supervises

No supervisory responsibility

Main activities

- Researching and reporting the effect of legislation on the business.
- Drafting court documents and case files.
- Supporting lawyers in the preparation of documentation for amendments, withdrawals, mergers and dissolution of corporations or partnerships.
- Gather information from various departments in the preparation of contracts and other legal documents

Key skills

- Knowledge of Corporations Law, Employment Law and Trade Practices Law.
- Knowledge of general legal terminology and legal principles.
- Good written and verbal communication skills.
- Attention to detail.
- Ability to analyse and review contracts and other legal documents.
- Ability to negotiate effectively

Internal contacts

Legal Counsel, Lawyers

External contacts

Solicitors/Lawyers

Typical experience

3-5 years experience as a paralegal or working with a Corporate Lawyer

Other comments

Position Description

Position title: Paralegal
Position code: Aon.LGL.25009.2
Level: 2

Responsible for

Assists lawyers/legal counsel with research, drafting and preparation of legal documents.

Report to

Lawyer, Legal Counsel, General Counsel.

Supervises

No supervisory responsibilities.

Main activities

- Building skills in researching and reporting the effect of legislation on the business.
- Building skills in drafting court documents.
- Assists lawyers in the preparation of documentation for amendments, withdrawals, mergers and dissolutions of corporations or partnerships.
- Ensuring the organisation is informed of new or proposed legislation and policy.
- Under the supervision of legal counsel, gather information from various departments in the preparation of contracts and other legal documents.

Key skills

- Knowledge of Corporations Law, Employment Law and Trade Practices Law.
- Knowledge of general legal terminology and legal principles.
- Good written and verbal communication skills.
- Attention to detail.
- Ability to analyse and review contracts and other legal documents.
- Ability to negotiate effectively.

Internal contacts

Legal Counsel, Lawyers.

External contacts

Solicitors/Lawyers.

Typical experience

0 - 2 years experience working with a Corporate Lawyer. Currently completing a Combined Bachelor of Laws Degree.

Other comments

Position Description

Position title: Junior Paralegal
Position code: Aon.LGL.25009.1
Level: 1

Responsible for

Assists lawyers/legal counsel with research, drafting and preparation of legal document

Report to

Lawyer, Legal Counsel, General Counsel

Supervises

No supervisory responsibilities

Main activities

- Assist paralegals in researching and reporting the effect of legislation on the business.
- Assist the Legal Counsel in drafting court documents
- Ensuring the organisation is informed of new or proposed legislation and policy.
- Under the supervision of legal counsel, gather information from various departments in the preparation of contracts and other legal documents

Key skills

- Knowledge of Corporations Law, Employment Law and Trade Practices Law
- Knowledge of general legal terminology and legal principles
- Good written and verbal communication skills
- Attention to detail

Internal contacts

Legal Counsel, Lawyers

External contacts

Solicitors/Lawyers

Typical experience

At least 12 months experience in a similar role

Other comments

Position Description

Position title: Legal Secretary
Position code: Aon.LGL.25209.2
Level: 2

Responsible for

Providing efficient secretarial and administrative support to lawyers/solicitors and the Regulatory and Compliance Departments as required.

Report to

Group Counsel, Solicitor/Legal Affairs Manager, Senior Solicitor, Company Secretary.

Supervises

No supervisory responsibilities.

Main activities

- Typing of court documents, correspondence and drafting letters on behalf of the legal staff.
- Liaising with clients, suppliers and colleagues on behalf of the solicitors.
- Screening calls, diary management and undertaking travel arrangements as required.
- Planning and coordinating meetings and group events for the Legal Department.
- Maintaining the Legal Department's accounts - authorising payments, deposits and reconciling accounts.
- Maintaining the Legal Department's filing system.

Key skills

- Excellent typing skills with the ability to use a Dictaphone.
- Strong MS Word and Excel ability.
- Excellent organisation and time management skills.
- Exposure to, and understanding of, legal terminology and procedures.

Internal contacts

Legal, Regulatory, Compliance and Accounts Departments.

External contacts

Clients, External Solicitors, Suppliers.

Typical experience

At least 2 years experience as a legal secretary with relevant administrative qualifications.

Other comments

Position Description

Position title: Head of Litigation
Position code: Aon.EXE.LE040.6
Level: 6

Responsible for

Managing all litigation for the organisation and advising senior management on potential strategies for achieving optimal legal solutions

Report to

General Counsel

Supervises

A team of lawyers working on analysing case facts and drafting legal filings / briefings

Main activities

- Advising senior management on legal matters requiring litigation, including managing internal and external legal counsel and coordinating litigation involving the organisation.
- Perform critical analysis of case facts and guide the team in drafting legal briefings for company management, legal authorities and other relevant stakeholders
- Lead a team of lawyers and/or paralegal professionals in doing case analysis and preparing optimal legal strategies
- Work with business heads of function heads to understand legal issues at hand and formulate appropriate response

Key skills

- Legal analysis
- People management
- Stakeholder management

Internal contacts

Chief Executive Officer, General Counsel, Function Heads, Business Unit Heads, Department Heads

External contacts

External legal counsel, Department of Law, Regulatory authorities

Typical experience

15+ years in litigation

Other comments

Position Description

Position title: Functional Lead Purchasing/Procurement
Position code: Aon.EXS.85505.6
Level: 6

Responsible for

Strategically managing the Purchasing/Procurement function within the organisation to ensure that goods and services are procured according to specified quantity, quality and cost requirements, and delivered within given timeframes.

Report to

CEO, General Manager - Multi-Function.

Supervises

All levels of Purchasing/Procurement employees.

Main activities

- Designing and implementing the organisation's strategic Purchasing/Procurement plan in line with overall business performance goals.
- Overseeing the selection of reliable sources of supply and engagement of complimentary suppliers, and negotiating complex, high risk deals with key suppliers to improve value delivered to the organisation.
- Analysing all aspects of the supply function including supplier sourcing, price negotiation, quality, ordering, inventory, checking, delivery, tenders and contracts and providing expert Purchasing/Procurement advice.
- Assessing recommendations for process improvements and designing programs for implementing necessary process changes.
- Effectively managing the Purchasing/Procurement staff to foster an environment that promotes and encourages innovation within the Purchasing/Procurement function.

Key skills

- Expert knowledge of procurement concepts, processes, activities and trends.
- Strategic management and negotiation skills.
- Complex analytical interpretation and problem-solving skills.
- Ability to provide technical leadership, coupled with people and project Management skills.
- Business, communication, change management and customer service skills.

Internal contacts

All Departments.

External contacts

Major Suppliers, Major Customers.

Typical experience

10+ years of experience in Purchasing/Procurement, coupled with relevant Purchasing/Procurement qualifications.

Other comments

Alternate title: Strategic Purchasing/Procurement Manager, Sourcing Director, Buying Director.

Position Description

Position title: Purchasing/Procurement Manager
Position code: Aon.LGL.25010.5
Level: 5

Responsible for

Managing team/s of Purchasing/Procurement Officers to ensure that goods and services are procured according to specified quantity, quality and cost requirements, and delivered within given time frames.

Report to

Purchasing/Procurement Director or Corporate Logistics Manager/Director.

Supervises

Purchasing/Procurement Team Leaders, Purchasing/Procurement Officers.

Main activities

- Contributing to and implementing the organisation's strategic Purchasing/Procurement plan in line with overall business performance goals.
- Selecting reliable sources of supply, engaging complimentary suppliers and working with key suppliers to improve value delivered to the organisation.
- Overseeing the preparation of tenders, proposals and the negotiation of contracts.
- Maintaining programs for vendor analysis and cost reduction thereby improving the efficiency and effectiveness of the procurement process.
- Monitoring suppliers and overseeing inventory control activities to ensure that accurate quantities of stock are purchased at the correct price within specified timeframes.
- Conducting technical, business and process analysis, identifying areas for process improvement and providing advice to senior management.
- Developing, piloting, testing and implementing procurement tools.
- Managing team/s of Purchasing/Procurement Officers.

Key skills

- Specialist knowledge of procurement concepts, processes, activities and trends.
- Negotiation skills.
- Advanced analytical interpretation and problem-solving skills.
- Ability to provide technical leadership, coupled with people and project management skills.
- Business, communication, change management and customer service skills.

Internal contacts

All Departments.

External contacts

Major suppliers and major customers.

Typical experience

8 - 10 years of experience in Purchasing/Procurement, coupled with relevant Purchasing/Procurement qualifications.

Other comments

Alternate title: Sourcing Manager, Buying Manager.

Position Description

Position title: Purchasing/Procurement Team Leader
Position code: Aon.LGL.25012.4
Level: 4

Responsible for

Leading a team of Purchasing/Procurement Officers to ensure that goods and services are procured according to specified quantity, quality and cost requirements and delivered within given timeframes.

Report to

Purchasing/Procurement Manager.

Supervises

Purchasing/Procurement Officers.

Main activities

- Selecting reliable sources of supply, engaging complimentary suppliers and working with key suppliers to improve value delivered to the organisation.
- Preparing tenders and proposals and negotiating contracts.
- Maintaining programs for vendor analysis and cost reduction thereby improving the efficiency and effectiveness of the procurement process.
- Monitoring suppliers and coordinating the organisation's inventory control activities to ensure that accurate quantities of stocks are purchased at the correct price and delivered within specified timeframes.
- Conducting technical, business and process analysis, identifying areas for process improvement and providing advice to Senior Management.
- Participating in developing, piloting, testing and implementing procurement tools.
- Supervising a team of Purchasing/Procurement Officers on a daily basis.

Key skills

- Specialised knowledge of procurement concepts, processes, activities and trends.
- Negotiation skills.
- Advanced analytical interpretation and problem-solving skills.
- Ability to provide technical leadership, coupled with leadership skills.
- Communication, change management and customer service skills.

Internal contacts

All Departments.

External contacts

Major Suppliers, Sales Representatives and Major Customers.

Typical experience

At least 5 - 8 years of experience in Purchasing/Procurement, coupled with relevant Purchasing/Procurement qualifications.

Other comments

Alternate title: Sourcing Team Leader, Buying Team Leader.

Position Description

Position title: Contracts Negotiator
Position code: Aon.LGL.25002.3
Level: 3

Responsible for

Carrying out contract negotiation, either alone or under the supervision of a Senior Contract Negotiator.

Report to

Procurement Manager - Sourcing/Fulfilment, National Logistics Manager.

Supervises

No supervisory responsibility.

Main activities

- Negotiating with suppliers to draw up procurement contracts.
- Evaluating contract performance to determine the need for amendments and extensions of contracts.
- Arbitrating claims or complaints occurring in performance of contracts.
- May serve as a liaison between end users and suppliers to ensure fulfilment of contract obligations by suppliers.
- Developing and revising procurement agreements.
- Interpreting complex proposals and presenting summarised information to communicate business requirements to suppliers.
- Developing solicitation packages.
- Interpreting risk management.
- Conducting research on suppliers to determine potential contract liabilities.
- Documenting supplier evaluations.

Key skills

- Excellent interpersonal and communications skills.
- Able to develop total negotiation strategy covering commercial and contractual aspects of contract.

Internal contacts

Purchasing Team Members, Technical Team Members, Sales/Account Team Members.

External contacts

Supplier Contract Negotiation and Account Management teams, Client project team.

Typical experience

2-3 years experience in negotiating and administering contracts. Tertiary qualifications in relevant area.

Other comments

Requires sound contract and commercial experience.

Position Description

Position title: Senior Purchasing/Procurement Officer
Position code: Aon.LGL.25016.3
Level: 3

Responsible for

Purchasing/procuring goods and services according to specified quantity, quality and cost requirements and delivered within given timeframes.

Report to

Purchasing/Procurement Team Leader, Purchasing/Procurement Manager.

Supervises

No supervisory responsibilities.

Main activities

- Selecting reliable sources of supply, engaging complimentary suppliers and working with key suppliers to improve value delivered to the organisation.
- Preparing tenders and proposals and negotiating contracts.
- Maintaining programs for vendor analysis and cost reduction thereby improving the efficiency and effectiveness of the procurement process.
- Monitoring suppliers and assisting with the coordination of the organisation's inventory control activities to ensure that accurate quantities of stocks are purchased at the correct price and delivered within specified timeframes.
- Conducting technical, business and process analysis, identifying areas for process improvement and providing advice to Team Leader/Manager.
- Participating in developing, piloting, testing and implementing procurement tools.

Key skills

- Sound knowledge of procurement concepts, processes, activities and trends.
- Negotiation skills.
- Advanced analytical interpretation and problem-solving skills.
- Communication, change management and customer service skills.

Internal contacts

All Departments.

External contacts

Major Suppliers, Sales Representatives and Major Customers.

Typical experience

2 - 5 years of experience in Purchasing/Procurement, coupled with relevant Purchasing/Procurement qualifications.

Other comments

Alternate title: Senior Sourcing Officer, Senior Buyer.

Position Description

Position title: Purchasing/Procurement Officer
Position code: Aon.LGL.25011.2
Level: 2

Responsible for

Purchasing/procuring goods and services according to specified quantity, quality and cost requirements and delivered within given timeframes.

Report to

Purchasing/Procurement Team Leader, Purchasing/Procurement Manager.

Supervises

No supervisory responsibilities.

Main activities

- Assisting with the selection of reliable sources of supply, engaging complimentary suppliers and working with key suppliers to improve value delivered to the organisation.
- Participating in the preparation of tenders and proposals and assisting with the negotiation of contracts.
- Maintaining programs for vendor analysis and cost reduction thereby improving the efficiency and effectiveness of the procurement process.
- Monitoring suppliers and assisting with the coordination of the organisation's inventory control activities to ensure that accurate quantities of stocks are purchased at the correct price and delivered within specified timeframes.
- Assisting with technical, business and process analysis, identifying areas for process improvement and providing advice to Team Leader/Manager.
- Participating in developing, piloting, testing and implementing procurement tools.

Key skills

- Knowledge of procurement concepts, processes, activities and trends.
- Negotiation skills.
- Analytical interpretation and problem-solving skills.
- Communication, change management and customer service skills.

Internal contacts

All Departments.

External contacts

Major Suppliers, Sales Representatives and Major Customers.

Typical experience

1 - 3 years of experience in Purchasing/Procurement, coupled with relevant Purchasing/Procurement qualifications.

Other comments

Alternate title: Sourcing Officer, Buyer.

Position Description

Position title: Corporate Quality Manager
Position code: Aon.ADM.40090.6
Level: 6

Responsible for

Determining and establishing procedures and quality programs, and monitoring these against agreed targets and objectives.

Report to

Depending on reporting structure may report to Chief Operating Officer, General Manager, Financial Controller, Senior Finance Executive.

Supervises

Quality Managers, Quality Consultants

Main activities

- Determining, negotiating and agreeing in-house quality procedures, standards and/or specifications, including assessing customer requirements and setting customer service standards.
- Ensuring availability of highly visible and company wide quality programs, including managing the delivery of training necessary for program success.
- Assisting with design and implementation of quality programs, projects and activities.
- Identifying potential bottle necks in process and resolving them.
- Acting as a catalyst for change and improvement in performance/quality

Key skills

- Sound quality background.
- Well developed analytical and problem solving skills.
- Broad understanding of business from executive perspective.
- Has experience in business process engineering and organisational development.
- Good understanding of current methodologies and cultural change theories.
- Highly developed interpersonal skills.

Internal contacts

Business units and commercial department.

External contacts

Clients, industry groups, consultants.

Typical experience

At least 10 - 15 years experience. The role requires quality experience, substantial skills in project management, consulting and senior level management, as well as a thorough understanding of business functions. ISO Accreditation preferred.

Other comments

Position Description

Position title: Corporate Quality Assurance Manager
Position code: Aon.PRO.90807.5
Level: 5

Responsible for

Developing, improving and documenting company procedures, ensuring they conform to legal, regulatory and ethical standards.

Report to

Chief Operating Officer

Supervises

May supervise junior staff within the quality team

Main activities

- Documenting company procedures and ensuring compliance with legal, regulatory and ethical standards.
- Assessing customer requirements and ensuring that these are met
- Setting customer service standards
- Working with operating staff to establish procedures, standards, systems and procedures
- Acting as a catalyst for change and improvement in performance/quality

Key skills

- Well developed technical and process skills.
- Analysis and problem identification skills.
- Highly developed interpersonal skills.

Internal contacts

Senior Management across all functions.

External contacts

Customers and Suppliers

Typical experience

At least 8 - 10 years of experience, coupled with tertiary qualifications in Business/Engineering/Science

Other comments

Position Description

Position title: Corporate Quality Assurance Consultant
Position code: Aon.PRO.90807.3
Level: 3

Responsible for

Determining and establishing procedures and quality standards and to monitor these against agreed targets.

Report to

Quality Assurance Manager

Supervises

No supervisory responsibilities.

Main activities

- Determining, negotiating and agreeing in-house quality procedures, standards and/or specifications
- Assessing customer requirements and ensuring that these are met
- Setting customer service standards
- Working with operating staff to establish procedures, standards, systems and procedures
- Acting as a catalyst for change and improvement in performance/quality

Key skills

- Excellent planning report writing experience
- Well developed technical and process skills.
- Highly developed interpersonal skills.
- Strong consulting, negotiation and facilitation skills.
- Awareness of legislation, policies and procedures
- Attention to detail and a high level of accuracy
- Skills in identifying and improving quality systems

Internal contacts

Senior Management across all functions.

External contacts

Customers and Suppliers

Typical experience

At least 2 - 5 years of experience, coupled with tertiary qualifications in Business/Engineering/Science

Other comments

Position Description

Position title: Corporate Quality Assurance Coordinator
Position code: Aon.CSP.35019.2
Level: 2

Responsible for

Performing operational audits in accordance with the organisation's audit methodology and procedural requirements, ensuring they conform to legal, regulatory and ethical standards.

Report to

Quality Manager; General Manager.

Supervises

May have supervisory responsibilities.

Main activities

- Documenting company procedures and ensuring compliance with legal, regulatory and ethical standards.
- Performing compliance reviews in line with regulatory requirements.
- Conducting internal process audits to measure conformance to requirements and ensure required corrective action or business improvement opportunities are followed up.
- Identifying improvement opportunities with management. Interacting and supporting the change.
- Preparing audit reports and following up issues as identified.

Key skills

- Broad knowledge of work processes and quality system requirements.
- Knowledge of importance of process and sound commercial practice.
- High level of initiative.
- Ability to develop innovative controls to reduce risk and fraud.
- Strong written, verbal, communicating and influencing skills.
- Organised, systematic, thorough, accurate, disciplined.

Internal contacts

Management; Audit; Compliance; Legal.

External contacts

Industry Bodies.

Typical experience

At least 2 years experience in internal audit, quality, or analysis and development of work processes, coupled with relevant qualifications.

Other comments

Position Description

Position title: Head of Regulatory Affairs
Position code: Aon.EXE.LE050.6
Level: 6

Responsible for

Ensuring that all organisational policies and processes are compliant with existing regulation and minimising the organisation's exposure to regulatory risk

Report to

General Counsel / Head of Corporate Affairs / Chief Executive Officer

Supervises

Team of lawyers or legal experts with detailed knowledge of relevant regulation

Main activities

- Working with the management and other relevant stakeholders to formulate the organisation's regulatory strategy
- Minimising the exposure of the organisation to regulatory risk
- Working with the General Counsel to formulate responses to queries by regulatory authorities
- Representing the organisation externally and uphold the organisation's reputation and brand
- Advising senior management on legal matters related to regulation.

Key skills

- Legal analysis
- Knowledge of regulation and laws
- People management
- Stakeholder management

Internal contacts

General Counsel, Chief Executive Officer, Business Heads, Function Heads, Regulatory team

External contacts

Regulatory authorities and Government bodies, External consultants

Typical experience

15+ years in the legal and regulatory function

Other comments

Position Description

Position title: Regulatory Affairs Manager
Position code: Aon.LGL.26001.5
Level: 5

Responsible for

Establishing standards and specifications to ensure alignment and compliance with local and regional registration requirements and company policies.

Report to

Chief Legal Counsel

Supervises

Regulatory Affairs Specialists

Main activities

- Planning and preparing submissions to the relevant government authorities on product specifications.
- Overseeing timely approval of product applications
- Recommending changes in line with statutory requirements.
- Overseeing re-registration of existing product lines.
- Lead training of sales and marketing teams on regulatory requirements.
- Provide expertise in translating regulatory requirements into practical, workable plans.

Key skills

- Excellent communication and interpersonal skills.
- Excellent organisational skills.
- High level of knowledge of regulatory environments locally and regionally.

Internal contacts

Legal team, Research and Development, Sales, Marketing.

External contacts

Government agencies and regulatory bodies.

Typical experience

At least 5-8 years experience, coupled with tertiary qualifications in legal/policy discipline.

Other comments

Position Description

Position title: Senior Regulatory Affairs Specialist
Position code: Aon.LGL.26001.4
Level: 4

Responsible for

Coordinates and prepares document packages for regulatory submissions, to ensure alignment and compliance with local and regional registration requirements.

Report to

Regulatory Affairs Manager.

Supervises

No supervisory responsibilities.

Main activities

- Planning and preparing submissions to the relevant government authorities on product specifications.
- Ensuring timely approval of product applications
- Recommending changes to product specifications, labelling, manufacturing, marketing and clinical protocol in line with statutory requirements.
- Monitoring and arranging re-registration of existing product lines. Recommends strategies for earliest possible approvals of clinical trials applications.
- Assist with training of sales and marketing teams on pharmacovigilance and regulatory requirements.

Key skills

- Good organisational skills.
- Knowledge of regulatory environment.
- Excellent communication skills.

Internal contacts

Legal team, Research and Development.

External contacts

Commonwealth and State Government Officials.

Typical experience

5+ years experience, coupled with tertiary qualifications in a scientific or legal/policy discipline.

Other comments

Position Description

Position title: Regulatory Affairs Specialist
Position code: Aon.LGL.26001.3
Level: 3

Responsible for

Coordinates and prepares documents for regulatory submissions, to ensure alignment and compliance with local and regional registration requirements.

Report to

Regulatory Affairs Manager.

Supervises

No supervisory responsibilities.

Main activities

- Planning and preparing submissions to the relevant government authorities on product specifications.
- Ensuring timely approval of product applications
- Recommending changes to product specifications in line with statutory requirements.
- Monitoring and arranging re-registration of existing product lines.
- Assist with training of sales and marketing teams on regulatory requirements.

Key skills

- Good organisational skills.
- Knowledge of regulatory environment.
- Excellent communication skills.

Internal contacts

Legal team, Research and Development.

External contacts

Commonwealth and State Government Officials.

Typical experience

At least 3-5 years experience, coupled with tertiary qualifications in a legal/policy discipline.

Other comments

Position Description

Position title: Functional Lead of Marketing - Brand
Position code: Aon.EXE.MK020.6
Level: 6

Responsible for

Working with the senior management to create the brand vision for the organisation and ensuring effective communication internally and externally

Report to

Chief Marketing Officer

Supervises

Team of marketing professionals

Main activities

- Creating an overall brand strategy for the organisation and working with the communications department to effectively communicate this to the general public and other external stakeholders
- Planning, directing, and controlling policies and plans that attain specific image-related objectives that reinforce the overall position of products and services.
- Developing and implementing a marketing, branding, and promotional program to stimulate demand for company products or particular line of key products.
- Using market research, product analysis, and customer feedback to recognise opportunities for advancing the brand across a range of products and categories.

Key skills

- Brand management
- Marketing research
- People management
- Stakeholder management

Internal contacts

Chief Marketing Officer, Marketing department, Business Unit Heads, Function Heads

External contacts

Marketing research agencies, External consultants

Typical experience

15+ years of experience in the marketing function with at least 10+ years in brand management

Other comments

Position Description

Position title: Brand Manager
Position code: Aon.MKT.20014.5
Level: 5

Responsible for

Managing the development, market share and profitability of strategically important products or brands for either a particular product or industry.

Report to

Marketing Director.

Supervises

Marketing Assistant and/or Product Managers.

Main activities

- Developing and/or Contributing significantly to the overall marketing strategy of a specific product or product line.
- Managing product sales budgets and continually monitoring actual product performance against forecasted sales.
- Developing promotional/advertising strategies and collateral, often in conjunction with advertising agencies, that are consistent with corporate image and objectives.
- Coordinating all market research to ensure maximum target market intelligence. Identifying new marketing opportunities and analysing competitor activity.
- Playing a significant role in product enhancement decisions.
- Assisting in the development of complex pricing and discount policies.
- Providing product training to sales force.
- Overseeing product design and enhancement activities.

Key skills

- Strong professional marketing skills.
- Analysing and interpreting market research data.
- Excellent communication skills, both written and verbal.

Internal contacts

Sales, Customer Support, Marketing Communications, Marketing Administration, Accounting, Human Resources/Training.

External contacts

Advertising Agencies, Market Research companies, Product Promotion Companies, Public Relations Agencies, Customers, Government Officials.

Typical experience

At least 7 - 12 years similar experience, coupled with tertiary qualifications in Business/Marketing or similar.

Other comments

Position Description

Position title: Senior Marketing Consultant - Brand
Position code: Aon.MKT.20501.4
Level: 4

Responsible for

The effective and timely delivery of event management solutions

Report to

General Manager - Marketing, Brand Manager or Marketing Communications/Public Relations Manager.

Supervises

No supervisory responsibilities.

Main activities

- Coordinating market research and identifying new marketing opportunities.
- Coordinating product design activities.
- Projecting sales forecasts and developing product budgets.
- Organising promotional campaigns.
- Preparing technical product information and providing product training to the Sales force.
- Maintaining customer contact and analysing competitor activity.
- Reporting on actual product sales in relation to targets.
- Liaising closely with Advertising Manager or Agency and recommending advertising strategies.
- Developing marketing plan.

Key skills

- Exposure to product promotion and advertising.
- A strong statistical or commercial background.

Internal contacts

Sales Management and Sales; Design/Development Managers and staff; Manufacturing staff; Marketing Administration Manager; Management Accountant; Human Resources/Training Manager.

External contacts

Advertising Agency; Market Research Companies; Product Promotion Companies; Public Relations Agencies; Customers.

Typical experience

May have a University degree or similar tertiary level qualification (could be in a Technical discipline) with at least 5+ years of experience.

Other comments

Position Description

Position title: Marketing Consultant - Brand
Position code: Aon.MKT.20501.3
Level: 3

Responsible for

The effective and timely delivery of event management solutions

Report to

General Manager - Marketing, Brand Manager or Marketing Communications/Public Relations Manager.

Supervises

No supervisory responsibilities.

Main activities

- Coordinating market research and identifying new marketing opportunities.
- Coordinating product design activities.
- Projecting sales forecasts and developing product budgets.
- Organising promotional campaigns.
- Preparing technical product information and providing product training to the Sales force.
- Maintaining customer contact and analysing competitor activity.
- Reporting on actual product sales in relation to targets.
- Liaising closely with Advertising Manager or Agency and recommending advertising strategies.
- Developing marketing plan.

Key skills

- Exposure to product promotion and advertising.
- A strong statistical or commercial background.

Internal contacts

Sales Management and Sales; Design/Development Managers and staff; Manufacturing staff; Marketing Administration Manager; Management Accountant; Human Resources/Training Manager.

External contacts

Advertising Agency; Market Research Companies; Product Promotion Companies; Public Relations Agencies; Customers.

Typical experience

May have a University degree or similar tertiary level qualification (could be in a Technical discipline) with at least 2 - 5 years of experience

Other comments

Position Description

Position title: Functional Lead of Marketing - Marketing Communications
Position code: Aon.MKT.20211.6
Level: 6

Responsible for

Developing and controlling strategies to achieve a high level of brand/product awareness and preference within target markets.

Report to

Head of Marketing and/or General Manager or Business Unit Manager.

Supervises

Depending on organisation size and structure, may supervise a combination of Marketing Managers and/or Marketing Consultants.

Main activities

- Working with Senior Management to build and implement marketing communications plans in line with business strategy.
- Conveying the company message through the direction of the organisation's marketing communications strategies including media coverage, contributed articles and press releases.
- Providing interpretation and counsel to Senior Management regarding marketing communications strategies including the governance of key messages, tactics, budgets, timing and measurement.
- Directing and contributing to the continual development of strong media and analyst relations within the media marketplace.
- Recommending and managing the internal dissemination of company news, announcements, marketing event calendars and other communications.
- Acting as the organisation's spokesperson where necessary.

Key skills

- Excellent verbal and written communications skills.
- Excellent presentation skills.

Internal contacts

Marketing and Sales departments, and Senior Management.

External contacts

Advertising agencies, media, Public Relations Consultants, conference organisers.

Typical experience

10+ years experience in marketing, coupled with relevant tertiary qualifications.

Other comments

This position is predominantly focused on the function of marketing communications.

Position Description

Position title: Marketing Manager - Marketing Communications
Position code: Aon.MKT.20315.5
Level: 5

Responsible for

Managing the development of relationships with key market influencers to achieve a high level of brand/product awareness and preference within target markets.

Report to

Depending on organisation size and structure, Head of Marketing, Functional Lead of Marketing.

Supervises

Depending on organisation size and structure, may supervise a combination of Marketing Consultants, Marketing Associates or Marketing Administration staff.

Main activities

- Working with Senior Management to build and implement marketing communications solutions in line with business strategy.
- Conveying the company message through the managing of the organisation's marketing communications program including media coverage, contributed articles and press releases.
- Recommending newsworthy data and product announcements in line with product marketing.
- Developing strong media and analyst relations within the media marketplace.
- Managing the effectiveness of all marketing communications activities including the governance of key messages, tactics, budgets, timing and measurement.
- Managing the effective internal dissemination of company news, announcements, marketing event calendars and other communications.
- Acting as the organisation's spokesperson where necessary.

Key skills

- Excellent verbal and written communications skills.
- Excellent presentation skills.

Internal contacts

Marketing and Sales departments, and Senior Management.

External contacts

Advertising agencies, media, Public Relations Consultants, conference organisers.

Typical experience

8+ years experience in marketing, coupled with relevant tertiary qualifications.

Other comments

This position is predominantly focused on the function of marketing communications.

Position Description

Position title: Senior Marketing Consultant - Marketing Communications
Position code: Aon.MKT.20225.4
Level: 4

Responsible for

Communicating and managing relationships with key market influencers to achieve a high level of brand/product awareness and preference in alignment with the company's message/strategy.

Report to

Depending on organisation size and structure, Head of Marketing, Functional Lead of Marketing or Marketing Manager.

Supervises

May supervise Marketing Associates or Marketing Administration staff.

Main activities

- Working with line management groups to build and implement marketing communications solutions in line with business needs.
- Conveying the company message through the organisation's marketing communications program including media coverage, contributed articles and press releases.
- Working closely with product marketing to leverage newsworthy data and product announcements.
- Developing strong media and analyst relations within the media marketplace.
- Evaluating the effectiveness of all marketing communications activities including the success of key messages, tactics, budgets, timing and measurement.
- Ensuring effective internal dissemination of company news, announcements, marketing event calendars and other communications.
- Acting as the organisation's spokesperson where necessary.

Key skills

- Excellent verbal and written communications skills.
- Excellent presentation skills.

Internal contacts

Marketing and Sales departments of the organisation.

External contacts

Advertising agencies, media, Public Relations Consultants, conference organisers.

Typical experience

5+ years experience in marketing, coupled with relevant tertiary qualifications.

Other comments

This position is predominantly focused on the function of marketing communications.

Position Description

Position title: Marketing Consultant - Marketing Communications**Position code:** Aon.MKT.20406.3**Level:** 3

Responsible for

Communicating and managing relationships with key market influencers to achieve a high level of brand/product awareness and preference within target markets.

Report to

Depending on organisation size and structure, Functional Lead of Marketing or Marketing Manager.

Supervises

No supervisory responsibilities.

Main activities

- Conveying the company message through the organisations marketing communications program including media coverage, contributed articles and press releases.
- Working closely with product marketing to leverage newsworthy data and product announcements.
- Developing strong media and analyst relations within the media marketplace.
- Evaluating the effectiveness of all marketing communications activities including the governance of key messages, tactics, budgets, timing and measurement.
- Ensuring effective internal dissemination of company news, announcements, marketing event calendars and other communications.

Key skills

- Excellent verbal and written communications skills
- Excellent presentation skills

Internal contacts

Marketing and Sales departments of the organisation.

External contacts

Advertising agencies, media, Public Relations Consultants, conference organisers.

Typical experience

3+ years experience in marketing, coupled with relevant tertiary qualifications.

Other comments

This position is predominantly focused on the function of marketing communications.

Position Description

Position title: Marketing Manager - Internal Communications
Position code: Aon.MKT.20715.5
Level: 5

Responsible for

Developing and implementing a wide range of internal communications plans that will address communications across multiple stakeholders (internally) to ensure that stakeholders are aware and actively engaged.

Report to

Head of Marketing

Supervises

Internal Communications Advisor

Main activities

- Working with Senior Management to build and implement internal communications solutions in line with business strategy.
- Conveying the company message through the managing of the organisation's internal communications program.
- Managing the effectiveness of all internal communications to stakeholders at multiple levels.
- Establish effective internal communication systems and processes.

Key skills

- Excellent verbal and written communications skills.
- Excellent presentation skills.

Internal contacts

Marketing department, Senior Management.

External contacts**Typical experience**

8+ years experience in marketing, coupled with relevant tertiary qualifications.

Other comments

This position is predominantly focused on the function of internal communications.

Position Description

Position title: Senior Marketing Consultant - Internal Communications
Position code: Aon.MKT.20715.4
Level: 4

Responsible for

Supporting a wide range of internal communications plans that will address communications across multiple stakeholders (internally) to ensure that stakeholders are aware and actively engaged.

Report to

Internal Communications Manager.

Supervises

No supervisory responsibilities.

Main activities

- Supporting the Internal Communications Manager in the delivery of internal communications solutions in line with business strategy.
- Conveying the company message through the managing of the organisation's internal communications program.
- Managing the effectiveness of all internal communications to stakeholders at multiple levels.
- Establish effective internal communication systems and processes.

Key skills

- Excellent verbal and written communications skills.
- Excellent presentation skills.

Internal contacts

Marketing department, Senior Management.

External contacts**Typical experience**

5+ years experience in marketing, coupled with relevant tertiary qualifications.

Other comments

This position is predominantly focused on the function of internal communications.

Position Description

Position title: Marketing Consultant - Internal Communications
Position code: Aon.MKT.20715.3
Level: 3

Responsible for

Supporting a wide range of internal communications plans that will address communications across multiple stakeholders (internally) to ensure that stakeholders are aware and actively engaged.

Report to

Marketing Manager - Internal Communications.

Supervises

No supervisory responsibilities.

Main activities

- Supporting the Internal Communications Manager in the delivery of internal communications solutions in line with business strategy.
- Conveying the company message through the managing of the organisation's internal communications program.
- Managing the effectiveness of all internal communications to stakeholders at multiple levels.
- Establish effective internal communication systems and processes.

Key skills

- Excellent verbal and written communications skills.
- Excellent presentation skills.

Internal contacts

Marketing department, Senior Management.

External contacts**Typical experience**

3 - 5 years experience in marketing, coupled with relevant tertiary qualifications.

Other comments

This position is predominantly focused on the function of internal communications.

Position Description

Position title: Head of Corporate Affairs
Position code: Aon.EXE.CA010.7
Level: 7

Responsible for

Managing and protecting the organisation's reputation through effective public, community, and media relations, internal corporate communications and other communications activities including oversight of any online initiatives. Providing leadership and development of the Corporate Affairs team.

Report to

Chief Executive Officer/Managing Director

Supervises

May supervise a Corporate Affairs team.

Main activities

- Developing and delivering the communications strategy supporting the overall business objectives as well as on communications matters in regards to transactions, products, and deals.
- Developing strategic organisational reactions to critical situations in the market place.
- Managing any investor relations including building networks with Australian and international press, preparation of market announcements, press releases and other promotional media, production of investment information, website content and online presence
- Providing other executives of the organisation with coaching and guidance on managing and presenting to the media.

Key skills

- Confident and engaging communicator.
- Strong coaching skills.
- Ability to interpret complex situations that may impact the organisations reputation.
- Strong written skills across different media.

Internal contacts

Executive Team and top tier managers.

External contacts

Media, legal advisors, marketing firms.

Typical experience

At least 12 years of related experience. Typically has tertiary qualifications.

Other comments

Position Description

Position title:	Corporate Social Responsibility Manager
Position code:	Aon.FIN.30106.6
Level:	6

Responsible for

Lead the strategic direction in Corporate Social Responsibility for the organisation by providing effective management in the development, implementation and maintenance of policies, systems and processes, boosting public image and promoting diversity within the organisation.

Report to

General Manager

Supervises

Depending on the size of the organisation - may supervise sustainability/social responsibility staff.

Main activities

- Set strategic direction and scope for the management of the environment discipline, including the implementation of effective risk management, compliance and performance strategies. Responsibility over branding by teaming with marketing and communications managers to proactively market the brand and increase ethical pride, to show the public that the company takes social responsibility seriously.
- Provide up to date intelligence (as a result of legislative changes), analysis, expert advice and recommendations to General Management and Senior Executive Team. Monitor changes to local and international environment policies.
- Co-ordinate system and process audits to ensure compliance with environmental standards requirements. Manage the risk assessment process.
- Design and implement strategies to reduce environmental incidents/breaches. Monitor trends in breaches, record, review and ensure corrective/preventative action is carried out.
- Provide timely reports to the General Manager and the executive team.
- Manage budgets associated with environmental management initiatives, including strategic policy initiatives.
- Promote and coordinate awareness of environmental protection policies and strategies and other regulatory requirements and obligations within the organisation.
- Strategise new social activities that may create voluntarily efforts among staff

Key skills

- High level of strategic planning skills in safety, including the implementation of effective risk management, compliance and performance strategies.
- Extensive knowledge of environment and emergency management regulatory requirements.
- High level leadership, interpersonal and influencing skills, including consultation, presentation, negotiation and communication skills.
- People management skills.

Internal contacts

General Manager and other Executive level management

External contacts

Environmental specialists, Regulatory bodies and customers.

Typical experience

5+ years experience plus relevant tertiary qualifications in business or communications

Other comments

Position Description

Position title: Marketing Manager - Corporate Affairs
Position code: Aon.MKT.20415.5
Level: 5

Responsible for

Managing the development and execution of an integrated Corporate Affairs plan based on the organisations marketing strategy and Corporate Affairs objectives.

Report to

Depending on organisation size and structure, Head of Corporate Affairs, Head of Marketing and/or Functional Lead of Marketing.

Supervises

Depending on organisation size and structure, may supervise a combination of Marketing Consultants, Marketing Associate or Marketing Administration staff.

Main activities

- Working with Senior Management to build and implement public relations solutions in line with business strategy.
- Managing and contributing to the provision of complete Public Relations and editorial support on a day-to-day basis.
- Interfacing with the press, consultants, business analysts, customers and other groups influencing public opinion in order to convey the organisations message.
- Acting as the organisation's spokesperson where necessary.
- Establishing and maintaining relationships with media, answering media inquiries and conducting proactive media outreach.
- Managing the editorial calendar to maximise media coverage and develop proactive ideas for media outreach.
- Coordinating the writing, distributing and pitching of press releases.

Key skills

- Excellent verbal and written communications skills.
- Excellent presentation skills and ability to communicate effectively.

Internal contacts

Marketing, Sales departments and Senior Management.

External contacts

Advertising agencies, the media, Public Relations consultants, conference organisers, customers and the general public.

Typical experience

8+ years experience in Corporate Affairs/Public Relations, coupled with relevant tertiary qualifications.

Other comments

This position is exclusively dedicated to the function of Corporate Affairs. Please match to position Aon.MKT.20315.5 in Marketing Communications if your position shares this function with a Marketing Communication role.

Position Description

Position title: Senior Marketing Consultant - Corporate Affairs
Position code: Aon.MKT.20325.4
Level: 4

Responsible for

Developing and executing an integrated Corporate Affairs plan based on the organisation's marketing strategy and Corporate Affairs objectives.

Report to

Depending on organisation size and structure, Head of Corporate Affairs, Head of Marketing, Functional Lead of Marketing or Marketing Manager.

Supervises

May supervise Marketing Associates or Marketing Administration staff.

Main activities

- Working with line management groups to build and implement Corporate Affairs solutions in line with business needs.
- Providing complete public relations and editorial support on a day-to-day basis.
- Interfacing with the press, consultants, business analysts, customers and other groups influencing public opinion in order to convey the organisations message.
- Acting as the organisation's spokesperson where necessary.
- Establishing and maintaining relationships with media, answering media inquiries and conducting proactive media outreach.
- Managing the editorial calendar to maximise media coverage and develop proactive ideas for media outreach.
- Writing, distributing and pitching press releases.

Key skills

- Excellent verbal and written communications skills.
- Excellent presentation skills and ability to communicate effectively.

Internal contacts

Marketing and Sales departments of the organisation.

External contacts

Advertising agencies, the media, Public relations Consultants, conference organisers, customers and the general public.

Typical experience

5+ years experience in Corporate Affairs/Public Relations, coupled with relevant tertiary qualifications.

Other comments

This position is exclusively dedicated to the function of Corporate Affairs. Please match to position Aon.MKT.20225.4 in Marketing Communications if your position shares this function with a Marketing Communications role.

Position Description

Position title: Marketing Consultant - Corporate Affairs
Position code: Aon.MKT.20106.3
Level: 3

Responsible for

Communicating and participating in an integrated Corporate Affairs plan based on the organisation's marketing strategy and Corporate Affairs objectives.

Report to

Marketing Manager - Corporate Affairs.

Supervises

No supervisory responsibilities.

Main activities

- Preparing editorial for press releases and/or coordinating this activity through external Corporate Affairs/Public Relations organisations.
- Coordinating organisational involvement in trade exhibitions, seminars and shows – including liaison with external service organisations.
- Liaising with advertising agencies, Public Relations consultants and the media.
- Maintaining relationships with media, answering media inquiries and conducting proactive media outreach.

Key skills

- Excellent verbal and written communication skills.
- Ability to liaise at all levels inside and outside the organisation.
- Adaptability to changing environment and work loads.
- Ability to act on initiative.

Internal contacts

Sales department staff, Marketing Management, Senior Executive team.

External contacts

Advertising agencies, the media, Public Relations consultants, conference organisers, customers and the general public.

Typical experience

At least 3 years of related experience such as advertising, journalism, Public Relations or event management, coupled with tertiary qualifications (typically in marketing, communications or journalism).

Other comments

This position is exclusively dedicated to the function of Corporate Affairs.

Position Description

Position title: Customer Experience Manager
Position code: Aon.MKT.20030.5
Level: 5

Responsible for

Driving the strategy, design and implementation of customer experience initiatives.

Report to

Head of Customer Experience, Sales and Marketing Director, Marketing Director.

Supervises

Customer Experience Team Leaders, Customer Experience Analysts.

Main activities

- Utilise research to provide insights into the current state of customer experience and advise of recommended improvements/changes.
- Work with marketing and business functions to develop Customer Experience strategy and design a program for change.
- Lead customer experience improvement/change programs, including scoping, piloting, and implementation.
- Drive rollout of new processes and/or technologies across the organisation.
- Conduct regular reviews of program effectiveness, and ensure continuous improvement of customer experience.
- Identify new opportunities for greater customer engagement and work with marketing and business functions to evaluate and potentially implement these.

Key skills

- High level strategic thinking and problem solving skills
- Excellent written and verbal communication skills.
- Excellent stakeholder management skills.
- Strong attention to detail.
- People management skills and experience.

Internal contacts

Marketing, Sales and IT departments.

External contacts

Market Research companies.

Typical experience

7+ years experience.

Other comments

Position Description

Position title: Customer Experience Team Leader
Position code: Aon.MKT.20030.4
Level: 4

Responsible for

Leading a team of customer experience analysts to deliver high quality analysis and reporting on the organisation's customer experience data.

Report to

Customer Experience Manager.

Supervises

Customer Experience Analysts.

Main activities

- Drive continuous improvement of processes governing the gathering of customer experience data, as well as the analysis and modelling methodologies utilised by the team.
- Define and ensure adherence to team processes and guidelines in order to ensure consistency in analysis and reporting of data and insights.
- Maintain solid relationships with business stakeholders, as well as external parties (e.g. Market research companies).
- Generate insights, identify key and emerging trends and issues relating to customer experience (may include forecasting of future trends)
- Work collaboratively with business functions to identify information needs and ensure appropriate analysis and reporting is undertaken to meet all objectives.
- Undertaking training, performance reviews, recruitment and other people management tasks as required.

Key skills

- Strong experience in analytics and reporting in a commercial context.
- Proficiency in spreadsheet, database, data mining and analytical software and tools.
- Excellent written and verbal communication skills.
- Experience and skills in managing stakeholder relationships.
- Strong attention to detail.
- People management skills and experience.

Internal contacts

Marketing, Sales and IT departments.

External contacts

Market Research companies.

Typical experience

5-7 years experience in an analytical/reporting role (preferably market/customer research related) coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Customer Experience Analyst
Position code: Aon.MKT.20030.3
Level: 3

Responsible for

Analysing and reporting on the organisation's customer experience data, from sources including customer feedback surveys, complaints, mystery shopper programs and customer usage behaviour.

Report to

Customer Experience Team Leader, Customer Experience Manager.

Supervises

No supervisory responsibilities.

Main activities

- Undertake analysis of data from divergent sources and report/present findings in a cohesive manner.
- Discover and utilise research and data available from external sources as a supplement to data available internally and ensure consistency in reporting.
- Generate insights, identify key and emerging trends and issues relating to customer experience.
- Work collaboratively with business functions to identify information needs and ensure appropriate analysis and reporting is undertaken to meet all objectives.
- Tailor reporting and presentation of results/insights to the stakeholder's needs and level of understanding.
- Make recommendations on the improvement of processes related to the gathering of customer experience data and on analysis and modelling methodologies utilised.

Key skills

- Strong experience in analytics and reporting in a commercial context.
- Proficiency in spreadsheet, database, data mining and analytical software and tools.
- Excellent written and verbal communication skills.
- Experience and skills in managing stakeholder relationships.
- Strong attention to detail.

Internal contacts

Marketing, Sales and IT departments.

External contacts

Market Research companies.

Typical experience

3-5 years experience in an analytical/reporting role (preferably market/customer research related) coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: General Manager - Digital/Online
Position code: Aon.EXE.DG010.7
Level: 7

Responsible for

Manage the organisation's digital products, platforms and channels, and drive digital transformation and digitisation of the organisation's products, service delivery and internal business processes.

Report to

Chief Executive Officer/Managing Director or Chief Operating Officer.

Supervises

Varies by organisation but may include digital functions within sales, marketing, strategy, customer service and operational functions.

Main activities

- Contributing to the development of digital strategy for the whole organisation.
- Conducting operational planning to execute on digital strategies and goals.
- Overseeing development, operation and growth of digital sales and marketing channels for the organisation's products and services.
- Developing and executing on plans to drive digital customer engagement, including oversight of new digital product development where relevant.
- Acting as a champion for digitisation and digital transformation across the business, including for internally focussed processes and activities.
- Becoming a trusted adviser to internal and external customers, demonstrating innovation and differentiating the organisation's capabilities.

Key skills

- Strong commercial background.
- Good understanding of digital trends and technologies.
- Strong leadership and stakeholder management skills.

Internal contacts

Sales, Marketing, Strategy, Customer Service, Product Managers, and IT departments of the organisation.

External contacts

Major suppliers and clients/customers, industry peers.

Typical experience

At least 12 years relevant management and operational experience coupled with tertiary level qualifications.

Other comments

Position Description

Position title: Marketing Manager - Digital/Online
Position code: Aon.MKT.20090.5
Level: 5

Responsible for

Developing and overseeing delivery of the organisation's digital marketing strategy to ensure that the organisation is sufficiently and appropriately represented across all digital channels, as well as supporting the delivery of commercial targets.

Report to

Functional Lead of Marketing or Marketing Director.

Supervises

Digital Marketing Consultants, Senior Digital Marketing Consultants.

Main activities

- Developing the digital marketing strategy in support of the broader marketing plan.
- Contributing to the development of the broader marketing strategy as a member of the marketing leadership team.
- Developing and managing all digital marketing campaigns from inception through to delivery and post-campaign review.
- Measuring and reporting on the effectiveness of all campaigns with the intention of developing insights.
- Developing and managing relationships with affiliates to maximise lead generation.
- Developing and managing relationships with media and advertising agencies.
- Working with Social Media Strategy Manager to contribute to the development and delivery of the organisation's social media strategy, and ensuring integration with overall digital marketing strategy.
- Working with SEO/SEM Specialists to devise strategies and implement SEO and SEM initiatives to drive online traffic to the organisation's website/s.

Key skills

- Excellent knowledge of digital marketing trends, portals and channels.
- Strong stakeholder and relationship management skills
- Experience of negotiating with and influencing decision makers.
- Excellent written and verbal communication skills.

Internal contacts

Head of Marketing, Marketing and Sales departments of the organisation.

External contacts

Agencies, affiliates.

Typical experience

At least 7 - 10 years experience in digital marketing, coupled with relevant tertiary qualifications.

Other comments

This role is not typically responsible for development or management of online as a commercial channel - individuals who are responsible for this should be matched to Online Strategy roles.

Position Description

Position title: Senior Marketing Consultant - Digital/Online
Position code: Aon.MKT.20090.4
Level: 4

Responsible for

Contributing to the development and delivery of the organisation's digital marketing strategy to ensure that the organisation is sufficiently and appropriately represented across all digital channels, as well as supporting the delivery of commercial targets.

Report to

Marketing Manager - Digital/Online or Marketing Manager.

Supervises

May mentor more junior Digital Marketing Consultants.

Main activities

- Contributing to the development of the digital marketing strategy in support of the broader marketing plan.
- Contributing to the development of and manage digital marketing campaigns from inception through to delivery and post-campaign review.
- Measuring and reporting on the effectiveness of campaigns with the intention of developing insights.
- Managing relationships with affiliates to maximise lead generation.
- Managing relationships with media and advertising agencies.
- May oversee or work with Social Media Specialists to ensure delivery of the organisation's social media strategy, and integration with overall digital marketing strategy.
- May implement SEO/SEM initiatives, or work with SEO/SEM Specialists to drive online traffic to the organisation's website and other digital assets.

Key skills

- Excellent knowledge of digital marketing trends, portals and channels.
- Excellent analytical skills, and ability to generate insights from campaign data.
- Excellent written and verbal communication and presentation skills.

Internal contacts

Marketing and Sales departments of the organisation.

External contacts

Agencies, affiliates.

Typical experience

At least 5 - 7 years experience in digital marketing, coupled with relevant tertiary qualifications.

Other comments

This role is not typically responsible for development or management of online as a commercial channel - individuals who are responsible for this should be matched to Online Strategy roles.

Position Description

Position title: Marketing Consultant - Digital/Online
Position code: Aon.MKT.20090.3
Level: 3

Responsible for

Contributing to the delivery of the organisation's digital marketing strategy to ensure that the organisation is sufficiently and appropriately represented across all digital channels, as well as supporting the delivery of commercial targets.

Report to

Marketing Manager - Digital/Online or Marketing Manager.

Supervises

No formal supervisory responsibilities.

Main activities

- Contributing to the development of and manage digital marketing campaigns from inception through to delivery and post-campaign review.
- Measuring and reporting on the effectiveness of campaigns with the intention of developing insights.
- Working with affiliates to maximise lead generation.
- Managing relationships with media and advertising agencies.
- May oversee or work with Social Media Specialists to ensure delivery of the organisation's social media strategy, and integration with overall digital marketing strategy.
- May implement SEO/SEM initiatives, or work with SEO/SEM Specialists to drive online traffic to the organisation's website and other digital assets.

Key skills

- Good knowledge of digital marketing trends, portals and channels.
- Strong analytical skills, and ability to generate insights from campaign data.
- Excellent written and verbal communication skills.

Internal contacts

Marketing, Sales, and Commercial departments of the organisation.

External contacts

Agencies, affiliates/partners.

Typical experience

At least 3 - 5 years experience in digital marketing, coupled with relevant tertiary qualifications.

Other comments

This role is not typically responsible for development or management of online as a commercial channel - individuals who are responsible for this should be matched to Online Strategy roles.

Position Description

Position title: Senior SEO/SEM Specialist
Position code: Aon.MKT.20060.4
Level: 4

Responsible for

Leading the implementation of strategies to increase search engine traffic to the company's website and other digital assets through search engine optimisation/marketing techniques.

Report to

Online Strategy Manager or Digital Marketing Manager.

Supervises

May mentor more Junior SEO/SEM Specialists.

Main activities

- Utilising techniques such as title and meta tagging, indexing, link building, keyword ranking and overall site architecture and content optimisation.
- Conducting detailed analysis of site performance and reviewing tracking metrics to provide solutions to increase search engine ranking.
- Researching and evaluating new traffic trends and identifying new optimisation opportunities.
- Keeping up to date with news on organic search, paid search and social media tools.
- Assessing search outcomes related to advertising/marketing campaigns and reporting back to stakeholders across the business.
- Work closely with marketing stakeholders to identify areas for growth and opportunities to improve return on investment.

Key skills

Nil.

Internal contacts

Marketing department.

External contacts

PPC providers.

Typical experience

3 - 5 years experience in SEO/SEM, coupled with relevant tertiary qualifications in a relevant field such as Marketing or Computer Science.

Other comments

Position Description

Position title: SEO/SEM Specialist
Position code: Aon.MKT.20060.3
Level: 3

Responsible for

Implementing strategies to increase search engine traffic to the company's website and other digital assets through search engine optimisation/marketing techniques.

Report to

Online Strategy Manager or Digital Marketing Manager

Supervises

No supervisory responsibilities.

Main activities

- Utilising techniques such as title and meta tagging, indexing, link building, keyword ranking and overall site architecture and content optimisation.
- Monitoring and analysing site performance and reviewing tracking metrics to provide solutions to increase search engine ranking.
- Researching and evaluating new traffic trends and identifying new optimisation opportunities.
- Keeping up to date with news on organic search, paid search and social media tools.
- Assessing search outcomes related to advertising/marketing campaigns.
- Work closely with marketing stakeholders to identify areas for growth and opportunities to improve return on investment.

Key skills

Nil.

Internal contacts

Marketing department

External contacts

PPC providers.

Typical experience

At least 3 years experience in SEO/SEM, coupled with relevant tertiary qualifications in a relevant field such as Marketing or Computer Science.

Other comments

Position Description

Position title: Digital/Online Content Team Leader
Position code: Aon.ITC.45255.4
Level: 4

Responsible for

Leading the content development for the company's internal and external websites, including facts about the organisation, customer support, articles, documents, short stories and links to other sites such as blogs.

Report to

Digital/Online Development Manager.

Supervises

Senior Digital/Online Content Authors, Digital/Online Content Authors.

Main activities

- Taking responsibility for the contents of different parts of the directory tree.
- Coordinating with the Graphic/Visual Design team to ensure that the text and graphic elements mesh together as a cohesive work.
- Monitoring the content creation for the company's web site within guidelines established by the Digital/Online Development Manager.
- Ensuring the content of the web site is updated, fresh and relevant over time.
- Proofreading and customising content as necessary, ensuring compliance with copyright legislation.

Key skills

- Good understanding of digital trends and technologies.
- Strong leadership and stakeholder management skills.
- Strong understanding of how the site is organised.
- An appreciation of the constraints/opportunities of the technology behind the web site.

Internal contacts

Marketing department, Product Specialists, IT staff, Systems & Software Development staff, Engineers.

External contacts

Graphic Design Houses, Customers, Contract Providers, Sale Partners, Vendors.

Typical experience

At least 8 - 10 years of experience in Marketing or Journalism, coupled with tertiary qualifications in Marketing, Communications or Public Relations.

Other comments

Position Description

Position title: Senior Digital/Online Content Author
Position code: Aon.ITC.45255.3
Level: 3

Responsible for

Developing more advanced content for the company's external and internal websites including facts about the organisation, customer support, articles, documents, short stories and links to other sites such as blogs.

Report to

Digital/Online Content Team Leader.

Supervises

Might supervise junior Digital/Online Content Authors.

Main activities

- Being responsible for the contents of different parts of the directory tree.
- Working with the Graphic/Visual Designer to ensure that the text and graphic elements mesh together as a cohesive work.
- Creating content for the company's web site within guidelines established by the Digital/Online Development Manager.
- Keeping the content of the web site updated, fresh and relevant over time.
- Proofreading and customising content as necessary, ensuring compliance with copyright legislation.

Key skills

- Strong understanding of how the site is organised.
- An appreciation of the constraints/opportunities of the technology behind the web site.

Internal contacts

Marketing department, Product Specialists, IT staff, Systems & Software Development staff, Engineers.

External contacts

Graphic Design Houses, Customers, Contract Providers, Sale Partners, Vendors.

Typical experience

At least 5 - 7 years of experience in Marketing or Journalism, coupled with tertiary qualifications in Marketing, Communications or Public Relations.

Other comments

Position Description

Position title: Digital/Online Content Author
Position code: Aon.ITC.45135.2
Level: 2

Responsible for

Developing content for the company's external and internal websites, including facts about the organisation, customer support, articles, documents, short stories and links to other sites such as blogs.

Report to

Marketing Manager - Digital/Online.

Supervises

No supervisory responsibilities.

Main activities

- Being responsible for the contents of different parts of the directory tree.
- Working with Graphic/Visual Designers to ensure that the text and graphic elements mesh together as a cohesive work.
- Creating content for the company's web site within guidelines established by the Web Strategist.
- Keeping the content of the web site updated, fresh and relevant over time.
- Proofreading and customising content as necessary, ensuring compliance with copyright legislation.

Key skills

- An understanding of how the site is organised.
- An appreciation of the constraints/opportunities of the technology behind the web site.

Internal contacts

Marketing, Product Specialists, IT staff, Systems & Software Development staff, Engineers.

External contacts

Graphic Design Houses, Customers, Contract Providers, Sale Partners, Vendors.

Typical experience

At least 2 - 5 years of experience in Marketing or Journalism, coupled with tertiary qualifications in Marketing, Communications or Public Relations.

Other comments

This role has generally been filled in smaller sites by an IT specialist with a flare for creative writing. In a larger environment the role will generally be filled by a professional Journalist.

Position Description

Position title: Chief Marketing Officer
Position code: Aon.EXE.MK010.7
Level: 7

Responsible for

Establishing and controlling the national marketing strategy to achieve market share and profitability goals.

Report to

Chief Executive Officer/Managing Director.

Supervises

A specialist marketing team, including product managers, market research officers and product promotions staff.

Main activities

- Developing plans to achieve revenue and profit margin projections.
- Formulating national marketing policies and strategies based on market intelligence and research projections.
- Implementing and monitoring the progress of marketing plans and advertising campaigns.
- Preparing and updating national marketing budgets, regularly reporting on performance against target and providing variance analyses and revised projections.
- Determining pricing and volume discount policies.
- Coordinating market research and market intelligence data.
- Liaising with other divisions/departments.

Key skills

- Professional marketing skills are essential. The role also needs strong communicative skills and the ability to interpret and maximise the use of sophisticated market research data.

Internal contacts

National sales management, Finance and Accounting department, Company Secretarial/Legal, Systems and Software Development.

External contacts

Advertising agencies, media, public relations firms, market research firms, Federal and State government officials.

Typical experience

At least 12 years of marketing and product management experience. Typically has tertiary qualifications.

Other comments

Position Description

Position title: Functional Lead of Marketing - Generalist
Position code: Aon.MKT.20011.6
Level: 6

Responsible for

Developing and controlling strategies to build the market share and profitability of new and existing products and/or services.

Report to

Head of Marketing and/or General Manager or Business Unit Manager.

Supervises

Depending on organisation size and structure, may supervise a combination of Marketing Managers and/or Marketing Consultants.

Main activities

- Working with Senior Management to build and implement product marketing plans in line with business strategy.
- Managing the delivery of all product marketing activities including the achievement of product sales against target.
- Providing interpretation and counsel to Senior Management regarding new product and marketing opportunities based on market research and intelligence.
- Managing the strategic direction of go to market strategies and tactical execution plans for a range of products and/or services.
- Identifying and directing long term market research and product design activities in line with business strategy.
- Recommending market opportunities to the sales team and managing product training.
- Directing the development of strategically aligned pricing and discount policies.

Key skills

- Excellent product knowledge.
- Strong business analysis skills.
- Strong communication and presentation skills.

Internal contacts

Marketing, Sales, Finance, Training and Manufacturing departments of the organisation.

External contacts

Advertising agencies, market research companies, public relations companies, customers and government officials.

Typical experience

10+ years experience in marketing, coupled with relevant tertiary qualifications.

Other comments

This position is predominantly focused on the function of product marketing.

Position Description

Position title: Marketing Manager - Generalist
Position code: Aon.MKT.20115.5
Level: 5

Responsible for

Managing the implementation of strategies to build the market share and profitability of a portfolio of new and existing strategically important products and/or services.

Report to

Depending on organisation size and structure, Head of Marketing, Functional Lead of Marketing or Marketing Manager.

Supervises

Depending on organisation size and structure, may supervise a combination of Marketing Consultants, Marketing Associate or Marketing Administration staff.

Main activities

- Working with Senior Management to build and implement product marketing solutions in line with business strategy.
- Providing functional direction in developing 'go to market' strategies and tactical execution plans for a range of products and/or services.
- Monitoring and reporting on sales forecasts, product budgets and actual product sales.
- Identifying new marketing opportunities and analysing competitor activity.
- Recommending new product opportunities and preparing business cases based on market research and intelligence.
- Directing market research and product design activities in conjunction with other business functions.
- Recommending market opportunities to the sales team and coordinating product training.
- Managing the development of strategically aligned pricing and discount policies.

Key skills

- Excellent product knowledge.
- Strong business analysis skills.
- Strong communication and presentation skills.

Internal contacts

Marketing, Sales, Finance, Training and Manufacturing departments of the organisation.

External contacts

Advertising agencies, market research companies, public relations companies, customers and government officials.

Typical experience

8+ years experience in marketing, coupled with relevant tertiary qualifications.

Other comments

This position is predominantly focused on the function of product marketing.

Position Description

Position title: Senior Marketing Consultant - Generalist
Position code: Aon.MKT.20025.4
Level: 4

Responsible for

Managing the development, market share and profitability of a portfolio of new and existing strategically important products and/or services.

Report to

Depending on organisation size and structure, Head of Marketing, Functional Lead of Marketing or Marketing Manager.

Supervises

May supervise Marketing Associate or Marketing Administration staff.

Main activities

- Working with line management groups to build and implement product marketing solutions in line with business needs.
- Developing go-to market strategies and tactical execution plans for a portfolio of products and/or services.
- Projecting sales forecasts, developing product budgets and reporting on actual product sales.
- Identifying new marketing opportunities and analysing competitor activity.
- Identifying new product opportunities and preparing business cases.
- Coordinating market research and product design activities in conjunction with other business functions.
- Supporting the sales team by identifying opportunities and providing product training.
- Coordinating the use of effective pricing and discount policies.

Key skills

- Excellent product knowledge
- Strong business analysis skills
- Strong communication and presentation skills

Internal contacts

Marketing, Sales, Finance, Training and Manufacturing departments of the organisation.

External contacts

Advertising agencies, market research companies, public relations companies, customers and government officials.

Typical experience

5+ years experience in marketing, coupled with relevant tertiary qualifications.

Other comments

This position is predominantly focused on the function of product marketing.

Position Description

Position title: Marketing Consultant - Generalist
Position code: Aon.MKT.20206.3
Level: 3

Responsible for

Managing the development, market share and profitability of a portfolio of new and existing products and/or services.

Report to

Depending on organisation size and structure, Functional Lead of Marketing or Marketing Manager.

Supervises

No supervisory responsibilities.

Main activities

- Developing go to market strategies and tactical execution plans for a portfolio of products and/or services.
- Projecting sales forecasts, developing product budgets and reporting on actual product sales.
- Identifying new marketing opportunities and analysing competitor activity.
- Identifying new product opportunities and preparing business cases.
- Coordinating market research and product design activities in conjunction with other business functions.
- Supporting the sales team by identifying opportunities and providing product training.
- Coordinating the use of effective pricing and discount policies.

Key skills

- Excellent product knowledge
- Strong business analysis skills
- Strong communication and presentation skills

Internal contacts

Marketing, Sales, Finance, Training and Manufacturing departments of the organisation.

External contacts

Advertising agencies, market research companies, public relations companies, customers and government officials.

Typical experience

3+ years experience in marketing, coupled with relevant tertiary qualifications.

Other comments

This position is predominantly focused on the function of product marketing.

Position Description

Position title: Marketing Associate
Position code: Aon.MKT.20004.2
Level: 2

Responsible for

Providing assistance to line management, using basic to intermediate level marketing knowledge on a broad range of marketing, programs and practices.

Report to

Depending on organisation size and structure, Head of Marketing, Functional Lead of Marketing or Marketing Manager.

Supervises

No supervisory responsibilities.

Main activities

- Providing a variety of services using covering multiple areas of marketing including product marketing, marketing communications, public relations, segment/channel marketing, marketing intelligence and technical marketing.
- Researching issues and suggesting recommendations to marketing issues.
- Assisting in the implementing of new practices and programs to meet organisational needs.
- Assisting in components of larger projects with direction from consultants and marketing managers.

Key skills

- Knowledge of marketing practices and programs
- Good communication skills and strong service orientation

Internal contacts

Marketing, Sales and Training departments of an organisation.

External contacts

Marketing consultancies, industry associations.

Typical experience

1 - 3 years experience in marketing, coupled with relevant tertiary qualifications.

Other comments

This role does not perform marketing related administration. Marketing administrators should be matched to Administration Officers Level 1 - 4 (please go to the Finance & Administration job family).

Position Description

Position title: Campaign Delivery Manager
Position code: Aon.MKT.20002.4
Level: 4

Responsible for

Overseeing the delivery of campaign data, reporting and support for direct campaigns in order to assist the Consumer Marketing Group.

Report to

Analytics and Campaign Strategy Manager.

Supervises

Campaign Database Analysts.

Main activities

- Managing a high volume of campaign requests in line with the priorities of Consumer Marketing and managing stakeholders' expectations accordingly.
- Ensuring that the information being delivered is consistently of the highest accuracy and is compliant with all regulatory requirements.
- Conducting post-campaign reporting for all campaigns and ensuring the outcomes are communicated to appropriate people.
- Driving continuous improvement and efficiencies in workflow processes within the campaign marketing team.
- Updating customers of new developments or issues with data or the IDW/TCRM as required.
- Creating and maintaining a campaign reporting repository for easy access.
- Driving previous learning's through to new campaign requests.
- Overseeing the professional development and cross-skilling of team members.

Key skills

- Ability to work well under pressure and manage competing priorities in a fast paced, high volume environment.
- Ability to manage the expectations and deliverables for multiple stakeholders.
- Problem solving skills to analyse new opportunities and remedy existing inefficiencies.
- Excellent planning and organisational skills and the ability to prioritise effectively.
- Strong written and verbal communication skills.
- Reporting and analytical skills.
- Strong communication, interpersonal, leadership, negotiation and mediation skills at all levels.

Internal contacts

Customer Management & Acquisition team, Marketing team, Analytics & Modelling, Sales and Service teams.

External contacts**Typical experience**

At least 3 years experience in a marketing environment and at least 3 years in a management role, coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Head of Design
Position code: Aon.TEC.92201.6
Level: 6

Responsible for

Establishing and controlling the organisational design strategy to achieve market share and profitability goals.

Report to

Operations Manager/Production Services Manager.

Supervises

Designers

Main activities

- Managing the organisations design activities to ensure flow and consistency of design elements across the organisation.
- Continually planning, developing and enhancing procedures used within the Design department.
- Determining budgetary and resource requirements for design department.
- Preparing expenditure reports on production expenses for Departments and Channels.
- Developing Departmental plans to address future technological requirements, future channels and other workplace requirements.
- Continually identifying staff training and development needs by establishing and monitoring performance objectives to ensure that skill requirements are met.

Key skills

- Leadership & people management skills.
- Excellent knowledge of Paintbox, Photoshop and other relevant design programs.
- Sound conceptual and theoretical knowledge of design.
- Excellent communication and presentation skills.

Internal contacts

Production Managers, Editors, Programming Manager.

External contacts

Clients, Suppliers.

Typical experience

10+ years of relevant experience, preferably in a similar industry environment, coupled with formal qualifications in Design

Other comments

Position Description

Position title: Graphic/Visual Design Manager
Position code: Aon.TEC.92201.5
Level: 5

Responsible for

Assuming responsibility for Art direction in the production of video/printed graphic material through the management of Graphics team/s.

Report to

Operations Manager/Production Services Manager.

Supervises

Graphics Designers.

Main activities

- Managing the Graphics team's activities to ensure that deadlines are met.
- Participating in departmental planning to ensure the development and improvement of Graphics operations.
- Continually planning, developing and enhancing procedures used within the Graphics department.
- Determining budgetary and resource requirements for projects through liaison with clients.
- Coordinating and assessing project development by providing continual direction to ensure predetermined standards are met.
- Preparing expenditure reports on production expenses for Departments and Channels.
- Providing the Operations Manager with freelance and budget reports.
- Developing Departmental plans to address future technological requirements, future channels and other workplace requirements.
- Continually identifying staff training and development needs by establishing and monitoring performance objectives to ensure that skill requirements are met.

Key skills

- Leadership & people management skills.
- Excellent knowledge of Paintbox, Photoshop and other relevant graphics design programs.
- Sound conceptual and theoretical knowledge of design.
- Excellent communication and presentation skills.

Internal contacts

Production Managers, Editors, Programming Manager.

External contacts

Clients, Suppliers.

Typical experience

At least 6 - 8 years of relevant experience, preferably in a similar industry environment, coupled with formal qualifications in Graphic Design.

Other comments

Position Description

Position title: Graphic/Visual Design Team Leader
Position code: Aon.ITC.46035.4
Level: 4

Responsible for

Managing the development of the image of the website, the design of brand items and the implementation of corporate brand.

Report to

Graphic/Visual Design Manager, General Manager - IT Services/Infrastructure, Project Director/Program Manager.

Supervises

Senior and junior Graphic/Visual Designers.

Main activities

- Overseeing the development and design of brand items such as brand materials and multimedia interactive presentations.
- Promoting and ensuring adherence to brand guidelines.
- Managing projects including planning and implementation.
- Monitoring the development of web pages.
- Ensuring that the image and copyrights of the company are well-maintained on the Internet.
- Establishing guidelines for the company's web site pages design.

Key skills

- Leadership and coordination skills.
- Advanced knowledge of the technical integration requirements of web solutions and relevant software.
- Expertise in software tools of trade such as Macromedia Flash, FrontPage, PageMill, Photoshop, Director, Dreamweaver as well as HTML, XML and JavaScript standards.

Internal contacts

Management, Marketing, Product Specialists, IT staff, Systems & Software Development staff.

External contacts

Graphic Design Houses, Customers, Vendors, Printers & Suppliers.

Typical experience

At least 8 - 10 years experience in a Graphic/Visual Designer role, coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Senior Graphic/Visual Designer
Position code: Aon.ITC.45135.3
Level: 3

Responsible for

Developing the image of the company's external and internal websites, designing brand items and assisting with implementation of corporate brand.

Report to

Graphic/Visual Design Manager, Digital/Online Project Manager/Producer.

Supervises

May supervise Junior Graphic/Visual Designers.

Main activities

- Developing and designing brand items such as brand materials and multimedia interactive presentations.
- Ensuring adherence to brand guidelines.
- Managing projects including planning and implementation.
- Designing, creating and maintaining web pages using relevant software packages.
- Maintaining the image and copyrights of the company on the Internet.
- Designing pages for the company's web site within guidelines established by the Web Strategist.

Key skills

- Knowledge of the technical integration requirements of web solutions.
- Expertise in software tools of trade such as Flash, FrontPage, PageMill, Photoshop, Director, Dreamweaver as well as HTML, XML and JavaScript standards.
- Advanced knowledge in Adobe Creative Suite.
- Video knowledge and software experience.

Internal contacts

Management, Marketing, Product Specialists, IT staff, Systems & Software Development staff.

External contacts

Graphic Design Houses, Customers, Vendors, Printers & Suppliers.

Typical experience

At least five years experience in a Graphic/Visual Designer role, with a demonstrated portfolio.

Other comments

Position Description

Position title: Graphic/Visual Designer
Position code: Aon.ITC.45035.2
Level: 2

Responsible for

Developing the image of the company's external and internal websites through the use of still and animated graphics and their integration with copy provided by the Digital/Online Content Author.

Report to

Graphic/Visual Design Manager.

Supervises

No supervisory responsibilities.

Main activities

- Designing, creating and maintaining web pages using relevant software packages.
- Maintaining the image and copyrights of the company on the Internet.
- Composing pages that reflect an appropriate balance of text, graphics and other multimedia elements.
- Designing pages for the company's web site within guidelines established by the Graphic/Visual Design Manager.
- Possibly undertaking user interface tasks.

Key skills

- Knowledge of the technical integration requirements of web solutions.
- Understanding of the image quality/performance trade-off when transmitting images over the Internet.
- Expertise in software tools of trade such as Flash, FrontPage, PageMill, Photoshop, as well as HTML, XHTML and JavaScript standards.
- Innovative creative skills.

Internal contacts

Marketing, Product Specialists, IT staff, Systems & Software Development staff.

External contacts

Graphic Design Houses, Customers, Vendors.

Typical experience

Tertiary qualifications in design and/or relevant industry experience. Demonstrated abilities using web technology.

Other comments

This role has often been filled in smaller sites by an IT Specialist with a flair for creative design.

Position Description

Position title: Functional Lead of Marketing - Investor Relations
Position code: Aon.EXE.CA030.6
Level: 6

Responsible for

Maintaining relationships and upholding the organisation's reputation with investors and other important stakeholders via proactive communication and outreach programs.

Report to

CEO/Head of Corporate Affairs/Head of Marketing

Supervises

Team of communication professionals

Main activities

- Developing and maintaining relationships and communication with the investment community including security analysts, portfolio managers, financial media, and shareholders.
- Preparing and developing reports and investor communication materials to create a favourable image of the organisation in the financial community.
- Working with various function and departments heads to draft appropriate messaging with respect to past, present, and prospective events
- Ensuring that investors and shareholders are accurately informed of all relevant facts and figures from time to time as required

Key skills

- Communications management
- People management

Internal contacts

Chief Executive Officer, Heads of functions, Heads of relevant departments

External contacts

Investors, Shareholders, Financial analysts, Financial media

Typical experience

15+ years of experience in communications with at least 10+ years in investor relations management

Other comments

Position Description

Position title: Investor Relations Manager
Position code: Aon.MKT.21415.5
Level: 5

Responsible for

Preparing, developing and implementing investor relations strategies, disseminating key messages to multiple stakeholders and compiling media and investor communications to build a positive relationship with investors and the media.

Report to

Functional Lead of Marketing - Investor Relations.

Supervises

Investor Relations team.

Main activities

- Preparing and coordinating due diligence of distributions including, but not limited to: setting timetables for internal and external stakeholders (Senior Management, internal & external Accountants regarding tax statements), determining stationery requirements in liaison with mailing house, coordinating information to be included in mail outs and checking calculations relating to different unit types.
- Developing key communications for business areas, including ASX announcements, Q&A's and management briefing notes.
- Preparing investor tour information and co-ordinate investor activities.
- Assisting in production and co-ordination of key results pack inclusions.
- Project managing annual report generation and dissemination.
- Assisting in content management for websites, including due diligence processes.
- Managing registry and co-ordination of responses to retail investor queries.
- Managing updates to wholesale investor and associated party information.

Key skills

- Superior administration skills.
- Strong organisation and prioritisation skills.
- Strong problem solving skills.
- Excellent written and verbal communication skills.
- Strong attention to detail and ability to work with confidential and sensitive information.
- Ability to work under pressure.
- Proactive and autonomous working style.

Internal contacts

Investor Relations & Corporate Affairs Team, business units.

External contacts

Media groups, government bodies, key stakeholders, investors.

Typical experience

7+ years experience in investor relations and/or corporate communications, coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Investor Relations Consultant
Position code: Aon.MKT.21415.3
Level: 3

Responsible for

Communicating and participating in an integrated investor relations plan based on the organisation's marketing strategy and Public Relations objectives.

Report to

Functional Lead of Marketing - Investor Relations.

Supervises

No supervisory responsibilities

Main activities

- Preparing and coordinating due diligence of distributions.
- Assisting in developing key communications for business areas, including ASX announcements, Q&A's and management briefing notes.
- Assisting in production and co-ordination of key results pack inclusions, seminars and shows- including liaison with external service organisation.
- Assisting in content management for websites, including due diligence processes.

Key skills

- Excellent oral and written communication skills.
- Ability to liaise at all levels inside and outside the organisation.
- Adaptability to changing environment and work loads.
- Ability to act on initiative.
- Strong problem solving skills.

Internal contacts

Investor Relations & Corporate Affairs Team, business units.

External contacts

Media groups, government bodies, key stakeholders, investors.

Typical experience

3+ years experience in investor relations and/or corporate communications, coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Functional Lead of Marketing - Segment/Channel Marketing
Position code: Aon.MKT.20111.6
Level: 6

Responsible for

Developing and controlling strategies to build market share and profitability of market segment(s) and/or channel group(s).

Report to

Head of Marketing and/or General Manager or Business Unit Manager.

Supervises

Depending on organisation size and structure, may supervise a combination of Marketing Managers and/or Marketing Consultants.

Main activities

- Working with Senior Management to build and implement segment/channel marketing solutions in line with business strategy.
- Identifying and directing long term segment/channel based market research in line with business strategy.
- Managing the strategic direction of go to marketing strategies and tactical execution plans.
- Managing the delivery of all segment/channel marketing activities including the achievement of product sales against targets.
- Monitoring and reporting on sales forecasts, budgets and actual product sales within assigned segment/channel(s).
- Recommending market opportunities to the sales team and managing appropriate training.
- Directing the development of strategically aligned pricing and discount policies.

Key skills

- Excellent segment/consumer group knowledge.
- Strong business analysis skills.
- Strong communication and presentation skills.

Internal contacts

Marketing, Sales and Finance departments of the organisation.

External contacts

Advertising agencies, market research companies, Public Relations companies, customers, and government officials, marketing alliances and partners.

Typical experience

10+ years experience in marketing, coupled with relevant tertiary qualifications.

Other comments

This position is predominantly focused on the function of segment/channel marketing.

Position Description

Position title: Marketing Manager - Segment/Channel Marketing
Position code: Aon.MKT.20215.5
Level: 5

Responsible for

Managing the implementation of strategies to build market share and profitability of market segment(s) and/or channel group(s).

Report to

Depending on organisation size and structure, Head of Marketing, Functional Lead of Marketing or Marketing Manager.

Supervises

Depending on organisation size and structure, may supervise a combination of Marketing Consultants, Marketing Associate or Marketing Administration staff.

Main activities

- Working with Senior Management to build and implement segment/channel marketing solutions in line with business strategy.
- Managing segment/channel based market research to gain a comprehensive understanding of each segment/consumer group.
- Providing functional direction in developing go to market strategies and tactical execution plans.
- Identifying new marketing opportunities and analysing competitor activity.
- Monitoring and reporting on sales forecasts, budgets and actual product sales within assigned segment/channel(s).
- Recommending market opportunities to the sales team by identifying opportunities and coordinating appropriate training.
- Managing the development of strategically aligned pricing and discount policies.

Key skills

- Excellent segment/consumer group knowledge.
- Strong business analysis skills.
- Strong communication and presentation skills.

Internal contacts

Marketing, Sales and Finance departments of the organisation.

External contacts

Advertising agencies, market research companies, Public Relations companies, customers, and government officials, marketing alliances and partners.

Typical experience

8+ years experience in marketing, coupled with relevant tertiary qualifications.

Other comments

This position is predominantly focused on the function of segment/channel marketing.

Position Description

Position title: Senior Marketing Consultant - Segment/Channel Marketing**Position code:** Aon.MKT.20125.4**Level:** 4

Responsible for

Managing the development, market share and profitability of strategically important market segment(s) and/or channel group(s).

Report to

Depending on organisation size and structure, Head of Marketing, Functional Lead of Marketing or Marketing Manager.

Supervises

May supervise Marketing Associate or Marketing Administration staff.

Main activities

- Working with line management groups to build and implement segment/channel marketing solutions in line with business needs.
- Coordinating segment/channel based market research to gain a comprehensive understanding of each segment/consumer group.
- Developing go-to market strategies and tactical execution plans.
- Identifying new marketing opportunities and analysing competitor activity.
- Projecting sales forecasts, developing budgets and reporting on actual product sales.
- Supporting the sales team by identifying opportunities and providing training.
- Coordinating the use of effective pricing and discount policies.

Key skills

- Excellent segment/consumer group knowledge.
- Strong business analysis skills.
- Strong communication and presentation skills.

Internal contacts

Marketing, Sales and Finance departments of the organisation.

External contacts

Advertising agencies, market research companies, Public Relations companies, customers, and government officials, marketing alliances and partners.

Typical experience

5+ years experience in marketing, coupled with relevant tertiary qualifications

Other comments

This position is predominantly focused on the function of segment/channel marketing.

Position Description

Position title: Marketing Consultant - Segment/Channel Marketing
Position code: Aon.MKT.20306.3
Level: 3

Responsible for

Managing the development, market share and profitability of market segment(s) and/or channel group(s).

Report to

Depending on organisation size and structure, Functional Lead of Marketing or Marketing Manager.

Supervises

No supervisory responsibilities.

Main activities

- Coordinating segment/channel based market research to gain a comprehensive understanding of each segment/consumer group.
- Developing go-to market strategies and tactical execution plans.
- Identifying new marketing opportunities and analysing competitor activity.
- Projecting sales forecasts, developing budgets and reporting on actual product sales.
- Supporting the sales team by identifying opportunities and providing training.
- Coordinating the effective use of pricing and discount policies.

Key skills

- Excellent segment/consumer group knowledge
- Strong business analysis skills
- Strong communication and presentation skills

Internal contacts

Marketing, Sales and Finance departments of the business.

External contacts

Advertising agencies, market research companies, Public Relations companies, customers, and government officials, marketing alliances and partners.

Typical experience

3+ years experience in marketing, coupled with relevant tertiary qualifications

Other comments

This position is predominantly focused on the function of segment/channel marketing.

Position Description

Position title: Social Media Strategy Manager
Position code: Aon.MKT.20022.5
Level: 5

Responsible for

Creating a comprehensive social media strategy that uses social media marketing techniques to increase brand/product visibility, customer engagement/membership and web traffic.

Report to

Head of Digital/Online or Functional Lead of Marketing.

Supervises

Social Media Team Leader, Social Media Specialists.

Main activities

- Researching and developing social media strategy for the organisation.
- Ensuring social, digital and paid media are integrated with the wider marketing communications mix, providing advise on appropriate social media use to campaign managers where relevant.
- Selecting and integrating channels and processes into the organisation's social media toolkit.
- Developing and implementing social media content guidelines, calendar and strategies for customer engagement.
- Work with SEO/SEM specialists to maximise integration of social media and paid online marketing with SEO/SEM strategies.
- Continuously review strategy effectiveness and return on investment through reporting and analytics of social media performance.

Key skills

- Strategic thinking and problem solving skills.
- Excellent verbal and written communication skills.
- Highly developed knowledge of and experience with social media platforms and trends.
- High level of computer literacy.
- Ability to build relationships with online influencers and understanding of customer engagement and social media etiquette.

Internal contacts

Marketing, Sales/Business Development, Commercial departments of the organisation.

External contacts

Industry bloggers, media, market research organisations.

Typical experience

5 - 7 years experience in a social media, marketing or commercial role, coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Social Media Team Leader
Position code: Aon.MKT.20022.4
Level: 4

Responsible for

Leading the implementation of Social Media marketing strategy, including content development, developing brand awareness, generating inbound traffic and cultivating leads and sales.

Report to

Social Media Strategy Manager or Marketing Director.

Supervises

Social Media Specialists.

Main activities

- Overseeing the implementation of relevant social media techniques, processes and tools to improve reach and influence of social media channels.
- Managing accounts and projects, including preparation of status and billing reports and other routine communications.
- Educating stakeholders across the organisation on incorporating relevant social media techniques into the organisation's culture, internal communications and all relevant external campaigns.
- Providing coaching to management and other internal stakeholders on brand and product messaging.
- Attending regular corporate communications meetings to report on PR activity across social media channels.
- Conducting qualitative and quantitative social media monitoring research using a range of web analytics tools.
- Overseeing creation of content, and engaging in blogging and community participation.

Key skills

- Ability to use statistical tools to track online traffic and repeat visitors.
- Experience and engagement with social networks, including but not limited to: Twitter, Facebook, industry blogs and forums.
- High level of knowledge with social media etiquette, principles and trends.
- Excellent written and verbal communication skills.

Internal contacts

Marketing and Public Relations, Customer Support, Sales, IT departments of the organisation.

External contacts

Marketing and Public Relations agencies.

Typical experience

6 - 8 years experience in Public Relations with solid experience in marketing communications, coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Senior Social Media Specialist
Position code: Aon.MKT.20022.3
Level: 3

Responsible for

Executing Social Media marketing projects across a range of platforms in order to drive customer engagement.

Report to

Social Media Manager or Public Relations Manager.

Supervises

May mentor Junior Social Media Specialists.

Main activities

- Creating and editing branded content for social media channels.
- Growing follower numbers and driving engagement through daily monitoring and moderation of social media channels, including responding to comments and stimulating conversation.
- Coordinating with marketing and providing new ideas and strategies to increase awareness with new and existing social audiences.
- Developing and ensuring adherence to guidelines and policies across social media channels.
- Leading the development of new social media pages/channels.
- Creating and maintaining relationships with industry bloggers and other key online influencers.
- Keeping up to date with new and emerging social media trends including channels, applications and tools.
- Ensuring provision of reports and analytics at regular intervals highlighting engagement, growth, competitor behaviour, and learnings.

Key skills

- Excellent written and verbal communication skills.
- High level of computer literacy (must have ability to research online and learn how to use new online tools).
- Good knowledge of current and emerging social media platforms and their usage.
- Ability to work both independently and as part of a team.
- Ability to apply creative thinking and problem solving skills.

Internal contacts

Marketing and Public Relations, Customer Support, Sales, IT departments of the organisation.

External contacts

Online community influencers, market research organisations.

Typical experience

3 - 5 years experience assisting in the implementation of social media campaigns, coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Social Media Specialist
Position code: Aon.MKT.20022.2
Level: 2

Responsible for

Executing Social Media marketing projects across a range of platforms in order to drive customer engagement.

Report to

Social Media Manager or Public Relations Manager.

Supervises

No supervisory responsibilities.

Main activities

- Creating and editing branded content for social media channels.
- Growing follower numbers and driving engagement through daily monitoring and moderation of social media channels, including responding to comments and stimulating conversation.
- Coordinating with marketing and providing new ideas and strategies to increase awareness with new and existing social audiences.
- Assisting in the development of new social media pages/channels.
- Creating and maintaining relationships with industry bloggers and other key online influencers.
- Keeping up to date with new and emerging social media trends including channels, applications and tools.
- Produce reports at regular intervals highlighting engagement, growth, competitor behaviour, and learnings.

Key skills

- Excellent written and verbal communication skills.
- High level of computer literacy (must have ability to research online and learn how to use new online tools).
- An awareness of current and emerging social media platforms and their usage.
- Ability to work both independently and as part of a team.
- Ability to apply creative thinking and problem solving skills.

Internal contacts

Marketing and Public Relations, Customer Support, Sales, IT departments of the organisation.

External contacts

Online community influencers, market research organisations.

Typical experience

Experience in using social media forums and up to 1 year experience assisting in the implementation of social media campaigns. May have relevant tertiary qualifications.

Other comments

Position Description

Position title: Marketing Manager - Sponsorships
Position code: Aon.MKT.20005.5
Level: 5

Responsible for

Developing and managing and executing a sponsorship strategy and to suit the marketing objectives of the organisation.

Report to

Marketing Director, Marketing Manager.

Supervises

Marketing, Sponsorship and/or Events staff.

Main activities

- Executing marketing plan activity and contract negotiation
- Managing sponsor performance and budget management.
- Researching new sponsorship and develop contracts.
- Developing and implementing existing sponsorship contracts to ensure that benefits are received and that sponsored beneficiary obligations are fully met.
- Driving sponsorships so as to fully leverage brand values and deliver on set campaign objectives for each sponsorship.
- Managing events to maximise benefits for the entire organisation and manage consultants and suppliers within events.
- Monitoring the schedules of activities and budgets on a weekly basis.
- Ensuring that all elements of sponsorships are approved.
- Coordinating ongoing sponsorship requests, consumer requests for product information and requests for support materials.

Key skills

- Strong verbal and written communication skills.
- Strong organisational skills.
- Knowledge of appropriate legislation.
- Knowledge of marketing principles.

Internal contacts

Marketing Director, Promotional Event staff.

External contacts

Sponsorship/event organisers, key media sources, Public Relations agencies, consultants and suppliers.

Typical experience

7+ years experience in Marketing/Advertising, coupled with tertiary qualifications in Marketing.

Other comments

Position Description

Position title: Marketing Consultant - Sponsorships
Position code: Aon.MKT.20005.3
Level: 3

Responsible for

Managing sponsorship events and providing a high level of assistance in fulfilling sponsorship objectives across a range of sponsorship campaigns.

Report to

Events/Sponsorship Manager or Marketing Manager - Sponsorships.

Supervises

May supervise promotional staff, events team, Assistant Event Coordinators.

Main activities

- Ensuring events are professionally run and managed to maximise benefits for whole organisation.
- Managing consultants and suppliers within sponsored events to achieve objectives as defined for each event.
- Managing the sponsorship requests process.
- Assisting with the set up of event locations.
- Maintaining inventory and monitoring merchandise to ensure stocks are maintained for effective promotional use.
- Monitoring and updating social media and website pages with event details and photos.
- Developing annual events calendar and communicating to internal stakeholders.
- Working with the Public Relations, event managers and the brand teams to monitor budgets and meet targets.

Key skills

- Basic knowledge of Microsoft Office systems
- Understanding of merchandising, Point of Sale materials and on/off premise promotions.
- Flexibility regarding time management and working hours.
- Outgoing personality, enthusiasm and a positive attitude.
- Positive people management skills.
- Excellent relationship management skills.
- Superior project, time and budget management skills.

Internal contacts

Public Relations and Event Management teams.

External contacts

Venues, sales and distribution managers, suppliers, clients, contractors.

Typical experience

3+ years experience in Marketing/Advertising, coupled with tertiary qualifications in Marketing.

Other comments

Position Description

Position title: Marketing Manager - Events
Position code: Aon.MKT.20006.5
Level: 5

Responsible for

Managing and developing marketing events creating event strategies and campaigns that are aligned to broader organisational objectives such as sponsorship programs, conferences, exhibitions, business seminars, internal staff celebrations and national road shows.

Report to

Head of Marketing.

Supervises

A team of Event Coordinators/Marketing Consultants - Events.

Main activities

- Working with Marketing and Divisional Managers to implement events/campaigns that are strategically aligned to the wider goals of the organisation and to increasing organisational awareness generally.
- Coordinating the organisation's complete annual event schedule and managing individual event logistics.
- Ensuring attendee numbers at events reach target attendance levels.
- Managing event activities within pre-established budgetary guidelines.
- Conducting post-event analysis in order to evaluate the effectiveness of events/campaigns.
- Working to leverage events across other/multiple areas of the business as appropriate.
- Developing and maintaining a high-level and technologically advanced events Internet site.

Key skills

- Good verbal and written communication skills combined with an ability to liaise at all levels both internally and externally.
- Ability to apply professional marketing skills to the job.
- Exceptional planning and organisational skills.
- Strong negotiation skills.
- Broad knowledge of all organisational products/services.

Internal contacts

Marketing teams, Executive Management groups.

External contacts

Clients, vendors, partners, promotional service suppliers, printers, designers, photographers and venue managers.

Typical experience

8+ years of experience gained in either a marketing or events role, coupled with a tertiary qualification in Marketing.

Other comments

Alternative Title: Events Manager/Coordinator.

Position Description

Position title: Senior Marketing Consultant - Events
Position code: Aon.MKT.20006.4
Level: 4

Responsible for

The effective and timely delivery of event management solutions including developing creative event strategies and campaigns that are aligned to broader organisational objectives such as sponsorship programs, conferences, exhibitions, business seminars, internal staff celebrations and national road shows.

Report to

General Manager - Marketing, Marketing Manager - Events or Marketing Communications/Public Relations Manager.

Supervises

No supervisory responsibilities.

Main activities

- Coordinating the organisation's complete annual event schedule and managing individual event logistics.
- Ensuring attendee numbers at events reach target attendance levels.
- Managing event activities within pre-established budgetary guidelines.
- Conducting post-event analysis in order to evaluate the effectiveness of events/campaigns.
- Working to leverage events across other/multiple areas of the business as appropriate.
- Developing and maintaining a high-level and technologically advanced events Internet site.

Key skills

- Good verbal and written communication skills combined with an ability to liaise at all levels both internally and externally.
- Ability to apply professional Marketing skills to the job.
- Exceptional planning and organisational skills.
- Strong negotiation skills.
- Broad knowledge of all organisational products/services.

Internal contacts

Marketing teams, Executive Management groups.

External contacts

Clients, vendors, partners, promotional service suppliers, printers, designers, photographers and venue managers.

Typical experience

5+ years of experience gained in either a marketing or events role coupled with a tertiary qualification in Marketing.

Other comments

Position Description

Position title: Marketing Consultant - Events
Position code: Aon.MKT.20006.3
Level: 3

Responsible for

The effective and timely delivery of event management solutions including developing creative event strategies and campaigns that are aligned to broader organisational objectives such as sponsorship programs, conferences, exhibitions, business seminars, internal staff celebrations and national road shows.

Report to

General Manager - Marketing, Fundraising/Bequests Manager or Marketing Communications/Public Relations Manager.

Supervises

No supervisory responsibilities.

Main activities

- Coordinating the organisation's complete annual event schedule and managing individual event logistics.
- Ensuring attendee numbers at events reach target attendance levels.
- Managing event activities within pre-established budgetary guidelines.
- Conducting post-event analysis in order to evaluate the effectiveness of events/campaigns.
- Working to leverage events across other/multiple areas of the business as appropriate.
- Developing and maintaining a high-level and technologically advanced events internet site.

Key skills

- Good oral and written communication skills combined with an ability to liaise at all levels both internally and externally.
- Ability to apply professional Marketing skills to the job.
- Exceptional planning and organisational skills.
- Strong negotiation skills.
- Broad knowledge of all organisational products/services.

Internal contacts

Marketing Teams, Executive Management Groups.

External contacts

Clients, Vendors, Partners, Promotional Service Suppliers, Printers, Designers, Photographers and Venue Managers.

Typical experience

Will have 3 - 5 years of experience gained in either a marketing or events role coupled with a tertiary Marketing qualification.

Other comments

Alternative Title: Events Manager/Coordinator.

Position Description

Position title: Marketing Manager - Technical Marketing
Position code: Aon.MKT.20615.5
Level: 5

Responsible for

Managing the development of technical marketing materials/activities to effectively communicate product features to salespeople, customers and prospects.

Report to

Depending on organisation size and structure, Head of Marketing and/or Functional Lead of Marketing.

Supervises

Depending on organisation size and structure, may supervise a combination of Marketing Consultants, Marketing Associate or Marketing Administration staff.

Main activities

- Working with Senior Management to build and implement technical marketing solutions in line with business strategy.
- Collaborating with product managers to ensure that all technical marketers learn and synthesise product features in order to convey the capabilities, features and benefits to salespeople, customers and prospects.
- Managing the production of technical marketing materials including presentations and brochures for use with customers, partners, analysts and investors.
- Managing the ongoing support to the sales team by coordinating the development of targeted presentation material.
- Monitoring the performance of materials and developing appropriate modifications.

Key skills

- Strong technical understanding.
- Excellent communication and presentation skills.

Internal contacts

Marketing, Sales, Training departments of the organisation.

External contacts

Customers.

Typical experience

8+ years experience in marketing, coupled with relevant tertiary qualifications.

Other comments

This position is predominantly focused on the function of technical marketing.

Position Description

Position title: Senior Marketing Consultant - Technical Marketing
Position code: Aon.MKT.20525.4
Level: 4

Responsible for

Developing technical marketing materials/activities to effectively communicate product features to salespeople, customers and prospects.

Report to

Depending on organisation size and structure, Head of Marketing, Functional Lead of Marketing or Marketing Manager.

Supervises

May supervise Marketing Associates or Marketing Administration staff.

Main activities

- Working with Line Management groups to build and implement technical marketing solutions in line with business needs.
- Working closely with product managers to learn and synthesize product features with the goal of conveying the capabilities, features and benefits to salespeople, customers and prospects.
- Coordinating with product management to develop technical marketing material including presentations and brochures for use with customers, partners, analysts and investors.
- Providing ongoing support to the sales team by developing targeted presentation material.
- Analysing the performance of materials and suggesting appropriate modifications.

Key skills

- Strong technical understanding.
- Excellent communication and presentation skills.

Internal contacts

Marketing, Sales, Training departments of the organisation.

External contacts

Customers and prospects.

Typical experience

5+ years experience in marketing, coupled with relevant tertiary qualifications.

Other comments

This position is predominantly focused on the function of technical marketing.

Position Description

Position title: Marketing Consultant - Technical Marketing**Position code:** Aon.MKT.20606.3**Level:** 3

Responsible for

Developing technical marketing materials/activities to effectively communicate product features to salespeople, customers and prospects.

Report to

Depending on organisation size and structure, Functional Lead of Marketing or Marketing Manager.

Supervises

No supervisory responsibilities.

Main activities

- Working closely with product managers to learn and synthesise product features with the goal of conveying the capabilities, features and benefits to salespeople, customers and prospects.
- Coordinating with product management to develop technical marketing material including presentations and brochures for use with customers, partners, analysts and investors.
- Providing ongoing support to the sales team by developing targeted presentation material.
- Analysing the performance of materials and suggesting appropriate modifications.

Key skills

- Strong technical understanding.
- Excellent communication and presentation skills.

Internal contacts

Marketing and Sales departments of the organisation.

External contacts

Customers.

Typical experience

3+ years experience in marketing, coupled with relevant tertiary qualifications.

Other comments

This position is predominantly focused on the function of technical marketing.

Position Description

Position title: Functional Lead of Marketing - Intelligence/Research
Position code: Aon.EXE.MK030.6
Level: 6

Responsible for

Generating insights and intelligence around consumer behaviour and the competitive landscape

Report to

Marketing Director

Supervises

A team working on market analytics and consumer research, comprising of analysts and managerial staff

Main activities

- Researching and analysing projects that support the development, promotion, and market penetration of the organisation's products and services.
- Developing and controlling research surveys, analysing resulting data, and determining trends in customer/trade practices and behaviours.
- Generating intelligence around product performance and providing internal stakeholders with actionable information to make decisions on marketing and sales programs
- Leading the marketing research team to provide timely analysis to internal stakeholders
- Liaising with external vendors for marketing research activities and on-ground activations
- Analysing research results, oversee and lead the creation of research reports, presenting results to internal stakeholders including Chief Executive Officer

Key skills

- Statistical data analysis
- Problem identification and root cause analysis
- Team management
- Negotiation skills with vendors and analytics services providers

Internal contacts

Marketing team, Sales team, Business Unit Heads, Systems and software development

External contacts

Vendors providing market research services, advertising agencies

Typical experience

Tertiary qualifications with at least 10 - 12 yrs of experience in market research and statistical analysis At least 5 - 8 years of experience in leading teams

Other comments

Position Description

Position title: Marketing Manager - Market Intelligence/Research
Position code: Aon.MKT.20515.5
Level: 5

Responsible for

Managing the implementation of strategies to achieve the organisation's market research requirements through the collection and analysis of market data.

Report to

Depending on organisation size and structure, Head of Marketing and/or Functional Lead of Marketing.

Supervises

Depending on organisation size and structure, may supervise a combination of Marketing Consultants, Marketing Associate or Marketing Administration staff.

Main activities

- Working with Senior Management to build and implement marketing intelligence solutions in line with business strategy.
- Making recommendations based on market analysis to satisfy business requirements and identify profitable marketing opportunities.
- Identifying campaign effectiveness and making recommendations for improving response rates and ROI.
- Managing the translation of business requirements into data requirements in line with strategic marketing objectives and available data attributes.
- Monitoring the effectiveness of the marketing database by analysing the quality of consumer data and developing strategies for enhancement.
- Providing interpretation to Senior Management on database marketing analytics of both a quantitative and qualitative nature.

Key skills

- Strong statistical background.
- Excellent analytical skills.

Internal contacts

Marketing, Sales, Finance and IT departments of the business.

External contacts**Typical experience**

8+ years experience in a marketing, coupled with relevant tertiary qualifications.

Other comments

This position is predominantly focused on the function of marketing intelligence.

Position Description

Position title: Senior Marketing Consultant - Market Intelligence/Research
Position code: Aon.MKT.20425.4
Level: 4

Responsible for

Managing the organisation's market research requirements through the collection and analysis of market data.

Report to

Depending on organisation size and structure, Head of Marketing, Functional Lead of Marketing or Marketing Manager.

Supervises

May supervise Marketing Associate or Marketing Administration staff.

Main activities

- Working with line management groups to build and implement marketing intelligence solutions in line with business needs.
- Undertaking market analysis to satisfy business requirements and identify profitable marketing opportunities.
- Measuring campaign effectiveness and making recommendations for improving response rates and ROI.
- Translating business requirements into data requirements with a deep understanding of marketing objectives and available data attributes.
- Monitoring the effectiveness of the marketing database by analysing the quality of consumer data and developing strategies for enhancement.
- Performing database marketing analytics of both a quantitative and qualitative nature.

Key skills

- Strong statistical background.
- Excellent analytical skills.

Internal contacts

Marketing, Sales, Finance and IT departments of the business.

External contacts

Market Research Companies.

Typical experience

5+ years experience in a marketing, coupled with relevant tertiary qualifications.

Other comments

This position is predominantly focused on the function of marketing intelligence.

Position Description

Position title: Marketing Consultant - Market Intelligence/Research
Position code: Aon.MKT.20506.3
Level: 3

Responsible for

Managing the organisation's market research requirements through the collection and analysis of market data.

Report to

Depending on organisation size and structure, Functional Lead of Marketing or Marketing Manager.

Supervises

No supervisory responsibilities.

Main activities

- Undertaking market analysis to satisfy business requirements and identify profitable marketing opportunities.
- Measuring campaign effectiveness and making recommendations for improving response rates and ROI.
- Translating business requirements into data requirements with a deep understanding of marketing objectives and available data attributes.
- Monitoring the effectiveness of the marketing database by analysing the quality of consumer data and developing strategies for enhancement.
- Performing database marketing analytics of both a quantitative and qualitative nature.

Key skills

- Strong statistical background.
- Excellent analytical skills.

Internal contacts

Marketing, Sales, Finance and IT departments of the business.

External contacts

Market Research Companies.

Typical experience

3+ years experience in a marketing, coupled with relevant tertiary qualifications.

Other comments

This position is predominantly focused on the function of marketing intelligence.

Position Description

Position title: Customer Insights Manager
Position code: Aon.MKT.20514.5
Level: 5

Responsible for

Providing detailed analysis and insights into customer behaviour by way of data mining, segmentation and modelling and developing predictive models to assist customer acquisition and management. With a strong blend of technical and business skills this role has a firm understanding of relational databases and has the ability to convert analytical findings into meaningful and actionable insights for a variety of audiences.

Report to

Head of Marketing

Supervises

Customer Insights Analysts

Main activities

- Managing ad-hoc research projects to successfully deliver clear and actionable insights and recommendations to the business.
- Manage relationships with key stakeholders across the business to support projects, events & initiatives as needed.
- Generate an understanding of on return on marketing investment for existing campaigns.

Key skills

- Ability to communicate effectively with a wide range of stakeholders and articulate technical issues in business language to non-technical audiences.
- Expert data analysis, knowledge of SQL programming and modelling skills.
- Proficiency in understanding data mining system applications.

Internal contacts

Marketing, Sales, Finance and IT departments of the business.

External contacts**Typical experience**

8+ years experience in marketing, coupled with relevant tertiary qualifications.

Other comments

This position is predominantly focused on developing insights into consumer behavior through various data sources.

Position Description

Position title: Senior Customer Insights Analyst
Position code: Aon.MKT.20515.4
Level: 4

Responsible for

Providing detailed analysis and insights into customer behaviour by way of data mining, segmentation and modelling and developing predictive models to assist customer acquisition and management. With a strong blend of technical and business skills this role has a firm understanding of relational databases and has the ability to convert analytical findings into meaningful and actionable insights for a variety of audiences.

Report to

Manager, Database Analysis.

Supervises

No supervisory responsibilities.

Main activities

- Analysing information using computerised statistical/data analysis techniques and developing sophisticated models (e.g. predictive, segmentation, profiling etc.) that support the marketing group's requirements.
- Identifying, preparing, analysing and presenting data using computerised technology.
- Effectively interpreting and providing analytical solutions to the business owner.
- Scoring of the customer base to support segmentation.
- Providing guidance and support to the business in determining and recommending information needs.
- Providing feedback to Database/Data-warehousing Specialists to improve systems and facilitate the ongoing generation of specific reports required by the business.
- Proven expertise in the use of data mining tools (for example SPSS/Clementine, SAS/Enterprise Miner).
- Developing and maintaining strong working relationships with marketing, commercial and IT.
- Ensuring ongoing data integrity, reporting any data inconsistencies appropriately.

Key skills

- Ability to communicate effectively with a wide range of stakeholders and articulate technical issues in business language to non technical audiences.
- Expert data analysis, knowledge of SQL programming and modelling skills.
- Proficiency in understanding data mining system applications.
- Presentation skills.
- Ability to handle large and complex data sets using different applications as appropriate.
- Developing and maintaining subject matter expertise across a large product set.
- Ability to work in a fast paced environment and manage a number of projects simultaneously and to tight deadlines.
- Awareness of industry trends.

Internal contacts

Database/data-warehousing specialists and support, business users.

External contacts

Typically none.

Typical experience

Around 6-8 years experience in converting analytical findings into insights for a variety of audiences. 5 years experience in the utilisation of data mining tools (SPSS, SAS etc) to create solutions that support business requirements as well as proficiency in presenting outcomes to business and marketing managers. Previous experience with high volume data loading, extraction, manipulation, management and reporting.

Other comments



Alternative title: Datamining Innovations Analyst.

Position Description

Position title:	Customer Insights Analyst
Position code:	Aon.MKT.20515.3
Level:	3

Responsible for

Providing detailed analysis and insights into customer behaviour by way of data mining, segmentation and modelling. With a strong blend of technical and business skills this role requires a firm understanding of relational databases and the ability to convert analytical findings into meaningful and actionable insights for a variety of audiences.

Report to

Manager, Database Analysis or Campaign Delivery Manager.

Supervises

No supervisory responsibilities.

Main activities

- Providing information or data from internal sources to customers and management to support marketing decisions and projects.
- Identifying, preparing, analysing and presenting data using computerised technology.
- Analysing information using statistical/data analysis techniques, and developing models (e.g. predictive, segmentation, profiling etc) that support the marketing group's requirements.
- Generating customer lists from data within the Integrated Data Warehouse (IDW), either directly by SQL code or via the Campaign Engine, in support of Consumer Marketing Campaigns.
- Providing guidance and support to the business in determining and recommending information needs.
- Educating customers on what data is available in the IDW and how they can use it.
- Providing feedback to Database/Data-warehousing Specialists to improve systems and facilitate the ongoing generation of specific reports required by the business.
- Building expertise in the use of data mining tools (for example SPSS/Clementine, SAS/Enterprise Miner).
- Developing and maintaining strong working relationships with marketing, commercial and IT.
- Ensuring ongoing data integrity, reporting any data inconsistencies appropriately.

Key skills

- Ability to access data stored in warehouses and interrogate it efficiently.
- Advanced data analysis skills and knowledge of SQL programming.
- Ability to handle large and complex data sets using different applications as appropriate.
- Developing and maintaining subject matter expertise across a large product set.
- Ability to communicate effectively with a wide range of stakeholders and articulate technical issues in business language to non technical audiences.
- Ability to work in a fast paced environment and manage a number of projects simultaneously and to tight deadlines.
- Awareness of industry trends.

Internal contacts

Database/data-warehousing specialists and support, business users.

External contacts

Typical experience

Around 2 - 3 years experience in converting analytical findings into insights for a variety of audiences and/or 2 - 3 years experience in the utilisation of data mining tools (SPSS, SAS etc) to create solutions that support business requirements.

Other comments

Also known as Database Analyst

Position Description

Position title: Functional Lead - Product Management
Position code: Aon.EXE.MK050.6
Level: 6

Responsible for

Managing the development, market share and profitability of an organisation's portfolio of products.

Report to

Senior Management

Supervises

Product Managers

Main activities

- Overseeing the organisation's products offering or their delivery to market to maximise their growth and revenue.
- Liaising with other functions/department to improve product delivery by ensuring sound cooperation of design, materials, production methods, testing, and quality control.
- Directly influences the direction of the products and makes recommendations to enhance the products.
- Uses well developed industry knowledge to strategically direct product development.
- Responsible for the success of new product(s) initiatives.
- Formulating and controlling the department's budget.
- Manages key relationships with a variety of internal and external stakeholders.

Key skills

- Excellent knowledge of internal products, competitor's products and the current market.
- Uses industry knowledge to predict future challenges for the product(s).
- Ability to solve complex problems with consideration to business impact.
- Combination of technical aptitude, commercial, and product management skills, communication, negotiation and decision-making ability.
- Ability to drive product development and growth through collaboration and stakeholders relationship management across the business and industry.

Internal contacts

Senior management, product management team, marketing team, sales team.

External contacts

External vendors, industry contacts, market research firms.

Typical experience

10+ years of experience in product management or similar experience with relevant tertiary qualifications.

Other comments

Position Description

Position title: Senior Product Manager
Position code: Aon.PRD.47001.5
Level: 5

Responsible for

Manages a large product or portfolio of products to maximise their revenue and growth.

Report to

Business Unit Head, Senior Management.

Supervises

May mentor more junior Product Managers.

Main activities

- Develops and drives the business case for changes to the product offering or its delivery to market to maximise product growth.
- Managing the entire product line life cycle from strategic planning to tactical activities.
- Responsible for the success of new product(s) initiatives.
- Directs and implements modifications to the product(s) to maximise product revenue and growth.
- Uses well developed industry knowledge to strategically direct product development.
- Liaises and instructs stakeholders in sales, marketing and finance to direct and improve product delivery.
- Instructs junior staff in relevant processes to assist in their development.

Key skills

- Ability to solve complex problems with consideration to business impact.
- Uses industry knowledge to predict future challenges for the product(s).
- Combination of technical aptitude, commercial, and product management skills, communication, negotiation and decision-making ability.
- Experienced in presenting and communicating with stakeholders to maximise product sales and revenue.
- Uses relationships across the business and industry to drive product development and growth.

Internal contacts

Senior management, and the Sales, Marketing and Finance departments

External contacts

End-users, industry contacts, market research firms, vendors.

Typical experience

5 - 8 years experience in product management, coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Product Manager
Position code: Aon.PRD.47001.4
Level: 4

Responsible for

Manages a product or portfolio of products to maximise their revenue and growth.

Report to

Senior Product Manager, Business Unit Head.

Supervises

No supervisory responsibilities

Main activities

- Management of the entire product line life cycle, from strategic planning to tactical activities.
- Develops business cases for changes to the product offering or its delivery to market.
- Develops metrics and measures the success of new product(s) initiatives.
- Modify the product(s) to maximise product revenue and growth.
- Develops own knowledge of the product(s) and industry/competitor trends, and uses this knowledge to influence strategic direction of product development.
- Develop product positioning and messaging that differentiates product(s) in the market.
- Communicate the value proposition of the products to the sales team and develop the sales tools that support the selling process of your products.
- Liaises with sales, marketing and finance to assess, monitor and improve product delivery.

Key skills

- Combination of technical aptitude, commercial, and product management skills, communication, negotiation and decision-making ability.
- Ability to solve problems with consideration to business impact.
- Well-developed communication and influencing skills.
- Strong presentation skills.
- Experience in building and maintaining relationships across the business to drive product development and growth.

Internal contacts

Product development, sales, marketing, finance, business unit heads.

External contacts

End-users, market research firms, vendors.

Typical experience

5+ years experience in successful delivery of a wide range of products, coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Associate Product Manager
Position code: Aon.MKT.21020.3
Level: 3

Responsible for

Assisting the Product Managers in the development and maintenance of a product or portfolio of products to maximise their revenue and growth.

Report to

Manager - Product Management; Product Managers.

Supervises

No supervisory responsibilities.

Main activities

- Assisting in the development of product features to ensure a competitive and marketable range of products.
- Assisting in the development of sales ideas and promotional materials to support new and existing products.
- Ensuring all marketing support documentation is current and has received the appropriate compliance sign-off.
- Answering product related enquiries from staff and intermediaries.
- Assisting in the development of regular product communications to customers and advisers.
- Assisting with projects as required.

Key skills

- Sound understanding of the market.
- Good communication and interpersonal skills.
- Proficiency in Word and Excel.
- Ability to work in a team environment.
- Time management and ability to prioritise.

Internal contacts

Product Managers; the Sales & Marketing, Distribution, and Actuarial departments; Client Service staff.

External contacts

Advisors, Dealers.

Typical experience

At least 3 - 4 years of experience in Product Management, coupled with relevant qualifications.

Other comments

Position Description

Position title: User Experience Design Manager
Position code: Aon.ITC.45064.5
Level: 5

Responsible for

Providing strategic direction and guiding/mentoring User Experience practitioners as they focus on the creation of user experiences for products and solutions.

Report to

Director of User Experience, Project Team Leader - Applications or Project Manager - Applications.

Supervises

Senior User Experience Designers, User Experience Designers.

Main activities

- Driving strategic vision to design efforts that focus on delivering user experiences.
- Understanding what our users are doing and why.
- Employing a strong understanding of User Experience best practices.
- Tracking design progress, identifying potential issues, and pro-actively working on solutions.
- Launching ideas (e.g. final wires, detailed flows, error states, etc.) and assisting in post launch analysis with the analytics and research team.
- Providing guidance to user experience design teams.
- Developing the team to their full potential through training, coaching, and feedback.

Key skills

- Strong, analytical problem solving, decision-making, and leadership skills.
- Excellent communication and collaboration skills.
- Experience with Agile Software development processes including Scrum.
- Strong understanding of User Experience best practices.
- Ability to understand highly complex products.

Internal contacts

Product Managers, Development teams, User Interface Developers, Web Designers.

External contacts**Typical experience**

8+ years experience as a User Experience designer, information architect, interaction designer, program manager, visual design, or similar. Minimum 2 years experience as a design lead, product lead, or design manager.

Other comments

Please note: Definition of User Experience Design versus User Experience Development/Engineering (smaller organisation may have these two functions/skill sets in one role) - User Experience Design is responsible for the research and design specification and ongoing modification of products and solutions, however does not focus on programming. User Experience Development/Engineering is responsible for coding and programming to support efficient, and user friendly operation of products. Development/Engineering staff will have some knowledge of development research and design to enable outcomes.

Position Description

Position title: Senior User Experience Designer
Position code: Aon.ITC.45064.4
Level: 4

Responsible for

Leading the conduct of research to understand user needs, and producing concepts and designs for the organisation's websites, mobile applications and other digital assets. Focuses on information requirements, user interaction/navigation and user interface design.

Report to

Project Team Leader - Applications or Project Manager - Applications

Supervises

May mentor more junior User Experience Designers.

Main activities

- Designing research program and conducting user-needs analysis using human factors research techniques in order to analyse and develop user profiles/personas and task scenarios for target segments.
- Designing the user experience including information flow, interaction models and card sorting.
- Conducting workshops with internal clients (editors, product managers, business analysts, technologists) to define project scope, objectives, target audience, marketing and advertising opportunities.
- Creating deliverables including prototypes, conceptual diagrams, site maps, interaction flows, storyboards, page/screen schematics/wire-frames, content inventories, help and instructional copy - all of which conform to the organisation's user experience guidelines.
- Overseeing user testing including usability testing, heuristic evaluation and/or other techniques.
- Overseeing production of user test documentation and report on outcomes/recommendations to business stakeholders.

Key skills

- High level of knowledge of user-centred design methodologies, information architecture and usability principles, including user-centred-design (UCD) and HCI.
- Good understanding of digital trends and web/mobile technologies, and ability to evaluate the applicability for business solutions.
- Familiarity with project management and systems development life-cycles.
- Knowledge of visual design principles, trends and experience with design software.
- Ability to work independently and also collaboratively with others.
- Ability to work in a fast-paced environment with changing priorities
- Must have high level of attention to detail and high level of creativity.

Internal contacts

Product Managers, Development teams, User Interface Developers, Web Designers.

External contacts**Typical experience**

3-5 years experience in a related digital role (e.g. Product Management, Visual/Graphic Design, Development, or Marketing), coupled with tertiary qualification in Cognitive Psychology, Human Factors, Computer Science or equivalent.

Other comments

This role does not code/program the digital assets - this role is responsible for passing design specifications on to a development team (particularly User Interface Developers/Engineers), who are then responsible for building the website or mobile application. This role would work closely with the development team throughout the build process.

Position Description

Position title: User Experience Designer
Position code: Aon.ITC.45064.3
Level: 3

Responsible for

Undertaking research in order to understand user needs, and producing concepts and designs for the organisation's websites, mobile applications and other digital assets. Focuses on information requirements, user interaction/navigation and user interface design.

Report to

Project Team Leader - Applications or Project Manager - Applications.

Supervises

No supervisory responsibilities.

Main activities

- Conducting user-needs analysis using human factors research techniques in order to analyse and develop user profiles/personas and task scenarios for target segments.
- Designing the user experience including information flow, interaction models and card sorting.
- Participating in workshops with internal clients (editors, product managers, business analysts, technologists) to define project scope, objectives, target audience, marketing and advertising opportunities.
- Creating deliverables including prototypes, conceptual diagrams, site maps, interaction flows, storyboards, page/screen schematics/wire-frames, content inventories, help and instructional copy - all of which conform to the organisation's user experience guidelines.
- Conducting user testing including usability testing, heuristic evaluation and/or other techniques.
- Producing user test documentation and report on outcomes/recommendations to team.
- Developing deep understanding and knowledge of user-centred-design (UCD), HCI and usability principles through own research and projects.

Key skills

- Knowledge of user-centred design methodologies, information architecture and usability principles.
- Good understanding of digital trends and web/mobile technologies, and ability to evaluate the applicability for business solutions.
- Familiarity with project management and systems development life-cycles.
- Knowledge of visual design principles, trends and experience with design software.
- Ability to work independently and also collaboratively with others.
- Ability to work in a fast-paced environment with changing priorities
- Must have high level of attention to detail and high level of creativity.

Internal contacts

Product Managers, Development teams, User Interface Developers, Web Designers.

External contacts**Typical experience**

Minimum 3 years experience in a related digital role (e.g. Product Management, Visual/Graphic Design, Development, or Marketing), coupled with tertiary qualification in Cognitive Psychology, Human Factors, Computer Science or equivalent.

Other comments

This role does not code/program the digital assets - this role is responsible for passing design specifications on to a development team (particularly User Interface Developers/Engineers), who are then responsible for building the website or mobile application. This role would work closely with the development team throughout the build process.

Position Description

Position title: Senior Project Officer - Cost/Schedule Control
Position code: Aon.FIN.30007.4
Level: 4

Responsible for

Implementing and administering the system, based on the use of control and specialised software tools. Observing the strategies and description/procedures outlined within the cost/schedule control system description plan

Report to

Project Controls Manager

Supervises

May assist with Project Officer - Cost/Schedule Control

Main activities

- Developing cost and scheduling policies and procedures to be followed which operate in accordance with the laid down costing/scheduling conventions
- Administering the project directives in terms of laid down objectives
- Generating and issuing reports for management review according to the cost/schedule reporting cycle
- Assisting with the assessment of training required by employees to successfully utilise and understand the importance of cost scheduling, and conducting such training as required
- Assisting in the development of the special project directives for the cost/scheduling plans
- Establishing the cost/schedule reporting cycle and outlining inputs and outputs within the company
- Establishing variance reporting thresholds
- Determining the level of training required by employees to successfully understand the importance of costing/scheduling and assisting in the planning of the work packages

Key skills

- Sound knowledge of costing/scheduling control systems, variance reporting and analysis of various performance elements
- Detailed understanding of scheduling techniques and schedule impacts on the project, and cost accounts
- Methodical and well-organised
- Effective time management
- Proven planning and administrative skills

Internal contacts

Project Managers, Account Staff

External contacts

External Suppliers

Typical experience

Prior experience should include at least 10 years relevant industry experience (cost/control systems)

Other comments

Position Description

Position title: Project Officer - Cost/Schedule Control
Position code: Aon.FIN.30007.3
Level: 3

Responsible for

Supporting the implementation and administration of the system based on the use of control and specialised software tools. Observing the strategies and descriptions/procedures outlined within the cost/schedule control system description plan.

Report to

Senior Project Officer Cost Control/Cost Control Manager

Supervises

No supervisory responsibilities

Main activities

- Implementing the cost and schedule policies to be followed, in accordance with the laid down costing/scheduling conventions
- Administering the special projects in terms of laid down objectives
- Generating and issuing reports for management review according to the cost/schedule reporting cycle
- Generating variance reports as required
- Assisting with the assessment of the training required by employees to successfully utilise and understand the importance of cost scheduling, and the conduct of such training as required
- Assisting in the planning of work packages
- Ensuring that sufficient lead time for the conversion of unplanned work packages to open work packages is allowed
- Updating and modifying schedules and alerting relevant parties to any perceived cost or schedule blow-outs
- Maintaining the status of cost accounts
- Maintaining a responsibility assignment program

Key skills

- Ability to utilise costing/scheduling techniques is beneficial though not essential
- Sound computer literacy skills
- Proven planning and administrative skills
- Effective time management
- Methodical and well-organised

Internal contacts

Project Manager, Accounts staff

External contacts

External Suppliers

Typical experience

Previous experience in a defence related project

Other comments

Position Description

Position title: Project Director
Position code: Aon.PMN.70003.6
Level: 6

Responsible for

Full accountability for strategic Projects from planning to market deployment. Acting as the focal point for the Services Division, in this role they will have the responsibility and full accountability of delivering multiple Services Projects on time, scope and budget and to the satisfaction of the customer and the Business Divisions.

Report to

General Manager.

Supervises

Project Managers, Projects Officers.

Main activities

- Ensuring that Project Plans are developed by each Project Manager for each Project. Ensuring that Project Managers have prepared all baseline documents in accordance with standards and approved by all relevant parties. Ensuring that Contract Risks associated with Projects are appropriately managed and profit Opportunities maximised.
- Overseeing project resourcing, ensuring project members skills are being effectively utilised on the prioritised tasks. Ensuring that the project schedule is optimised at all times. Maintaining all progress metrics.
- Leading and mentoring Senior/Project Managers and Project Teams to successfully deliver projects.
- Monitoring monthly status reporting and ensuring it is being conducted by the Project Managers.
- Ensuring regular customer engagement is conducted and dealing with any critical customer affecting issues. Also ensuring the customer is delivering on responsibilities.
- Maintaining Senior/Project Manager quality standards through effective training and mentoring.
- Overseeing Project financials, ensuring that the Senior/Project Manager implements financial Project controls.
- Ensuring that the Senior/Project Managers are managing issues in a timely fashion.
- Ensuring that Project contracts are maintained, obligations are delivered, variations and EOT's are maintained.

Key skills

- Ability to plan and anticipate.
- Ability to decide, delegate and control.
- Strong communication skills.
- Leadership skills.
- Strong negotiation and influencing skills.
- Proven commercial management skills in relation to Contract and Financial Project Management.
- Proven knowledge of and strong understanding of Project Management Tools and Methodology.
- Demonstrated ability to manage difficult customers in complex environments.

Internal contacts

Business Divisions, Program Office, Project Managers, Project Teams, Commercial Managers, Finance and Administration, Sales and Marketing.

External contacts

Customers.

Typical experience

10 years of industry related proven record of successful complex Project implementation coupled with 10 years of successfully managing large Technical Project Teams and Project Managers in delivery.

Other comments

Other titles: Senior Project Manager (RIN)

Position Description

Position title: Project Manager (Large)
Position code: Aon.PMN.70002.5
Level: 5

Responsible for

Managing and overseeing special projects that address significant changes and developments that can effect either one business unit or the entire organisation.

Report to

General Manager of relevant business unit.

Supervises

Project Team consisting of specialists, team members and planning/administration staff.

Main activities

- Developing project budget from project and resource plans, managing project through development and implementation stages according to budget.
- Designing and developing strategies and processes, in consultation with team members/stakeholders/business consultants, which will support the implementation of the project.
- Reviewing and responding to corporate policy issues, providing advice and establishing policies when required.
- Identifying key stakeholders and working pro actively to gain their support and endorsement by establishing contacts, conducting presentations/workshops and attending stakeholder meetings.
- Determining project resourcing requirements, recruiting staff and managing development and implementation of project on a day to day basis.
- Identifying risks effecting delivery of project outcomes and where necessary deploys contingencies to ensure completion of project.
- Identifying project dependencies and working with relevant departments to ensure plans can be carried out effectively and dependencies are resolved.
- Developing and managing regular project plan progress reports.
- Representing or having involvement with corporate projects, committees, change management programs as required.
- May mentor Junior Project Managers.

Key skills

- Understanding of operations, procedures and policies related to the specific business area.
- Excellent communicator, with strong facilitation and conflict resolution skills.
- Project management skills and experience.
- Process re-engineering/business improvement/change management.

Internal contacts

Executive Management. Business Unit Managers and other Project Stakeholder Staff.

External contacts

Consultants, Suppliers, Clients.

Typical experience

At least 5 years experience as a lower-level Project Manager or at least 5 years industry experience at a senior management level together with relevant tertiary education in a business related discipline.

Other comments

Position Description

Position title: Project Manager (Medium)
Position code: Aon.PMN.70002.4
Level: 4

Responsible for

Managing and overseeing mid-level special projects that address changes and developments that can have a significant impact on a particular business unit or the business as a whole.

Report to

General Manager of relevant business unit.

Supervises

Project Team consisting of specialists, team members and planning/administration staff.

Main activities

- Developing project budget from project and resource plans, managing project through development and implementation stages according to budget.
- Designing and developing strategies and processes, in consultation with team members/stakeholders/business consultants, which will support the implementation of the project.
- Reviewing and responding to corporate policy issues, providing advice and establishing policies when required.
- Identifying key stakeholders and working pro actively to gain their support and endorsement by establishing contacts, conducting presentations/workshops and attending stakeholder meetings.
- Determining project resourcing requirements, recruiting staff and managing development and implementation of project on a day to day basis.
- Identifying risks effecting delivery of project outcomes and where necessary deploys contingencies to ensure completion of project.
- Identifying project dependencies and working with relevant departments to ensure plans can be carried out effectively and dependencies are resolved.
- Developing and managing regular project plan progress reports.
- Representing or having involvement with corporate projects, committees, change management programs as required.

Key skills

- Understanding of operations, procedures and policies related to the specific business area.
- Excellent communicator, with strong facilitation and conflict resolution skills.
- Project management skills and experience.
- Process re-engineering/business improvement/change management.

Internal contacts

Executive Management. Business Unit Managers and other Project Stakeholder Staff.

External contacts

Consultants, Suppliers, Clients.

Typical experience

At least 2 years previous experience as a Junior Project Manager or at least 5 years industry experience at a management level together with relevant tertiary education in a business related discipline.

Other comments

Position Description

Position title: Project Manager (Small)
Position code: Aon.PMN.70002.3
Level: 3

Responsible for

Managing and overseeing smaller projects that address changes and developments that can have an impact on a particular business unit or the business as a whole.

Report to

General Manager of relevant business unit or Senior Project Manager.

Supervises

Project Team consisting of specialists, team members and planning/administration staff.

Main activities

- Developing project budget from project and resource plans, managing project through development and implementation stages according to budget.
- Designing and developing strategies and processes, in consultation with team members/stakeholders/business consultants, which will support the implementation of the project.
- Reviewing and responding to corporate policy issues, providing advice and establishing policies when required.
- Identifying key stakeholders and working pro actively to gain their support and endorsement by establishing contacts, conducting presentations/workshops and attending stakeholder meetings.
- Determining project resourcing requirements, recruiting staff and managing development and implementation of project on a day to day basis.
- Identifying risks effecting delivery of project outcomes and where necessary deploys contingencies to ensure completion of project.
- Identifying project dependencies and working with relevant departments to ensure plans can be carried out effectively and dependencies are resolved.
- Developing and managing regular project plan progress reports.
- Representing or having involvement with corporate projects, committees, change management programs as required.

Key skills

- Understanding of operations, procedures and policies related to the specific business area.
- Excellent communicator, with strong facilitation and conflict resolution skills.
- Project management skills and experience.
- Process re-engineering/business improvement/change management.

Internal contacts

Executive Management. Business Unit Managers and other Project Stakeholder Staff.

External contacts

Consultants, Suppliers, Clients.

Typical experience

At least 3 years industry experience together with relevant tertiary education in a business related discipline.

Other comments

Position Description

Position title: Project Manager (Very Small)
Position code: Aon.PMN.70001.3
Level: 3

Responsible for

Ensuring preparation/completion of small projects to appropriate quality standards within time/cost constraints as well as meeting contractual requirements and company budget requirements.

Report to

Corporate Professional Services Manager.

Supervises

Consultants involved in Solutions Development/Systems Integration.

Main activities

- Liaising with senior staff within client organisations regarding provision of computing services within negotiated contractual obligations for a program or group of projects.
- Drawing up a project plan for approval by the customer.
- Controlling system design and project planning activities related to large systems development.
- Maintaining and controlling cost, schedule and quality of project activities to run on budget, time and meet agreed customer requirements.
- Managing phases of software development including requirement analysis, system design, specification, development, testing and implementation.
- Managing installation/Field testing of developed systems.

Key skills

- Ability to lead and manage professional staff, contractors and teams.
- Project/Program management of smaller projects/programs.
- Experience with a project management methodology.
- Ability to meet tight schedules and cost targets without compromising customer requirements.
- General business management.

Internal contacts

Senior Management, Financial and Accounting staff, Technical Support Staff, Sales Management staff.

External contacts

Major customers/Users at all levels within client sites.

Typical experience

Tertiary level education with 2 - 3 years experience in a technical field, information technology, systems integration, consulting, development.

Other comments

Organisations matching to Project Managers should differentiate according to relative sizes within their organisations and use data cuts to filter data appropriately to their organisation size. Internal relative size factors to consider are project budget, timeframes, complexity of client environment, number of integrated offerings.

Position Description

Position title:	Project Office Manager
Position code:	Aon.PMN.70004.5
Level:	5

Responsible for

Assuming responsibility for the effective day to day running of a Project Office and acting as the first line of management for all Project Office staff, and/or drawing on knowledge of the most current tools, methods, procedures and equipment in Project Management to provide expert support and guidance on project management processes and procedures.

Report to

May have dual reporting lines, Program Manager/Project Director, Finance Director, Professional Services Director.

Supervises

Project Office Administrator/s or employees in this role may act as individual contributors providing expert advice.

Main activities

- Advising on and supporting the principles for the successful management of projects throughout the project life cycle. Setting and controlling project criteria, including guidelines and limitations.
- Providing support in tracking and reporting progress and performance of one or more projects, producing and maintaining plans regarding time frames and Resourcing, providing process administration support, contributing to quality control and preparing budgets.
- Agreeing and producing detailed project plans with the project team(s), anticipating resource usage and availability, scheduling for optimum efficiency and maintaining metric data and estimating models.
- Providing generic or specific advice and support for the development of business cases, project plans and audit reports.
- Proactively streamlining and automating manual project management processes and procedures.
- Reporting the progress and anticipated problems within project(s) to Senior Management, including actual and forecasted costs and revenue, profitability and resource planning.
- Recruiting, selecting and training Project Office Staff.

Key skills

- Management, leadership, planning, analysis and communication skills.
- Expert project management skills, coupled with a developed understanding of the project life cycle, project documentation, project standards and methodologies.
- Ability to understand the relationship of specialised technical roles within the context of the overall project.
- Ability to work according to strict deadlines and manage various demands.
- Accuracy, attention to detail, and highly organised.
- Ability to prioritise and use initiative.
- Negotiation skills.

Internal contacts

Project Staff at all levels, Senior Management, Finance & Administration Staff.

External contacts

Clients, Suppliers, Industry Associations.

Typical experience

8 - 10 years of experience, coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Senior Project Office Manager
Position code: Aon.PMN.70004.6
Level: 6

Responsible for

Assuming responsibility for the effective day to day running of a Project Office and acting as the first line of management for all Project Office staff, and/or drawing on knowledge of the most current tools, methods, procedures and equipment in Project Management to provide expert support and guidance on project management processes and procedures.

Report to

May have dual reporting lines, Program Manager/Project Director, Finance Director, Professional Services Director.

Supervises

Project Office Administrator/s and other Project Office Managers, employees in this role may act as individual contributors providing expert advice.

Main activities

- Advising on and supporting the principles for the successful management of projects throughout the project life cycle. Setting and controlling project criteria, including guidelines and limitations.
- Providing support in tracking and reporting progress and performance of one or more projects, producing and maintaining plans regarding time frames and Resourcing, providing process administration support, contributing to quality control and preparing budgets.
- Agreeing and producing detailed project plans with the project team(s), anticipating resource usage and availability, scheduling for optimum efficiency and maintaining metric data and estimating models.
- Providing generic or specific advice and support for the development of business cases, project plans and audit reports.
- Proactively streamlining and automating manual project management processes and procedures.
- Reporting the progress and anticipated problems within project(s) to Senior Management, including actual and forecasted costs and revenue, profitability and resource planning.
- Recruiting, selecting and training Project Office Staff.

Key skills

- Management, leadership, planning, analysis and communication skills.
- Expert project management skills, coupled with a developed understanding of the project life cycle, project documentation, project standards and methodologies.
- Ability to understand the relationship of specialised technical roles within the context of the overall project.
- Ability to work according to strict deadlines and manage various demands.
- Accuracy, attention to detail, and highly organised.
- Ability to prioritise and use initiative.
- Negotiation skills.

Internal contacts

Project Staff at all levels, Senior Management, Finance & Administration Staff.

External contacts

Clients, Suppliers, Industry Associations.

Typical experience

10+ years of experience, coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Senior Project Office Administrator/Coordinator
Position code: Aon.ITC.45041.4
Level: 4

Responsible for

Performing day to day tasks associated with the provision of project management and project administration support to one large or several smaller projects.

Report to

May have dual reporting lines, Project Office Manager, Program Manager/Project Director, Finance Director.

Supervises

No supervisory responsibilities.

Main activities

- Identifying, implementing and maintaining efficient administrative support to project(s).
- Providing administrative support in tracking and reporting progress and performance of one or more projects, maintaining plans regarding time frames and resourcing, providing process administration support, contributing to quality control and maintaining budgets.
- Ensuring that time sheets are logged correctly and on time for all project team members.
- Coordinating project meetings and telephone conferences as requested, arranging travel where applicable and producing minutes and action logs for each meeting.
- May assist with the production of detailed project plans within the project team (s).
- Preparing professional presentations, maintaining document templates, controlling version and document distribution and maintaining employee training information in order to track skill levels within the project.
- Proactively streamlining and automating manual administrative processes and procedures associated with project(s).
- Providing administrative support for the development of business cases, project plans and audit reports.
- Identifying anticipated problems with project(s) from an administrative perspective, including actual and forecasted costs and revenue, profitability and resource planning and reporting them to Management.

Key skills

- Strong planning, analysis and communication skills.
- Excellent administrative skills, coupled with a general understanding of the project life cycle, project documentation, project standards and methodologies.
- Ability to work according to strict deadlines and manage various demands.
- Accuracy, attention to detail and highly organised.
- Ability to prioritise and use initiative.
- Excellent negotiation skills.

Internal contacts

Project staff at all levels, Finance and Administration staff.

External contacts

Clients, Suppliers, Industry Associations.

Typical experience

At least 5 years of administrative/personal assistant experience, with at least 1 year spent in an IT/Research & Development department.

Other comments

Position Description

Position title: Project Office Administrator/Coordinator
Position code: Aon.PMN.70004.3
Level: 3

Responsible for

Performing day to day tasks associated with the provision of project management and project administration support to one large or several smaller projects.

Report to

May have dual reporting lines, Project Office Manager, Program Manager/Project Director, Finance Director.

Supervises

No supervisory responsibilities.

Main activities

- Identifying, implementing and maintaining efficient administrative support to project(s).
- Providing administrative support in tracking and reporting progress and performance of one or more projects, maintaining plans regarding time frames and Resourcing, providing process administration support, contributing to quality control and maintaining budgets.
- Ensuring that time sheets are logged correctly and on time for all project team members.
- Coordinating project meetings and telephone conferences as requested, arranging travel where applicable, and producing minutes and action logs for each meeting.
- Preparing professional presentations, maintaining document templates, controlling version and document distribution, and maintaining employee training information in order to track skill levels within the project.
- Proactively streamlining and automating manual administrative processes and procedures associated with project(s).
- Providing administrative support for the development of business cases, project plans and audit reports.
- Identifying anticipated problems within project(s) from an administrative perspective, including actual and forecasted costs and revenue, profitability and resource planning, and reporting them to Management.

Key skills

- Planning, analysis and communication skills.
- Excellent administrative skills, coupled with a general understanding of the project life cycle, project documentation, project standards and methodologies.
- Ability to work according to strict deadlines and manage various demands.
- Accuracy, attention to detail and highly organised.
- Ability to prioritise and use initiative.
- Negotiation skills.

Internal contacts

Project Staff at all levels, Finance and Administration Staff.

External contacts

Clients, Suppliers, Industry Associations.

Typical experience

2 - 5 years of administrative/personal assistant experience, with at least 1 year spent in an IT/Research & Development department.

Other comments

Position Description

Position title: Project Office Analyst
Position code: Aon.PMN.70004.4
Level: 4

Responsible for

Conducting analysis and reporting required to ensure the efficient provision of project management and project administration support to one large or several smaller projects.

Report to

May have dual reporting lines, Project Office Manager, Program Manager/Project Director, Finance Director.

Supervises

No supervisory responsibilities.

Main activities

- Tracking, analysing and reporting progress and performance of all IT project activities within the organisation.
- Assist with the development of business cases, project plans and audit reports.
- Tracking and providing analysis on actual and forecasted costs and revenue, profitability and resource planning for overall project portfolio.
- Maintaining project scheduling to ensure adequate resources are available for all projects at relevant times, and to ensure priority deadlines will be met.
- Assisting with development of, and maintaining, metric data and estimating models.

Key skills

- Excellent planning and analysis and skills.
- Understanding of the project life cycle, project documentation, project standards and methodologies.
- Ability to work according to strict deadlines and manage various demands.
- Good written and verbal communication skills.
- Ability to prioritise and use initiative.

Internal contacts

Project Staff at all levels, Finance and Administration Staff.

External contacts

Clients, Suppliers, Industry Associations.

Typical experience

2 - 5 years of general experience in IT or in a general analytical/reporting role.

Other comments

Position Description

Position title: Engineering Manager
Position code: Aon.OPR.90200.5
Level: 5

Responsible for

Managing all Engineering functions and services to ensure that all technical, operational and long term goals of the company are achieved in order to provide a high quality service to customers.

Report to

Head of Operations & Facilities Management / Head of Property Management

Supervises

Engineering Assistants, Building Supervisors

Main activities

- Undertaking continuous development of fit out guidelines for Industrial type properties, including the possible arrangement of dilapidation surveys.
- Maintaining risk management practices and risk minimisation processes to actively reduce insurance premiums and liabilities.
- Maintaining guidelines and processes in the provision of certification of essential services nationally.
- Providing advice and assistance in preparation of non routine and routine repairs and maintenance budgeting programmes.
- Providing assistance and recommendations in respect of required capital works in the short, medium and long term.
- Managing, developing and mentoring a team of building supervisors to build a successful and influential team.
- Undertaking continuous improvements in the general engineering standards.
- Recruiting and ensuring team members have the adequate skills to carry out their functions.

Key skills

- Sound working knowledge of essential fire safety measures, mechanical services, structural and make good works.
- Excellent attention to detail , organisation skills and ability to work to strict deadlines.
- Ability to manage multiple projects and clients and meet shifting priorities and deadlines.
- Strong communication skills and the ability to build effective relationships with clients and within the team.
- Excellent written and oral presentation skills.
- Familiarity with engineering and technical terms.
- Intermediate to advanced level in core Microsoft Office (Word, Excel, Outlook, PowerPoint), CAD and MS Project.

Internal contacts

Engineering Division and support staff

External contacts

Property owners, developers, government authorities

Typical experience

Tertiary qualifications in engineering with at least 5 years experience in an engineering or building facilities/management organisation.

Other comments

Position Description

Position title: Engineer
Position code: Aon.OPR.90200.3
Level: 3

Responsible for

Planning and conducting Engineering projects in order to meet clients requirements.

Report to

Head of Operations & Facilities Management / Head of Property Management

Supervises

No supervisory responsibilities.

Main activities

- Assisting the manager in maintaining risk management practices and risk minimisation processes to actively reduce insurance premiums and liabilities.
- Working with the manager to maintain guidelines and processes in the provision of certification of essential services nationally.
- Preparing non routine and routine repairs and maintenance budgeting programmes.
- Providing assistance and recommendations in respect of required capital works in the short, medium and long term.

Key skills

- Good working knowledge of essential fire safety measures, mechanical services, structural and make good works.
- Strong attention to detail , organisation skills and ability to work to strict deadlines.
- Familiarity with engineering and technical terms.
- Strong written and oral communication skills.
- Intermediate to advanced level in core Microsoft Office (Word, Excel, Outlook, PowerPoint), CAD and MS Project

Internal contacts

Engineering team and support staff

External contacts

Property owners, developers, government authorities

Typical experience

Tertiary qualifications in engineering with at least 2-3 years experience in an engineering or building facilities/management organisation.

Other comments

Position Description

Position title: Senior Draftsperson
Position code: Aon.OPR.90225.4
Level: 4

Responsible for

Undertaking complex Drafting tasks in order to meet client requirements and managing a team of Drafters.

Report to

Associate or above.

Supervises

Experienced Drafters, Drafters, Cadet Drafters. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Conducting conceptual and detailed design in order to prepare technical documentation.
- Assuming responsibility for management of small, medium and possibly large scale projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Leading, managing and training staff.
- Applying a deeper understanding of Drafting principles to devise and deliver practical and economical solutions to problems.
- Maintaining a high level of Computer Aided Drawing (CAD) expertise and engineering knowledge.
- Contributing to the overall management and profitability of the discipline.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Drafters at all levels, Office Staff.

External contacts

Customers.

Typical experience

Up to 6 years of relevant professional experience and a tertiary qualification in Drafting or Engineering or 8 - 10 years of relevant professional experience.

Other comments

Position Description

Position title: Experienced Draftsperson
Position code: Aon.OPR.90225.3
Level: 3

Responsible for

Undertaking varied and detailed drafting tasks of reasonable scope and complexity to meet client requirements.

Report to

Senior Drafter or above.

Supervises

Small groups of Cadet Drafters and Drafters.

Main activities

- Producing drawings to meet client requirements within given timeframes.
- Applying a deeper understanding of Drafting principles to devise and deliver new approaches in order to solve more complex problems.
- Leading and managing small groups of Cadet Drafters and Drafters.
- Developing skills on the application of Computer Aided Drafting (CAD).
- Planning and managing resources of small projects or parts of larger projects.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Project management skills (achieving prescribed budget, timeframe and customer requirements).
- Ability to lead and manage a small team.

Internal contacts

Drafters at all levels, Office Staff.

External contacts

Customers.

Typical experience

Up to 3 years of relevant professional experience coupled with a tertiary qualification in Drafting or Engineering or 6 - 7 years of relevant professional experience.

Other comments

Position Description

Position title: Engineering Assistant
Position code: Aon.OPR.90200.2
Level: 2

Responsible for

Planning and conducting Engineering projects in order to meet clients requirements, under the supervision of more experienced Senior Engineers and Managers.

Report to

Engineering Manager

Supervises

No supervisory responsibilities.

Main activities

- Assuming full accountability for the annual fire safety statement (AFSS) renewal including checking of AFSS due dates, updating the list of fire safety measures, obtaining sign off and ensuring all relevant parties have up to date copies.
- Assisting in the preparation/review of contracts and letters
- Administrating the tender process including preparation and printing of specifications and scope of work, preparation of tender documents, invitations to tender, comparative analysis review, organising sign off of expenditure requests, notifications to tenderers regarding success or otherwise, updating Gantt chart and ensuring relevant certificates, warranties etc are received.
- Assisting in the preparation of make-good specifications.
- Assisting in the preparation of tenancy fit-out guidelines for each industrial property.
- Reviewing all quotations for routine maintenance works involving emergency lights and exit signs repairs, fire protection equipment, mechanical repairs, lift repairs, plumbing repairs, electrical and control repairs.
- Setting up and maintaining an efficient filing system of technical manuals for each industrial site.
- organising all plans and technical drawings are in chronological order and filed.
- Maintaining and updating the list of the master contractors list, certificates for plant item registrations and registrations of regulated systems, and list of dangerous goods and hazardous materials on each industrial site.
- Preparing and maintaining engineering asset equipment register and tools register for all industrial sites.

Key skills

- Excellent attention to detail.
- Intermediate to advanced level in core Microsoft Office (Word, Excel, Outlook and MS Project).
- Ability to communicate at all levels and build effective relationships with clients and colleagues.
- Familiarity with engineering and technical terms.
- Excellent written communication skills.

Internal contacts

Engineering division

External contacts

Property owners, developers, government authorities

Typical experience

Tertiary or diploma qualified in engineering with at least 1 years administration experience in an engineering or building facilities/ management firm.

Other comments

Position Description

Position title: Senior Architect
Position code: Aon.OPR.90224.4
Level: 4

Responsible for

Planning and conducting Architectural projects of a complex nature in order to meet client requirements.

Report to

Associate or above.

Supervises

Experienced Architects, Architects, Graduate Architects. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Assuming responsibility for management of small, medium and possibly large scale projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Applying a deeper understanding of Architectural principles to devise and deliver practical and economical solutions to problems.
- Planning and resourcing projects.
- Preparing client reports.
- Assisting in the management and training of staff including selection and remuneration.
- Contributing to the overall management and profitability of the discipline.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Architects at all levels, other work units.

External contacts

Customers, Suppliers.

Typical experience

6 - 8 years professional experience coupled with a Degree in Architecture, leading to registration with the local Architect's Registration Board or equivalent.

Other comments

Position Description

Position title: Architect
Position code: Aon.OPR.90224.3
Level: 3

Responsible for

Designing and developing concepts and plans for multiple projects.

Report to

Senior Architect

Supervises

No formal Supervisory Responsibilities

Main activities

- Establishing budgets and assessing the needs of the project and its impact within the local environment.
- Assisting with site selection and working closely with contractors on site, ensuring that works are carried out to specific standards and ensuring that projects are sustainable, functional and aesthetically pleasing.
- Consulting with other professionals about the design of an environment to ensure that the environmental impact of the project is limited.
- Preparing and presenting feasibility reports and design proposals to internal and external stakeholders
- Using IT-aided design and project management software systems.
- Producing detailed workings, drawings and specifications which specify the nature and quality of materials required within the sketch and include three dimensional studies
- Preparing tender documents and presentations for contracts.
- Preparing applications for planning and building control departments.
- Regularly visiting sites to monitor progress and ensure that projects are running on time, on budget and in compliance with the design intent.

Key skills

- Extensive knowledge in master planning, planning, design and detailing.
- Skills in measurement and tabulation of architectural plans.
- Knowledge of laws and codes pertaining to architectural design.
- Excellent communication skills to liaise with clients, consultants and approval authorities.
- Ability to prepare and/or review plans, specifications and schedules
- Strong time management and organisational skills to be able to handle multiple tasks concurrently
- An inquisitive and creative mind that is excited by and accepting of change

Internal contacts

Executives, Designers, Builders

External contacts

Contractors, Consultants, Builders, Suppliers, Government Bodies

Typical experience

6+ years experience in architecture plus relevant tertiary qualifications

Other comments

Position Description

Position title: Design Manager
Position code: Aon.OPR.90224.5
Level: 5

Responsible for

Managing the design functions on projects as assigned including liaising with architecture on interior space planning and with engineering on specialty functions throughout all phases from feasibility to operations

Report to

General Manager, Property

Supervises

Team of Interior Designers

Main activities

- Liaising with development and delivery departments to ensure effective design management.
- Establishing design briefs, requests for proposals, area programs, scopes of work and deliverables requirements for interior designers.
- Leading the interior design team for each assigned project including key scope, schedule and cost.
- Advising the use of cost effective materials and manage systemic value engineering throughout project.
- Supporting sustainability implementation.
- Assisting in the tender selection process specifically related to the appointment of pre-qualified interior contractors, including adjudication and evaluation process.

Key skills

- Strong design and project implementation skills.
- Excellent verbal and written communication skills.
- Ability to understand and translate briefs to design concepts.
- Strong negotiation skills.

Internal contacts

Property Managers, Other stakeholders

External contacts

Suppliers

Typical experience

Bachelor's degree in design with at least 10 years relevant experience in Hotel/resort, office, retail, residential, education, recreation or mixed use design projects.

Other comments

Position Description

Position title: Interior Designer - Senior
Position code: Aon.OPR.90214.4
Level: 4

Responsible for

Providing detailed working drawings to enable construction which incorporate key stakeholder's unique style and variations in accordance with design policies.

Report to

Design Manager

Supervises

Junior Interior Designers.

Main activities

- Completing all design layouts as prioritised by the Design Manager and in consultation with key stakeholders.
- Ensuring material finishes and colour selections.
- Ensuring joinery detailing and specification writing comply with relevant codes, regulations and design guidelines.
- Identifying optimum solutions.
- Handling design queries from site and management.

Key skills

- Ability to present and sell your ideas to internal or external stakeholders.
- Ability to provide innovative concept designs for assigned projects.
- Well developed CAD skills
- Ability to take projects successfully through the Contract Administration stage.
- Good negotiation skills.

Internal contacts

Internal Stakeholders, Design team

External contacts

Suppliers

Typical experience

Relevant interior design qualifications with 4 to 6 years project implementation experience in large of complex interior design projects.

Other comments

Position Description

Position title: Interior Designer - Experienced
Position code: Aon.OPR.90204.3
Level: 3

Responsible for

Managing assigned design projects from inception to completion.

Report to

Design Manager / Design Team Leader.

Supervises

No supervisory responsibilities.

Main activities

- Assisting in implementation of design projects.
- Ensuring assigned design projects are effectively managed.
- Contributing ideas in the interior design process.

Key skills

- Advance understanding of joinery details is required for design and documentation.
- Excellent communication skills.
- AutoCAD proficiency.

Internal contacts

Design team, stakeholders.

External contacts

Suppliers.

Typical experience

Relevant design degree or qualification with 2-3 years post-graduate experience.

Other comments

Position Description

Position title: Landscape Designer - Senior
Position code: Aon.OPR.90203.4
Level: 4

Responsible for

Assisting the Manager in implementing landscape projects.

Report to

Landscape Design Manager.

Supervises

No supervisory responsibilities.

Main activities

- Contributing ideas in the landscape design process.
- Assisting with implementation of design projects.
- Liaising with stakeholders and managing consultant coordination.

Key skills

- Basic AutoCAD and Microsoft Office applications skills.
- Good project implementation skills.
- Strong negotiation skills.

Internal contacts

Project Management, Property Management

External contacts

Suppliers, Contractors

Typical experience

Relevant degree qualification at least 4 to 6 years similar work experience in landscape design and implementation.

Other comments

Position Description

Position title: Landscape Designer - Experienced
Position code: Aon.OPR.90203.3
Level: 3

Responsible for

Assisting the Manager in implementing landscape projects.

Report to

Landscape Design Manager.

Supervises

No supervisory responsibilities.

Main activities

- Contributing ideas in the landscape design process.
- Assisting with implementation of design projects.
- Liaising with stakeholders and managing consultant coordination.

Key skills

- Basic AutoCAD and Microsoft Office applications skills.
- Good project implementation skills.
- Strong negotiation skills.

Internal contacts

Project Management, Property Management

External contacts

Suppliers, Contractors

Typical experience

Relevant degree qualification at least 1 year similar work experience in landscape design and implementation.

Other comments

Position Description

Position title: Urban Designer
Position code: Aon.ARC.87100.3
Level: 3

Responsible for

Developing and preparing urban master plan. Design details and development strategies for community planning projects

Report to

Head of Town Planning/Urban Design

Supervises

No formal Supervisory Responsibilities

Main activities

- Managing design compliance with design consultants in accordance with the budgets and design programme.
- Producing and/or reviewing sketches and designs required for any temporary works for projects.
- Preparing technical reviews of documentation in a timely manner during construction.
- Developing innovative design solutions to challenging commercial and technical issues.
- Maintaining contact with site staff and reference historical data in review documentation.
- Liaising with existing clients to ensure positive ongoing relationships.
- Maintaining knowledge and awareness of changing legislation and circumstances which impact on providing the most current and accurate advice to clients.

Key skills

- Good understanding and working knowledge of urban and regional planning
- A high level of proficiency in the Adobe Creative Suite – Illustrator, InDesign, Photoshop
- Good understanding of infrastructure and servicing.
- Solid knowledge and understanding of best practice in urban design and community creation
- Ability to undertake environment assessments.
- Project management skills, commercial acumen, and a collaborative and disciplined approach.

Internal contacts

Directors, Support Staff, Site teams, Project teams

External contacts

Contractors, government bodies, clients

Typical experience

3+ years experience in urban design plus relevant tertiary qualification in Urban Design and/or Landscape Architecture

Other comments

Position Description

Position title: Senior Town Planner
Position code: Aon.TWP.92600.4
Level: 4

Responsible for

Providing professional town planning services in a timely and cost effective manner

Report to

Director, Town Planning

Supervises

May supervise Junior Town Planners.

Main activities

- Undertake town planning activities as directed in line with client's needs.
- Assess and advise clients on development plans and relevant planning restrictions.
- Liaising with existing clients to ensure positive ongoing relationships.
- Mentoring junior town planning team members.
- Marketing to ensure new clients are being secured.
- Maintaining and sharing knowledge and awareness of changing legislation and circumstances which impact on providing the most current and accurate advice to clients.

Key skills

- Advanced understanding and knowledge of urban and regional planning.
- Ability to undertake environment assessments.
- Strong understanding of infrastructure and servicing.
- Advanced organisational skills and ability to work to strict deadlines and multi-task/manage junior personnel.
- Strong verbal and written communication skills.

Internal contacts

Directors and Support Staff

External contacts

Clients and regulatory bodies.

Typical experience

Degree in Town Planning or related discipline with at least four years experience as a Town Planner. Usually a member of the Planning Institute of Australia.

Other comments

Position Description

Position title: Town Planner
Position code: Aon.TWP.92600.3
Level: 3

Responsible for

Providing professional town planning services in a timely and cost effective manner

Report to

Director, Town Planning

Supervises

No supervisory responsibilities.

Main activities

- Undertake town planning activities as directed in line with client's needs.
- Liaising with existing clients to ensure positive ongoing relationships.
- Mentoring junior town planning team members.
- Marketing to ensure new clients are being secured.
- Maintaining knowledge and awareness of changing legislation and circumstances which impact on providing the most current and accurate advice to clients.

Key skills

- Good understanding and working knowledge of urban and regional planning.
- Ability to undertake environment assessments.
- Good understanding of infrastructure and servicing.
- Strong organisational skills and ability to work to strict deadlines and multi-task.
- Strong verbal and written communication skills.
- Advanced working knowledge of Microsoft Office applications.

Internal contacts

Directors and Support Staff

External contacts**Typical experience**

Degree in Town Planning or related discipline and ideally a member or studying towards membership, of the Planning Institute of Australia

Other comments

Position Description

Position title: Junior Town Planner
Position code: Aon.TWP.92600.2
Level: 2

Responsible for

Assisting in the provision of professional town planning services in a timely and cost effective manner

Report to

Director, Town Planning, Senior Town Planners.

Supervises

No supervisory responsibilities.

Main activities

- Assist and support in town planning activities as directed by senior staff in line with client's needs.
- Liaising with existing clients to ensure positive ongoing relationships.
- Developing knowledge and awareness of changing legislation and circumstances which impact on providing the most current and accurate advice to clients.

Key skills

- Basic understanding and working knowledge of urban and regional planning.
- Ability to undertake environment assessments.
- Basic understanding of infrastructure and servicing.
- Strong organisational skills and ability to work to strict deadlines and multi-task.
- Strong verbal and written communication skills.
- Intermediate working knowledge of Microsoft Office applications.

Internal contacts

Directors and Support Staff

External contacts**Typical experience**

Degree in Town Planning or related discipline and usually studying towards membership, of the Planning Institute of Australia.

Other comments

Position Description

Position title: General Manager - Property Development
Position code: Aon.EXS.85107.7
Level: 7

Responsible for

Determining and managing strategies to drive new development opportunities to the market.

Report to

Depending on organisational structure, may report directly to CEO or to a member of the Executive team

Supervises

Development Division staff

Main activities

- Developing, in conjunction with the leadership team, the strategy for the development function. Participating effectively towards the achievement of strategic and business plan objectives. Developing and implementing strategies to grow the business.
- Direct, oversee and monitor multiple projects ensuring completion within assigned budgetary, resource and time constraints.
- Communicating with the CEO to ensure he/she remains fully informed of all significant operating issues. Providing support in areas including reporting & disclosure, risk identification and management, policies & procedures, employee management, product & strategic objective plans and implementation plans.
- Ensuring profitable financial performance of each project and the achievement of set commercial goals, and that the company's property portfolio is strategically positioned and value adding.
- Negotiating with all appropriate stakeholders to ensure the project achieves necessary approvals.
- Developing and implementing appropriate property management policies, systems and processes.
- Preparing of annual budgets and reporting on performance against targets. Preparing any other reports required by CEO/GM.
- Negotiate the acquisition of sites subject to Ex Com / Board approval.
- Directing and motivating subordinate managers to achieve agreed targets. Ensuring that the knowledge skills and capabilities of the property development team are developed.
- Working with the sales and marketing team to formulate strategies to achieve sales targets. Generate and assess the viability of new business opportunities

Key skills

- Excellent communication skills.
- Good negotiation and decision making skills.
- Computer skills.
- Excellent time management skills.
- Ability to work within a team effectively.
- Financial management/reporting and analysis skills.
- Strong leadership and motivational ability.
- Proven management experience at a senior level.

Internal contacts

Development managers, leasing team, centre management, sales, marketing and finance department.

External contacts

Builders, contractors, authorities, clients and suppliers.

Typical experience

A minimum of 10 years experience in the property industry at a management level. Will also possess relevant tertiary qualifications in either Property development, business or law degree.

Other comments

Position Description

Position title: Director of Property Development
Position code: Aon.PDV.90401.6
Level: 6

Responsible for

Identifying and driving strategic development opportunities to the market by leading and managing people across all activities associated with property development.

Report to

Head of Development/ GM Development

Supervises

Property Development Team, Leasing Managers, Project Managers

Main activities

- Initiating, managing and completing property development projects in accordance with organisations strategies.
- Negotiating with all appropriate stakeholders to ensure project achieve necessary approvals.
- Ensuring the organisation is offered opportunities to present proposals for potential development projects and effectively market proposals for leasing and investment.
- Acting as the organisations representative for all building contracts. Negotiating contracts and settling disputes in accordance with organisation requirements.
- Developing and implementing appropriate property management policies, systems and processes.
- Preparing detailed project strategies and plans for development projects and undertake detailed feasibility and financial analysis of prospective projects, project tracking and evaluation.
- Working with the sales and marketing team to formulate strategies to achieve sales targets.
- Leading and managing the property development, leasing department and project management teams.
- Selecting and managing projects teams of consultant and contractors.
- Assisting with the development of business plans.

Key skills

- Excellent communication skills.
- Excellent negotiation and decision making skills.
- Ability to manage a team.
- Computer skills.
- Excellent time management skills.

Internal contacts

Development managers, leasing team, centre management, sales, marketing and finance department.

External contacts

Builders, contractors consultants. Real estate agents, authorities, clients and suppliers.

Typical experience

A minimum of 10 plus years experience in the property industry 5 years of which spent in property development role. Will also possess relevant tertiary qualifications in either Property development or business related degree.

Other comments

Position Description

Position title: Senior Property Development Manager
Position code: Aon.PDV.90401.5
Level: 5

Responsible for

Driving new development opportunities to the market by leading and managing people across all activities associated with property development.

Report to

Director of Property Development

Supervises

Property Development Team, Leasing Managers, Project Managers

Main activities

- Initiating, managing and completing property development projects in accordance with organisations strategies.
- Negotiating with all appropriate stakeholders to ensure project achieve necessary approvals.
- Ensuring the organisation is offered opportunities to present proposals for potential development projects and effectively market proposals for leasing and investment.
- Acting as the organisations representative for all building contracts. Negotiating contracts and settling disputes in accordance with organisation requirements.
- Developing and implementing appropriate property management policies, systems and processes.
- Preparing detailed project strategies and plans for development projects and undertake detailed feasibility and financial analysis of prospective projects, project tracking and evaluation.
- Working with the sales and marketing team to formulate strategies to achieve sales targets.
- Leading and managing the property development, leasing department and project management teams.
- Selecting and managing projects teams of consultant and contractors.
- Assisting with the development of business plans.

Key skills

- Excellent communication skills.
- Good negotiation and decision making skills.
- Ability to manage a team.
- Computer skills.
- Excellent time management skills.

Internal contacts

Development managers, leasing team, centre management, sales, marketing and finance department.

External contacts

Builders, contractors consultants. Real estate agents, authorities, clients and suppliers.

Typical experience

A minimum of 10 years experience in the property industry, 5 years of which was spent in a property development role. Will also possess relevant tertiary qualifications in either Property development or business related degree.

Other comments

Position Description

Position title: Property Development Manager
Position code: Aon.PDV.90401.4
Level: 4

Responsible for

Driving new development opportunities to the market by overseeing the requirements for project finalisation.

Report to

Senior Property Development Manager

Supervises

May assist in supervising of lease administrators, contractors and project staff.

Main activities

- Conducting studies and research around project feasibility and costs.
- Negotiating with all appropriate stakeholders to ensure project achieve necessary approvals.
- Acting as the organisations representative for all building contracts. Negotiating contracts and settling disputes in accordance with organisation requirements.
- Coordinating with leasing department and centre management to ensure full occupancy.
- Assisting in the development and implementation appropriate property management policies, systems and processes.
- Managing external client relationships.
- Working with the sales and marketing team to formulate strategies to achieve sales targets.

Key skills

- Excellent communication skills.
- Good negotiation and decision making skills.
- Computer skills.
- Excellent time management skills.
- Ability to work within a team effectively.

Internal contacts

Development managers, leasing team, centre management, sales, marketing and finance department.

External contacts

Builders, contractors, authorities, clients and suppliers.

Typical experience

A minimum of 5 years experience in the property industry . Will also possess relevant tertiary qualifications in either Property development or business related degree.

Other comments

Position Description

Position title: Associate Property Development Manager
Position code: Aon.PDV.90401.3
Level: 3

Responsible for

Assisting to drive new development opportunities to the market by overseeing the requirements for project finalisation.

Report to

Senior Property Development Manager

Supervises

No supervisory responsibilities.

Main activities

- Conducting studies and research around project feasibility and costs.
- Communicating with all appropriate stakeholders on behalf of property development managers.
- Representing the organisation in building contracts negotiations.
- Coordinating with leasing department and centre management to ensure full occupancy.
- Applying appropriate property management policies, systems and processes.
- Managing external client relationships.
- Assisting the sales and marketing team to formulate strategies to achieve sales targets.

Key skills

- Excellent communication skills.
- Good negotiation and decision making skills.
- Computer skills.
- Excellent time management skills.
- Ability to work within a team effectively.

Internal contacts

Development managers, leasing team, centre management, sales, marketing and finance department.

External contacts

Builders, contractors, authorities, clients and suppliers.

Typical experience

A minimum of 2 years experience in the property industry . Will also possess relevant tertiary qualifications in either Property development or business related degree.

Other comments

Position Description

Position title: Trainee Property Development Manager
Position code: Aon.PDV.90401.2
Level: 2

Responsible for

Assisting to drive new development opportunities to the market by overseeing the requirements for project finalisation.

Report to

Property Development Manager

Supervises

No supervisory responsibilities.

Main activities

- Conducting studies and research around project feasibility and costs.
- Communicating with all appropriate stakeholders on behalf of property development managers.
- Applying appropriate property management policies, systems and processes.
- Coordinating with leasing department and centre management

Key skills

- Excellent communication skills.
- Good negotiation and decision making skills.
- Computer skills.
- Excellent time management skills.
- Ability to work within a team effectively.

Internal contacts

Development managers, leasing team, centre management, sales, marketing and finance department.

External contacts

Builders, contractors, authorities, clients and suppliers.

Typical experience

No prior experience in the property industry .

Other comments

Position Description

Position title: Functional Lead - Sustainability/Environment & Community Affairs
Position code: Aon.EXE.CA040.6
Level: 6

Responsible for

Ensuring that the organisation's strategy and its policies consider impact on the environment and local communities in order to minimise the company's footprint and fortify its reputation

Report to

CEO/Head of Corporate Affairs/Chief Operations Officer

Supervises

Team of professionals and analysts

Main activities

- Developing, implementing, and maintaining the corporate and social responsibility, strategy, and philosophy.
- Representing the company externally and managing relationships with external parties and consultants including, members of the community, environmental, and philanthropic agencies
- Working with relevant stakeholders to understand concerns and working with them to create sustainable solutions for the organisation
- Ensuring that all policies are in line with relevant regulatory requirements across global markets

Key skills

- Stakeholder management
- Project management
- Corporate Communications

Internal contacts

CEO, Head Corporate Affairs, Chief Operations Officer, Other Function Heads,

External contacts

Local community representatives, Government bodies, Non government organisations

Typical experience

15+ years of experience in Corporate Communications with at least 10+ years in environmental affairs and sustainability

Other comments

Position Description

Position title: National Sustainability Manager
Position code: Aon.FIN.30006.5
Level: 5

Responsible for

Developing and driving sustainability programs across the Integrated Facilities Management Business.

Report to

Head of Sustainability, Integrated Facilities Management

Supervises**Main activities**

- Ensuring a high delivery of sustainability programs to internal and/or external stakeholders.
- Providing advice to develop, implement and oversee the design and delivery of sustainability initiatives and identifying new business opportunities relating to these initiatives.
- Providing thought leadership and innovative thinking around sustainability to internal and/or external stakeholder.
- Preparing bid submissions for EOI's, RFP's including strategy, pricing & scope.
- Fulfilling the role of sustainability lead through new account transitions.
- Organising and delivering national training and workshops on sustainability.
- Preparing sustainability scoping or briefing documents for use in the tender of consultant or contractor works, and participating in the assessment of tender responses and award of contacts.
- Promoting and leading sustainability innovations within the management teams.

Key skills

- Significant track record in sustainability in developing and driving sustainability initiatives, ideally within the real estate sector.
- Strong expertise in the sustainability field and possess a passion for sustainability issues.
- Strong understanding of the principles and practical application of industry standard ratings systems such as Green Star and NABERS (Energy, Water etc).
- Strategic thinking and planning ability.
- Strong written and verbal communications skills.
- Proficiency in MS Office applications.

Internal contacts

Integrated Facilities Management

External contacts**Typical experience**

7+ years experience in environment management plus technical qualifications, preferably from an engineering, science or property related discipline. May possess post graduate qualifications.

Other comments

Position Description

Position title: Sustainability Specialist
Position code: Aon.FIN.30006.4
Level: 4

Responsible for

Implementing and monitoring sustainability programs across the organisation

Report to

National Sustainability Manager

Supervises

No formal supervisory responsibilities

Main activities

- Maintain external relationships and business relationships and leverage those relationships to deliver strategic business opportunities.
- Carrying out detailed planning and development activities into individual market segments to further enhance and grow the business.
- Coordinating the verification of project outcomes against goals
- Acting as a key contributor in tendering for projects to ensure that all actions are incorporated and budgeted for.
- Reviewing safety and environmental systems and identifying areas that require improvement.
- Assisting project teams to deliver projects in a timely way. This will include providing training to employees and sub-contractors, developing ways to standardise documents, and provide support and advice as required.
- Improving waste management practises
- Providing critical design, delivery and management support to the development and project team in the field of sustainability.

Key skills

- Strong written and verbal communication skills
- Strong organisation and time management skills
- Ability to meet deadlines and stay focused under pressure
- Strong project management skills
- Strong problem solving skills and the ability to think laterally
- Strong business relationship skills
- Ability to manage conflict
- Good attention to detail.
- Understanding of Australian business standards including the building code of Australia

Internal contacts

Project Teams, Senior Management Team, Site Managers, Site Coordinators, Managers, Development Team, Leasing Team, Property Owners

External contacts

Subcontractors , clients, industry groups, government authorities, technology and material suppliers

Typical experience

3+ years experience in environmental management plus tertiary qualifications in environmental engineering, management or related degree.

Other comments

Position Description

Position title: Sustainability Consultant
Position code: Aon.FIN.30006.3
Level: 3

Responsible for

Providing administrative and project implementation/reporting support to the sustainability/environmental team

Report to

National Sustainability Manager

Supervises

No formal supervisory responsibilities

Main activities

- communicate Sustainability Leadership Team vision and lead the business through projects to realise the benefits of transformational change
- Compiling reports with respect to activities in individual market segments
- Reporting on project outcomes versus objectives
- Assisting in tendering for projects - compiling data and information as required
- Communicating safety and environmental systems and procedures to project and site teams and providing feedback on areas that require improvement.

Key skills

- Strong written and verbal communication skills
- Strong organisation and time management skills
- Ability to meet deadlines and stay focused under pressure
- Strong business relationship skills
- Good attention to detail.

Internal contacts

Project Teams, Site Managers, Site Coordinators, Managers, Development Team, Leasing Team, Property Owners

External contacts

Subcontractors, clients, technology and material suppliers

Typical experience**Other comments**

Position Description

Position title: General Manager - Funds / Capital Partnerships
Position code: Aon.EXS.85707.7
Level: 7

Responsible for

Development of and engagement with investor base to source and secure capital funding.

Report to

CFO

Supervises

Fund managers

Main activities

- Building the profile of the organisation to attract investment ensuring that the investment process is communicated to existing and potential investors.
- Identify new domestic and international investors.
- Client and consultant communications, improving relationships and actively seek feedback from these groups. Participating as an active member of the executive.
- Responsible for ongoing liaison with all internal stakeholders in relation to fund performance issues and to stay aware of all issues and their potential impact on fund performance.
- Developing a comprehensive investment strategy annually in response to the client mandates and desires.

Key skills

- Experienced senior property executive ideally with relevant tertiary background.
- High level of market recognition and integrity.
- Excellent understanding of the unlisted and listed property fund markets.
- Strong relationship management capability.
- Demonstrable track record raising equity in the Property sector.

Internal contacts

Executives, Funds team, Capital team.

External contacts

Investors, potential investors.

Typical experience

Typically 15 years property industry experience combined with relevant tertiary qualifications.

Other comments

Position Description

Position title: Fund Manager - High Risk/Short Term
Position code: Aon.INV.89000.6
Level: 6

Responsible for

Overseeing the future of high risk assets and management of funds to optimise investment performance over a short term period.

Report to

Chief Investment Officer, General Manager

Supervises

Asset managers and property analysts.

Main activities

- Optimising the investment performance of the fund and the returns derived from it.
- Meeting and exceeding the targets set out in the fund plan.
- Developing and managing the superior investor relations essential to a sustainable business including ensuring clients' needs for the fund including risk profiles and return objectives are met and developing enhancements to meet client needs
- Ensuring compliance with applicable legal, regulatory and statutory obligations.
- Making asset allocation decisions consistent with the fund risk profile, to both the direct & listed property funds in the Australian and offshore markets
- Developing and articulating the fund strategy that will deliver target investment performance.
- Monitoring and managing changes or amendments to fund investment policy.
- Directing and monitoring the preparation of fund financial reports.
- Monitoring performance of underlying assets, identifying and understanding issues through liaison with underlying managers and the funds finance team
- Managing cash flows and ensuring there is sufficient capacity in terms of available investments to grow the fund in line with investor demand

Key skills

- Good communications skills both written and verbal.
- Understanding of the property investment process.
- Strong numeric and statistical skills.
- Extensive knowledge of asset management and property investment.
- Strong organisational and time management skills.
- Ability to lead and motivate a team.
- Ability to present confidently and convincingly to a range of audiences.

Internal contacts

Property Investment Division, Asset Management Division, Marketing Division, Product Division, Funds Management Division.

External contacts

Property Sales, Managing Agents, Solicitors, Valuers, Accountants, Brokers, Industry Associations.

Typical experience

10+ years experience in or investment management, property management or financial management coupled with industry related tertiary qualifications.

Other comments

Position Description

Position title:	Fund Manager - Moderate Risk/Medium Term
Position code:	Aon.INV.89001.6
Level:	6

Responsible for

Overseeing the future of moderate risk assets and management of funds to optimise investment performance over a medium term period.

Report to

Chief Investment Officer, General Manager

Supervises

Asset managers and property analysts.

Main activities

- Optimising the investment performance of the fund and the returns derived from it.
- Meeting and exceeding the targets set out in the fund plan.
- Developing and managing the superior investor relations essential to a sustainable business including ensuring clients' needs for the fund including risk profiles and return objectives are met and developing enhancements to meet client needs
- Ensuring compliance with applicable legal, regulatory and statutory obligations.
- Making asset allocation decisions consistent with the fund risk profile, to both the direct & listed property funds in the Australian and offshore markets
- Developing and articulating the fund strategy that will deliver target investment performance.
- Monitoring and managing changes or amendments to fund investment policy.
- Directing and monitoring the preparation of fund financial reports.
- Monitoring performance of underlying assets, identifying and understanding issues through liaison with underlying managers and the funds finance team
- Managing cash flows and ensuring there is sufficient capacity in terms of available investments to grow the fund in line with investor demand

Key skills

- Good communications skills both written and verbal.
- Understanding of the property investment process.
- Strong numeric and statistical skills.
- Extensive knowledge of asset management and property investment.
- Strong organisational and time management skills.
- Ability to lead and motivate a team.
- Ability to present confidently and convincingly to a range of audiences.

Internal contacts

Property Investment Division, Asset Management Division, Marketing Division, Product Division, Funds Management Division.

External contacts

Property Sales, Managing Agents, Solicitors, Valuers, Accountants, Brokers, Industry Associations.

Typical experience

10+ years experience in or investment management, property management or financial management coupled with industry related tertiary qualifications.

Other comments

Position Description

Position title:	Fund Manager - Low Risk/Long Term
Position code:	Aon.INV.89002.6
Level:	6

Responsible for

Overseeing the future of low risk assets and management of funds to optimise investment performance over a long term period.

Report to

Chief Investment Officer, General Manager

Supervises

Asset managers and property analysts.

Main activities

- Optimising the investment performance of the fund and the returns derived from it.
- Meeting and exceeding the targets set out in the fund plan.
- Developing and managing the superior investor relations essential to a sustainable business including ensuring clients' needs for the fund including risk profiles and return objectives are met and developing enhancements to meet client needs
- Ensuring compliance with applicable legal, regulatory and statutory obligations.
- Making asset allocation decisions consistent with the fund risk profile, to both the direct & listed property funds in the Australian and offshore markets
- Developing and articulating the fund strategy that will deliver target investment performance.
- Monitoring and managing changes or amendments to fund investment policy.
- Directing and monitoring the preparation of fund financial reports.
- Monitoring performance of underlying assets, identifying and understanding issues through liaison with underlying managers and the funds finance team
- Managing cash flows and ensuring there is sufficient capacity in terms of available investments to grow the fund in line with investor demand

Key skills

- Good communications skills both written and verbal.
- Understanding of the property investment process.
- Strong numeric and statistical skills.
- Extensive knowledge of asset management and property investment.
- Strong organisational and time management skills.
- Ability to lead and motivate a team.
- Ability to present confidently and convincingly to a range of audiences.

Internal contacts

Property Investment Division, Asset Management Division, Marketing Division, Product Division, Funds Management Division.

External contacts

Property Sales, Managing Agents, Solicitors, Valuers, Accountants, Brokers, Industry Associations.

Typical experience

10+ years experience in or investment management, property management or financial management coupled with industry related tertiary qualifications.

Other comments

Position Description

Position title: Head of Property Investment
Position code: Aon.INV.89200.6
Level: 6

Responsible for

Managing assets and liabilities of the organisation to attain the best profitability and investment returns.

Report to

Chief Investment Officer.

Supervises

Property Investment Managers/Analysts.

Main activities

- Overseeing, managing and leading a team of property investment managers.
- Ensuring compliance with agreed organisational investment plans and philosophies.
- Managing external valuation processes.
- Developing property investment strategies that maximise investment returns.
- Ensuring property portfolios are maintained at optimal levels.
- Managing budgets and resources to achieve identified goals.
- Advising on the performance of current investments and recommending potential future investment opportunities.
- Lobbying industry groups on key regulatory issues affecting property investments.

Key skills

- Advanced project management skills.
- Advanced knowledge of property market and investments.
- Excellent numerical skills.
- Strong managerial, influencing and leadership skills.

Internal contacts**External contacts**

Property managers, brokers, industry associations.

Typical experience

Tertiary qualified in business, economics or property economics. May have post graduate qualifications. At least 10-12 years experience within property investment.

Other comments

Position Description

Position title: State/Sector Manager - Investment**Position code:** Aon.INV.89200.5**Level:** 5

Responsible for

Determining overall property investment strategy and managing its application to ensure the future success of investment performance.

Report to

Head of Property

Supervises

Property Investment Managers, Fund Managers, Asset Managers.

Main activities

- Overseeing, managing and leading a team of property investment managers.
- Developing and coordinating property investment strategies and other projects/initiatives that maximise investment returns.
- Lobbying industry groups on key regulatory issues affecting property investments.
- Mentoring and coaching Property Investment Managers, Fund Managers and Asset Managers.
- Developing the investment business plan for the state in conjunction with strategic planning areas.
- Ensuring budgets and resources are adequately managed in order to achieve identified goals.
- Networking and liaising with high value clients, suppliers and contacts (i.e. Property Sales and Managing Agents, Solicitors, Valuers, Accountants, etc.)
- Increasing the visibility of the organisations brand throughout the state by actively and positively promoting the organisation at public events in conjunction with the marketing division, including the development and delivery of presentations and speeches.
- Ensuring compliance with agreed organisational investment plans and philosophies.

Key skills

- Outstanding managerial, high level negotiation and leadership skills.
- Advanced project management skills.
- Excellent knowledge of property market and investments.
- Excellent strategic thinking and team building skills.
- Strong organisational and time management skills.
- Extensive knowledge of asset management and property investment.
- Superior understanding of accounting principles and experience with loan and interest rate management.
- Excellent written and oral presentation skills.
- Detailed understanding of cash flow analysis and modelling tools.
- Ability to accept, manage and implement change.

Internal contacts

Property Investment Division, Asset Management Division, Marketing Division, Product Division, Funds Management Division.

External contacts

Property Sales, Managing Agents, Solicitors, Valuers, Accountants, Brokers, Industry Associations.

Typical experience

At least 10-12 years experience in property investment, asset/property management, including management experience. Tertiary degree in Business/Property Economics/Finance or related area.

Other comments

Position Description

Position title: Property Investment Manager
Position code: Aon.INV.89210.5
Level: 5

Responsible for

Managing and monitoring the implementation of property investment strategies.

Report to

State/Sector Manager - Investment

Supervises

Senior Property Analyst, Property Analyst.

Main activities

- Implementing the property investment strategies.
- Managing the day to day operations of the Property Investment Section.
- Monitoring actual and budgeted performance of current property investments.
- Undertaking financial assessments of both current and proposed property development projects.
- Assisting in development of policies to protect the company against property investment risk.
- Contributing to the achievement of goals in the Investment Division business plan and budget.
- Negotiating significant leases and liaising with property managers, consultants and service providers.
- Reviewing the property portfolio strategy and where appropriate, liaising with Asset Managers in relation to asset allocation and other related strategic issues.
- Contributing to a positive work environment that reflects the organisations guidelines/ values.

Key skills

- Good leadership and ability to develop a well functioning team.
- Demonstrated customer service focus with proven ability to work in partnership with clients, establish relationships, anticipate client needs and ensure services meet client needs.
- Demonstrated ability to work as a part of a constructive and collaborative team.
- Strong understanding of property market sectors, valuation techniques and analysis.
- Strong written and verbal communication skills.
- Well developed negotiation and persuasion skills.

Internal contacts

Property Managers, Project Managers, Property Analysts.

External contacts

Brokers, Tenants, Contractors, Industry Associations.

Typical experience

At least 6-8 years experience in property investment. Tertiary qualifications in business, property economics or related discipline.

Other comments

Position Description

Position title: Senior Property Asset Manager
Position code: Aon.INV.89220.5
Level: 5

Responsible for

Controlling all operational aspects of the property asset.

Report to

State Manager - Investment.

Supervises

May supervise a small team of Property Asset Managers.

Main activities

- Setting strategic objectives for each asset and preparing and implementing annual Asset Management business plans for each asset.
- Controlling and monitoring the financial accounts for each property, including liaising with the accounting service provider.
- Coordinating and monitoring outgoings recovery and annual reconciliations, and preparing and monitoring annual income and expense budgets for each asset.
- Supervising performance of managing agents in meeting targets/budgets and compliance with the Property Management Agreement.
- Supervising and coordinating all new leasing and rent review activity with managing agents.
- Controlling original title and lease document security storage, as well as controlling insurance incident and claim management and assist with policy renewal.
- Maintaining the Asset Management System, including tenancy information, lease expiry profile and rent reviews.
- Ensuring bank guarantees are lodged by tenants as required and controlling secure storage of bank guarantees.
- Administering the integration of new acquisitions into the Trust, including the appointment of leasing and managing agents.

Key skills

- Detailed understanding of Cash Flow analysis and modelling tools.
- Detailed understanding of accounting principles with particular reference to accrual accounting.
- Sound knowledge of asset management, including a strategic overview, capacity to add value and act as a supervising agent.
- Excellent written and oral communication and presentation skills.
- Sound negotiation skills.
- Flexibility of working hours to meet peak workloads and supervise interstate properties as required.

Internal contacts

General Manager - Property Investment, State Manager - Investment, Property Asset Management, other asset management employees.

External contacts

Managing agents, accounting service provider.

Typical experience

At least 8-10 years experience in property management. Tertiary degree in Land Economics or equivalent property or valuation qualifications.

Other comments

Financial Services PS 146 Compliant.

Position Description

Position title: Property Analysis Manager
Position code: Aon.INV.89222.5
Level: 5

Responsible for

Facilitation and management of property analysis and reporting.

Report to

Head of Property Investment.

Supervises

Property Analysts, Senior Property Analysts.

Main activities

- Identifying opportunities in the market to maximise investment returns.
- Manage relevant economic and industry reporting for management necessary for investment decisions.
- Performance reporting.
- Development and design of investment procedures and systems.
- Providing information and expertise to internal clients.

Key skills

- Ability to liaise with professionals at all levels.
- Excellent written and verbal communication skills.
- Strong numeric, analytical and statistical skills.
- Proficiency in statistical and analytical software packages.
- People management.

Internal contacts**External contacts****Typical experience**

Typically 10 years of property investment analysis experience. Tertiary qualification in Business, Property Economics or related discipline.

Other comments

Position Description

Position title: Senior Property Analyst
Position code: Aon.INV.89200.4
Level: 4

Responsible for

Researching property investment market and providing recommendations and technical support for the purpose of maintaining property asset goals.

Report to

Property Investment Manager.

Supervises

May lead a small team of Property Analysts.

Main activities

- Identifying opportunities in the market to maximise investment returns.
- Analysing and developing reports for management necessary to assist management with investment decisions.
- Analysing variances between budgeted and actual return performance.
- Assisting in the development and design of investment procedures and systems.
- Maintaining spreadsheets and property information databases.
- Assisting in administration of projects.
- Providing information and expertise to internal clients.

Key skills

- Understanding of the property investment process.
- Well developed communication skills, both written and verbal.
- Strong numeric and statistical skills.
- Proficiency in statistical software packages.

Internal contacts**External contacts****Typical experience**

At least 4-6 years of property investment analysis experience. Tertiary qualification in Business, Property Economics or related discipline.

Other comments

Position Description

Position title: Property Analyst
Position code: Aon.INV.89200.3
Level: 3

Responsible for

Compiling research into property investment markets and identifying issues that may affect property portfolios.

Report to

Senior Property Analyst, Property Investment Manager.

Supervises

No supervisory responsibilities.

Main activities

- Maintaining computer models to analyse performance or property investments.
- Managing and updating relevant property investment databases.
- Compiling regular reports to assist management in the investment process.
- Assisting management in the valuation process.
- Assisting with identification, acquisition and divestment of property investments.
- Maintaining spreadsheets and assisting in the administration of projects.

Key skills

- Well developed numeric and statistical skills.
- Good understanding of the property investment process.
- Good written and verbal communication skills.
- Good attention to detail.

Internal contacts**External contacts****Typical experience**

At least 2-4 years of property investment analysis experience. Tertiary qualification in Business, Property Economics or related discipline.

Other comments

Position Description

Position title: Property Finance Officer
Position code: Aon.INV.89210.3
Level: 3

Responsible for

Ensuring Property Investment Division portfolio is maintained through quality credit preparation and analysis, account management, portfolio administration and documentation support.

Report to

State Manager - Investment.

Supervises

No supervisory responsibilities.

Main activities

- Writing, collating, analysing and preparing monthly property financial reports.
- Assisting in the preparation of credit applications (including project and financial analysis/assessment) for new submissions.
- Assisting in the actioning of settlement processes from receipt of offer letters and signed acceptances.
- Maintaining Property Loan Portfolio and developing close client relationships inclusive of regular reviews and satisfaction of any ongoing conditioning.

Key skills

- Excellent communication skills, both written and verbal.
- Analysis and reporting skills.
- Computer skills.

Internal contacts**External contacts****Typical experience**

At least 3 years experience in Financial Analysis and Security Documentation in the Property Development Field. Tertiary degree in Finance or a related discipline.

Other comments

Position Description

Position title: Property Asset Manager
Position code: Aon.INV.89220.3
Level: 3

Responsible for

Assisting with operational aspects of property asset management and providing support to the Senior Property Asset Manager as required.

Report to

Senior Property Asset Manager.

Supervises

No supervisory responsibilities.

Main activities

- Managing the appointment of and ongoing relationship with property managers, consultants and service providers.
- Supporting the Senior Property Asset Manager in the negotiation of leases in the property portfolio.
- Liaising with lawyers in relation to property contracts, leases, etc.
- Maintaining the Asset Management System, including tenancy information, lease expiry profile and rent reviews and related tenancy and insurance risks.
- Controlling and monitoring the financial accounts for each property, including liaising with the accounting service provider.
- Controlling original title and lease document security storage, as well as controlling insurance incident and claim management and assist with policy renewal.
- Ensuring bank guarantees are lodged by tenants as required and controlling secure storage of bank guarantees.
- Preparing and maintaining capital and expenditure budgets for all individual properties.
- Assisting in preparing of monthly and quarterly property investment report production.

Key skills

- Demonstrated customer service focus with proven ability to work in partnership with clients, establish relationships, anticipate client needs and ensure services meet client needs.
- Good understanding of accounting principles with particular reference to accrual accounting.
- Working knowledge of asset management, including a strategic overview, capacity to add value and act as a supervising agent.
- Good written and oral communication and presentation skills.
- Sound negotiation skills.
- Flexibility of working hours to meet peak workloads and supervise interstate properties as required.
- Demonstrated ability to work as part of a constructive and collaborative team.
- Good understating of Cash Flow analysis and modelling tools.

Internal contacts

General Manager - Property Investment, State Manager - Investment, Property Asset Management, other asset management employees.

External contacts

Managing agents, accounting service provider.

Typical experience

At least 4 years experience in property management, relevant property/lease law and property investment principles. Tertiary degree in Land Economics or equivalent property or valuation qualifications.

Other comments

Financial Services PS 146 Compliant.

Position Description

Position title: Property Portfolio Accountant
Position code: Aon.FIN.30009.3
Level: 3

Responsible for

Providing accurate and timely management reporting

Report to

Regional / Divisional Finance Manager

Supervises

none

Main activities

- Providing property portfolio reporting and analysis including profit for the centre, monthly reporting and analysis for review by the regional / divisional finance manager to ensure centre budgets are achieved.
- Providing financial and commercial advice on the centre.
- Preparing Board commentary, budget papers and pack.
- Assisting in the preparation of annual budget and forecasts.
- Preparing monthly outgoings forecast for operation managers in the financial management of operating costs and operating rate.
- Assisting the marketing managers in the financial management of the marketing budget, reporting and identifying any variances between actual and budget marketing expenses.
- Reconciling monthly rental analysis, investigating variances and corrective measures.
- Assisting in the calculation of centre valuations and preparation of discounted cash flow analysis on portfolio of properties.
- Applying knowledge of leases and state legislation.

Key skills

- Experience in management accounting, analysis and budgeting.
- Possesses strong commercial acumen.
- Knowledge of legislation for relevant state(s).
- Proficient use of MS Office and Lotus Notes, and other property management applications.
- Good understanding of lease agreements.

Internal contacts

Leasing Division, Development Division, Operation Managers, Centre Managers, Marketing Divisions

External contacts**Typical experience**

Tertiary qualifications in business, accounting or related business discipline and ideally CA/CPA qualified or in process of obtaining certification.

Other comments

Position Description

Position title: Senior Property Facilities Manager
Position code: Aon.OPR.90211.5
Level: 5

Responsible for

Ensuring that all building services, including engineering and soft services provided are cost effective and satisfactorily meet agreed service standards.

Report to

Head of Operations & Facilities Management

Supervises

Facilities Manager, or depending on structure of organisation, nil

Main activities

- Managing the performance of facilities management division (or external service providers) and ensuring their performance meets client business unit needs and agreed performance standards.
- Ensuring agreed standards of service delivery are met and that delivery is cost effective and minimises operating risk by performance managing the facilities management team (or service providers) and benchmarking performance measures against internal/external standards.
- Identifying and managing improvements to engineering and facilities management processes including risk reduction, cost saving and other value adding strategies.
- Acting as an internal centre of excellence for engineering and facilities management, particularly in regards to risk management for critical operational sites and for retail operations.
- Developing and maintaining a comprehensive body of policies and standards related to the delivery of building services that provide clear operating procedures and guidelines and ensure key risk areas are identified and effectively monitored and managed.
- Managing the delivery of engineering and facilities management projects through the facilities management team (or external providers).
- Providing leadership to a small team of facilities and engineering professionals.
- Assisting in the preparation of annual budgets and providing advice and analysis of those plans for internal (or external) clients.
- Managing the presentation and day-to-day operations of allocated properties, including security, maintenance and safety

Key skills

- Excellent communication/negotiation skills.
- Ability to influence team outcomes to achieve best practice targets .
- Ability to lead and develop multi-disciplinary teams .

Internal contacts

Asset and Lease Management Division, Project Management division, Facilities Management Division

External contacts

Third party providers, industry groups, regulators

Typical experience

8+ years experience in building services and a broad range of facilities management activities for commercial and retail property, with tertiary qualifications in property, real estate, finance or related field.

Other comments

Position Description

Position title: Property Facilities Manager
Position code: Aon.OPR.90211.4
Level: 4

Responsible for

Managing the presentation, day to day operations, tenant relationships, risk profile, financial performance, engineering performance, capital works and sustainability of the building services of the property within the agreed quality standards and budget.

Report to

Regional Facilities Manager or General Manager Facilities

Supervises

Facilities project manager, assistant and coordinator

Main activities

- Developing a clear understanding of the property management agreement(s) for the portfolio and ensure the service delivery meets those requirements
- Ensure the asset operates efficiently and effectively, maintaining the required level of tenant amenity
- Ensure the asset is well presented at all times and that the integrity of the building's security is maintained
- Manage the day to day relationship with service providers, including performance reviews in conjunction with the appropriate manager
- Manage the day to day relationship with tenants from an operational perspective, including reviewing and approving tenant fit-outs (where applicable)
- Manage all areas of risk to ensure that both the company and its clients are effectively mitigated. Adopt standard procedures and tools to ensure transparency
- Establish the building's environmental performance, develop and implement plans to improve the performance and continually monitor to ensure the performance remains at optimum levels. Adopt standard procedures and tools to ensure transparency
- Identify new business opportunities(including opportunities to manage additional properties, generate consultancy or project management fees)
- Advise the client on asset re positioning to either retain existing (or attract new)tenants

Key skills

- Good communication skills.
- Negotiation and decision making skills.
- Strong leadership skills.
- Effective time management skills.
- Intermediate computer skills.
- Awareness of legislation relevant to the position, particularly with regard to Occupational Health & Safety requirements.
- Excellent organisational and planning skills - ability to prioritise and multitask.
- Ability to troubleshoot
- Good Financial Literacy
- Ability to read and comprehend technical and legislative documents
- Strong customer service ethics

Internal contacts

Development and construction business units, legal and finance departments, centre management staff.

External contacts

Customers, retailers, landlords and contractors.

Typical experience

At least 5 years experience in property maintenance role, tertiary qualifications in property, real estate, finance or other related field.

Other comments

Position Description

Position title: Property Team Leader
Position code: Aon.OTH.92910.4
Level: 4

Responsible for

Ensuring quality asset management of a dedicated portfolio of properties owned by the organisation as well as those owned by government and partner organisations based on the contractual arrangements that exist.

Report to

Operations Manager or Regional Manager.

Supervises

Property Officers.

Main activities

- Developing, implementing and ensuring the operation and review of policies and procedures across all key aspects of property services including maintenance and body corporate aspects.
- Ensuring that the appropriate skills and expertise are in place to provide the necessary level of property services including recruiting, developing and managing team members in accordance with policies, procedures and values.
- Ensuring the processes and policies in place for asset management and maintenance operate to a high level of effectiveness and efficiency.
- Ensuring that appropriate procedures are in place to record, report and resolve property and maintenance related complaints in a timely, fair, consistent and effective manner.
- Leading the Property Services Team in the delivery of quality and professional property management and maintenance.

Key skills

- Management, leadership and mentoring capability.
- Administrative, organisational, budgetary, reporting and planning skills.
- Excellent communication, negotiation and motivational skills.
- A detailed understanding of complex and challenging housing management issues including eviction and court proceedings.
- Client focus and the ability to act empathetically and with sensitivity and understanding.
- Analytical interpretation and advanced problem solving abilities.

Internal contacts

Property Services.

External contacts

Clients, Partner Agencies, Contractors and Suppliers.

Typical experience

5+ years of experience in the public/community or private housing sector coupled with tertiary education.

Other comments

Position Description

Position title: Maintenance Manager/Building Operations Supervisor
Position code: Aon.OPR.90202.3
Level: 3

Responsible for

Maintaining the services of the centre on a day to day basis.

Report to

Operations Manager/GM Facilities

Supervises

Maintenance Officers.

Main activities

- Ensuring all centres services and presentation standards are maintained on a daily basis.
- Organisation and liaising with contractors to ensure the repair and maintenance of structures.
- Acting as frontline contact point for all queries and complaints.
- Managing maintenance officers and external contractors for high quality output.
- Ensuring all maintenance and procedures meets all OHS and insurance requirements.
- Conducting property inspections and maintaining presentation within agreed standards.

Key skills

- Good communications skills.
- Technical skills in building maintenance.
- Negotiations skills.
- Intermediate computer skills.
- Ability to troubleshoot.
- Ability to communicate and manage relationships with external service providers and contractors.

Internal contacts

Operations manager and facilities and centre management team.

External contacts

Customers, retailers and contractors.

Typical experience

At least 7 years previous management experience coupled with experience in maintenance services and trade qualifications.

Other comments

Position Description

Position title: Property Officer
Position code: Aon.OTH.92910.3
Level: 3

Responsible for

Asset-managing a dedicated portfolio of properties owned by the organisation as well as those owned by government and partner organisations based on the contractual arrangements that exist.

Report to

Property Team Leader.

Supervises

None.

Main activities

- Asset-managing a portfolio of properties to budget to ensure expenditure across the organisations property portfolio is effective and efficient.
- Performing yearly property inspections to standards and report on variances, detailing expected expenditure and scope of planned maintenance works at defined time intervals.
- Managing all body corporate aspects of the property portfolio, including attending body corporate meetings as dependant on major agenda issues.
- Liaising with Finance to ensure properties are insured and act on insurance claims in a timely manner.
- Carrying out all non-urgent (> 24 hours) responsive maintenance.
- Monitoring, reviewing and endorsing the urgent (<24 hours) responsive maintenance requests issued by Housing Officers and ensure that contractors selected are from approved contractor panel and maintenance work conducted are within the expected cost estimate of works.
- Attending to maintenance and upgrade works as they arise.

Key skills

- Strong customer service skills.
- Well developed organisational skills including ability to manage conflicting priorities and high case loads without affecting quality of service delivery.
- Well developed problem solving and influencing skills including ability to recommend strategies for resolution/service improvement etc to management.
- Good communication skills.

Internal contacts

Housing officers.

External contacts

Government and Partner Agencies, Contractors and Suppliers.

Typical experience

3+ years experience in the construction or building industry.

Other comments

Position Description

Position title: Maintenance Officer
Position code: Aon.OPR.90202.2
Level: 2

Responsible for

Maintaining the services of the centre on a day to day basis.

Report to

Maintenance Manager

Supervises

No supervisory responsibilities.

Main activities

- Ensuring all areas are maintained on a daily basis.
- Conducting repairs and maintenance of the property.
- Organising and liaising with contractors for larger scale repairs.
- Ensuring customer and retailer safety.
- Acting as the frontline point of contact for customers and retailers.

Key skills

- Communication skills.
- Organisation skills.
- Trade qualifications for repairs.
- Understanding of OH&S requirements.
- Appreciation of building support systems.
- Ability to communicate and manage relationships with external service providers and contractors.
- Ability to troubleshoot.

Internal contacts

Operations manager and facilities and centre management team.

External contacts

Customers, retailers and contractors.

Typical experience

Experience in maintenance services or trade experience and trade qualifications.

Other comments

Position Description

Position title: General Manager - Operations
Position code: Aon.EXS.85407.7
Level: 7

Responsible for

Determining strategies and procedures to ensure centre is maintained to agreed standard, achieving desired customer and tenant satisfaction levels.

Report to

Chief Executive Officer

Supervises

Facilities and maintenance staff.

Main activities

- Providing direction to ensure maintenance costs are kept to a minimum while still meeting quality standards and fulfilling contractual and other legal requirements.
- Negotiating contracts to ensure agreed service levels are maintained while optimising costs.
- Maximising the everyday satisfaction of the Centre's customers and retailers with the facility provided.
- Ensuring that specific maintenance standards, agreed quality standards and all legal requirements, OH&S and Work cover are met.
- Identifying and costing repairs and maintenance for planning and budgeting purposes.
- Developing and controlling of the budget for the business unit and preparing reporting requirements.
- Providing support and assistance to the CEO on corporate and group issues where required.
- Working with a marketing team to develop strategies to market the property assets.
- Maintaining a comprehensive body of policies and standards related to building services delivery and providing clear operating procedures and guidelines.

Key skills

- Computer skills
- Negotiation skills
- Good communication skills.
- Strategic planning and resource management skills.
- Ability to communicate and manage relationships with external service providers and contractors.
- Financial management/reporting and analysis skills.
- Strong leadership and motivational ability.
- Proven management experience at a senior level.

Internal contacts

Development and construction business units, legal and finance departments, centre management staff.

External contacts

Customers, retailers, landlords and contractors.

Typical experience

At least 10 - 12 years relevant management and operational experience coupled with tertiary level qualifications.

Other comments

Position Description

Position title: General Manager - Property
Position code: Aon.EXS.85507.7
Level: 7

Responsible for

Determining and managing strategies to manage property assets, investments and developments.

Report to

Chief Executive Officer

Supervises

Valuation department, acquisitions team, leasing department and project staff.

Main activities

- Developing, in conjunction with the leadership team, the strategy for the development function. Participating effectively towards the achievement of strategic and business plan objectives.
- Ensuring that the company's property assets are managed so the portfolio remains strategically positioned and value adding.
- Ensuring that the knowledge skills and capabilities of the staff are developed.
- Developing and implementing strategies to grow the business.
- Negotiating with all appropriate stakeholders to ensure the project achieves necessary approvals.
- Preparing of annual budgets and reporting on performance against targets. Preparing any other reports required by CEO..
- Communicating with the CEO to ensure he/she remains fully informed of all significant operating issues.
- Directing and motivating subordinate managers to achieve agreed targets.

Key skills

- Excellent communication skills.
- Good negotiation and decision making skills.
- Computer skills.
- Excellent time management skills.
- Ability to work within a team effectively.
- Financial management/reporting and analysis skills.
- Strong leadership and motivational ability.
- Proven management experience at a senior level.

Internal contacts

Development managers, leasing team, centre management, sales, marketing and finance department.

External contacts

Builders, contractors, authorities, clients and suppliers.

Typical experience

A minimum of 15 years experience in the property industry at a management level. Will also possess relevant tertiary qualifications in either Property or business related degree.

Other comments

Position Description

Position title: General Manager - Leasing
Position code: Aon.EXS.85807.7
Level: 7

Responsible for

Establishing and controlling national leasing strategies to achieve market share, and sales and profit targets.

Report to

Chief Executive/Managing Director.

Supervises

A national leasing sales force, a marketing team may also report to the position.

Main activities

- Formulating national leasing policies and strategy thereby making major contributions to organisational :
- Development of profit projections.
- Development of short and long term leasing plans.
- Implementing and monitoring the progress of marketing plans.
- Monitoring sales performance and selling expenses and initiating corrective action where necessary.
- Negotiating major deals and maintaining key customer contacts at senior levels.
- Coordinating market research and market intelligence data.
- Determining pricing and volume discount policies.

Key skills

- Professional leasing/marketing skills.
- Detailed knowledge of technological developments and trends.
- Strong motivational and persuasive skills, coupled with good planning and administrative abilities.
- Negotiating skills.

Internal contacts

Leasing and marketing executives and specialists, state or branch managers, finance and accounting, systems and software development.

External contacts

Major customers, the media, market research firms, public relations firms, distributors Federal and State Government officials

Typical experience

At least 15 years of related leasing/sales/marketing experience. Typically has tertiary qualifications.

Other comments

The role has responsibility for the leasing function on a national level and has both direct and indirect reports.

Position Description

Position title: Head of Leasing
Position code: Aon.LSG.89801.6
Level: 6

Responsible for

Maintaining that all property in the portfolio is fully leased to maximise the rental income of the property. Ensuring accurate processing of property transactions and providing timely and accurate reporting of property data.

Report to

General Manager, Property

Supervises

Leasing administrators and leasing consultants.

Main activities

- Managing the lease administration team effectively, recruiting, developing and managing the performance of every individual.
- Ensuring leasing targets are achieved and vacancies are minimised.
- Assisting with the development of strategic leasing plans and reviews.
- Ensuring effective processing of property transactions and integrity of property data.
- Developing and presenting annual leasing budgets and budget forecasts.
- Providing accurate and timely financial property reporting and analysis.

Key skills

- Leadership skills.
- Strong communication and negotiation skills.
- Analytical and financial skills.
- Knowledge of property industry.
- Good computer skills particularly in database management and excel.

Internal contacts

General Manager, leasing team and property management and maintenance departments.

External contacts

External solicitors, surveyors, tenants their solicitors and tenant financiers.

Typical experience

At least 10 years experience in lease administration management, tertiary level qualification in property management. Must possess necessary State licence for real estate administration.

Other comments

Alternate title national property manager.

Position Description

Position title: Leasing Manager
Position code: Aon.LSG.89801.5
Level: 5

Responsible for

Maximising the rental income of the property by securing lease renewal to ensure maximum value and return for the organisation.

Report to

Head of Leasing

Supervises

Lease Administrators

Main activities

- Ensuring monthly targets are achieved by releasing vacancies promptly and maintaining 100% occupancy levels.
- Renewing all lease expires at maximum rentals.
- Providing input to annual strategic leasing reviews.
- Liaising with retailers and building relationships.
- Preparing annual leasing budgets and budget forecasts.
- Reporting on monthly meetings and budgets.

Key skills

- Good communication skills.
- Negotiation and influencing skills.
- Effective time management skills.
- Intermediate computer skills.
- Sound knowledge of the retail property industry.

Internal contacts

General Manager Leasing and national leasing manager, leasing team and property management and maintenance departments.

External contacts

External solicitors, surveyors, tenants their solicitors and tenant financiers.

Typical experience

A minimum of 7 years experience in property manager and/or lease administration. May also possess tertiary level qualification in property management as well as real estate administration licence.

Other comments

Alternate title property manager.

Position Description

Position title: Senior Leasing Administrator
Position code: Aon.LSG.89800.4
Level: 4

Responsible for

Timely and accurate negotiation, production and execution of leases and related documents and the interpretation and enforcement of lease terms.

Report to

Lease Manager

Supervises

No supervisory responsibilities may mentor lease administrators.

Main activities

- Instructing and preparing lease documents and other associated documents,
- Effectively communicating with other teams, solicitors and tenants.
- Creating, updating and maintaining lease data.
- Reviewing lease offers to ensure they are accurate and comply with legislation.
- Responding accurately to queries on legislation and lease interpretation.

Key skills

- Computer skills.
- Good communication skills.
- Knowledge of appropriate legislation.
- Knowledge of appropriate documentation processes.

Internal contacts

General Manager Leasing and national leasing manager, leasing team, centre management, property management and maintenance departments and in house legal department.

External contacts

External solicitors, surveyors, tenants their solicitors and tenant financiers.

Typical experience

At least 4 years experience in a lease administration role with proven experience in lease negotiation. Tertiary qualifications in general accounting, property management or a related field and should possess appropriate knowledge of Tenancies legislation for appropriate states.

Other comments

Position Description

Position title: Leasing Administrator
Position code: Aon.LSG.89800.3
Level: 3

Responsible for

Timely and accurate negotiation, production and execution of leases and related documents and the interpretation and enforcement of lease terms.

Report to

Head of Leasing / Leasing Manager

Supervises

No supervisory responsibilities.

Main activities

- Instructing and preparing lease documents and other associated documents,
- Effectively communicating with other teams, solicitors and tenants.
- Creating, updating and maintaining lease data.
- Reviewing lease offers to ensure they are accurate and comply with legislation.
- Responding accurately to queries on legislation and lease interpretation.

Key skills

- Computer skills.
- Good communication skills.
- Knowledge of appropriate legislation.
- Knowledge of appropriate documentation processes.

Internal contacts

General Manager Leasing and national leasing manager, leasing team, centre management, property management and maintenance departments and in house legal department.

External contacts

External solicitors, surveyors, tenants their solicitors and tenant financiers.

Typical experience

Minimum of 2-3 years experience in a property accounts role. Tertiary qualifications in general accounting, property management or a related field and should possess appropriate knowledge of Tenancies legislation for appropriate states.

Other comments

Position Description

Position title: Senior Leasing Representative/Agent
Position code: Aon.LSG.89802.4
Level: 4

Responsible for

Protecting assets and revenue stream by securing tenure in advance of lease expiry dates and within budgets.

Report to

Head of Leasing

Supervises

No supervisory responsibilities.

Main activities

- Renegotiation of existing leases within acceptable terms and budgets.
- Negotiation of rent payment and land purchase/acquisition.
- Tracking and reporting of status of property sites under negotiation.
- Managing the end to end ownership of property deal from negotiation through to documentation and integration.
- Instructing and managing external service providers such as solicitors, surveyors and real estate agents.
- Working to resolve property related conflict with tenants and landlords.

Key skills

- Good communication skills.
- Negotiation and decision making skills.
- Effective time management skills.
- Good computer skills.

Internal contacts

Leasing team, centre management, property management and maintenance department.

External contacts

External solicitors, surveyors, tenants their solicitors and tenant financiers.

Typical experience

Minimum of 5 years experience in a lease administrator role couple with relevant tertiary qualifications in property management or other related field.

Other comments

Position Description

Position title: Leasing Representative/Agent
Position code: Aon.LSG.89802.3
Level: 3

Responsible for

Protecting assets and revenue stream by securing tenure in advance of lease expiry dates and within budgets.

Report to

Head of Leasing

Supervises

No supervisory responsibilities.

Main activities

- Renegotiation of existing leases within acceptable terms and budgets.
- Negotiation of rent payment and land purchase/acquisition.
- Tracking and reporting of status of property sites under negotiation.
- Managing the end to end ownership of property deal from negotiation through to documentation and integration.
- Instructing and managing external service providers such as solicitors, surveyors and real estate agents.
- Working to resolve property related conflict with tenants and landlords.

Key skills

- Good communication skills.
- Negotiation and decision making skills.
- Effective time management skills.
- Good computer skills.

Internal contacts

Leasing team, centre management, property management and maintenance department.

External contacts

External solicitors, surveyors, tenants their solicitors and tenant financiers.

Typical experience

Minimum of 3 years experience in a lease administrator role couple with relevant tertiary qualifications in property management or other related field.

Other comments

Position Description

Position title: Junior Leasing Representative/Agent
Position code: Aon.LSG.89802.2
Level: 2

Responsible for

Protect assets and revenue stream by securing tenure in advance of lease expiry dates and within budgets.

Report to

Senior Leasing Representative

Supervises

No supervisory responsibilities.

Main activities

- Renegotiation of existing leases within acceptable terms and budgets.
- Negotiation of rent payment and land purchase/acquisition.
- Tracking and reporting of status of property sites under negotiation.
- Managing the end to end ownership of property deal from negotiation through to documentation and integration.
- Instructing and managing external service providers such as solicitors, surveyors and real estate agents.
- Working to resolve property related conflict with tenants and landlords.

Key skills

- Good communication skills.
- Negotiation and decision making skills.
- Effective time management skills.
- Good computer skills.

Internal contacts

Leasing team, centre management, property management and maintenance department.

External contacts

External solicitors, surveyors, tenants their solicitors and tenant financiers.

Typical experience

Minimum of 2 years experience in a lease administrator role couple with relevant tertiary qualifications in property management or other related field.

Other comments

Position Description

Position title: Head of Property Management
Position code: Aon.OPR.90204.6
Level: 6

Responsible for

Promoting effective asset management, ensuring team members proactively take responsibility and implement for all properties within the portfolio.

Report to

State Director, GM Property

Supervises

Property Managers

Main activities

- Setting and implementing asset strategies for properties in order to maximise investment performance.
- Setting budgets, monitoring arrears and variances against budget, co-managing capital works programs and expenditure, rent reviews and lease renewals.
- Managing the overall performance of facilities management and project management services relating to the respective property/portfolio.
- Liaising with the client regarding all aspects of management and contracts, covering maximum possible surplus funds.
- Preparing detailed cash flow budgets covering all items of income and expenditure including progressive analysis of performance and re-forecasting.
- Monitoring all financial transactions relative to contractual obligations and ensuring proper procedures for authorising payments, debt control and detailed reporting are in place.
- Regularly reviewing the level of operating expenses, advising on cost saving measures and assisting Property Managers with financial planning including identification of significant issues and capital expenditure projects.
- Monitoring operation of all installations to design specification and reviewing design criteria with project consultants to achieve design performance capability.
- Establishing maintenance and operational policies and procedures covering building services including all mechanical, electrical, electronic and hydraulic installations.

Key skills

- Strong attention to detail.
- Excellent knowledge of the property industry and market across the various states.
- Sound understanding of financials in order to analyse financial data.
- Proven leadership and staff management capability.
- Strong organisation skills.
- Excellent communication skills.
- Intermediate to advanced level in Microsoft Office (Word, Excel, PowerPoint and Outlook).

Internal contacts

Property Management Team, Facilities Management Team

External contacts

Clients, Contractors

Typical experience

Tertiary qualifications in a property related discipline, with 8+ years experience in property management.

Other comments

Position Description

Position title: Senior Property Manager
Position code: Aon.OPR.90204.5
Level: 5

Responsible for

Managing all responsibilities and hold accountability for the overall performance of properties managed by the company.

Report to

Head of Property Management / Director of Asset Services

Supervises

Assistant Property Managers or in some structures, none

Main activities

- Liaising with the owner and operational personnel on a day to day basis to ensure proper management of buildings.
- Preparing detailed monthly reports to the owners of properties managed by the company.
- Preparing an annual business strategy plan on all aspects of the management to reflect the objectives and requirements of the owner.
- Preparing detailed cash flow budgets covering all items of income and expenditure, monitoring budgets, reporting variations and reforecast.
- Monitoring all financial transactions relating to management buildings and ensure the proper authorising of payments and collection of debts.
- Arranging regular remittances to the owner covering maximum possible surplus funds held. Receiving all statutory assessments and notifications and making a submission for objection/appeal.
- Ensuring adequate insurance policies are effected, by the owner, lessees and contractors. Maintaining a current and accurate tenancy schedule and a diary of pertinent action dates.
- Liaising with tenants regarding lease administration and policies/procedures relating to their occupancy.
- Administering all leases to ensure compliance by the owner and tenants and, with the owners prior approval, serve notices.
- Making recommendations and conducting negotiations on all new lettings, lease renewals, rent reviews, assignments and sub lettings Instructing the owners solicitors in the preparation of lease and licence documentation as well as other legal matters/proceedings, subject to owners' approval.

Key skills

- Excellent attention to detail and ability to remain focused on specific tasks.
- Ability to communicate at all levels and build effective and professional relationships with clients and colleagues.
- Excellent written communication skills.
- Intermediate to advanced level in core Microsoft Office (Word, Excel and Outlook)

Internal contacts

Directors and Support Staff

External contacts

Various Clients

Typical experience

Tertiary qualified in a property discipline and has a certificate of registration, with at least 6+ years experience in commercial property management

Other comments

Position Description

Position title: Property Manager
Position code: Aon.OPR.90204.4
Level: 4

Responsible for

Managing all responsibilities and hold accountability for the overall performance of an assigned portfolio of properties managed by the company.

Report to

Head of Property Management / Director of Asset Services

Supervises

None

Main activities

- Positioning and protecting the investment performance of assigned property assets.
- Facilitating resources both in-house and out-sourced and promoting an overall team effort to maintain services & resolving problems.
- Implementing orderly lease administration and financial management procedures and overall reporting.
- Maintaining close liaison with the owner, occupiers and operational personnel to ensure proper control and service delivery on a day to day basis.
- Acting as a single point responsibility and accountability for the overall performance of the property management and building services operations.
- Liaising with the owner regarding all aspects of management and with tenant regarding lease administration and policies/procedures relating to occupancy issues.
- Ensuring policies/procedures are established to conform with owners objectives and investment strategies as well as occupier requirements.
- Preparing annual business strategy plans on all aspects of the management to reflect the objectives and requirements.
- Preparing detailed cash flow budgets covering all items of income and expenditure including progressive analysis of performance and re-forecasting.
- Monitoring all financial transactions relative to lease and contractual obligations and ensuring proper procedures for authorising payments, debt control and detailed reporting.
- Ensuring adequate insurance policies effected including replacement/reinstatement, loss of rents, public liability, workers compensation, etc.

Key skills

- Strong working knowledge of building services and real estate market activities, developments and trends to assess possible implications on tenancy, financial and physical aspects.
- Excellent attention to detail and ability to remain focused on specific tasks.
- Ability to communicate at all levels and build effective and professional relationships with clients and colleagues.
- Excellent written communication skills.
- Intermediate to advanced level in core Microsoft Office (Word, Excel and Outlook).

Internal contacts

Directors and Support Staff

External contacts

Various Clients

Typical experience

Tertiary qualifications in a property discipline and holds a certification of registration plus at least 5 years experience in property management.

Other comments

Position Description

Position title: Assistant Property Manager
Position code: Aon.OPR.90204.2
Level: 2

Responsible for

Assisting in day-to-day operations of assigned portfolio of properties managed by the company.

Report to

Senior Property Manager

Supervises

None

Main activities

- Implementing and maintaining orderly lease administration and financial management procedures.
- Assist in maintaining and updating current tenancy schedules including keeping a diary of pertinent action dates.
- Preparing monthly reports including financial analysis, diary reports and client requests.
- Assist in monitoring all financial transactions relative to lease and contractual obligations and ensuring proper procedures for authorising payments, debt control and detailed reporting.
- Assist property managers in developing and maintaining relationships with owner, occupiers and operational personnel to ensure client expectations are met/exceeded.
- Preparing and issuing monthly tax invoices and following up on arrears.
- Assisting in the preparation of draft instructions to the owner's solicitors regarding lease and license documentation as well as other legal matters/proceedings.
- Assisting in the administration of all leases to ensure compliance by the owners and the tenants and serve notices where required as first approved by the owner.
- Updating and maintaining all databases such as bank guarantees, tenant insurance registers and contact lists.

Key skills

- Possess a good working knowledge of building services and real estate market activities, developments and trends.
- Excellent attention to detail.
- Excellent organisation skills and ability to work to strict deadlines.
- Ability to manage multiple projects and clients and meet tight deadlines.
- Demonstrable confidence and the ability to build effective relationships.
- Excellent written and oral presentation skills.
- Intermediate to advanced level in core Microsoft Office (Word, Excel and Outlook).

Internal contacts

Directors, managers and support staff

External contacts

Property owners, tenants, tenant representatives, developers, government authorities

Typical experience

Tertiary qualification in a property discipline / property economics and holds a certificate of registration. Some property management experience would be an advantage.

Other comments

Position Description

Position title: Property Research Manager
Position code: Aon.CST.87700.5
Level: 5

Responsible for

Leading the property research team.

Report to

General Manager - Property Management

Supervises

Property Research Team

Main activities

- Providing overall direction to the property research team.
- Establishing research methodologies, priorities and format of deliverables and research output.
- Providing guidance to team members in relation to interpretation and data analysis.
- Delivering presentations to key stakeholders.
- Ensuring the quality of the research information meets the needs of stakeholders.

Key skills

- Strong numeracy and analytical ability.
- Excellent communication and presentation skills.
- Strong leadership and supervisory skills.

Internal contacts

Valuation division, Property Management, Stakeholders.

External contacts**Typical experience**

Relevant tertiary and post qualifications with more than 8 years in property research.

Other comments

Position Description

Position title: Senior Property Research Analyst
Position code: Aon.CST.87700.4
Level: 4

Responsible for

Providing analytical support in the areas of research and information processing, including economic assessments.

Report to

Property Research Manager.

Supervises**Main activities**

- Compiling market research documents, presentations and information.
- Providing strong support to the Valuations Division as required.
- Ensuring maintenance of research databases is to a high standard.
- Developing and monitoring of economic and other industry based datasets.
- Compiling periodic market commentary in accordance with the company's required timeline.
- Conducting presentations to internal stakeholders as required.

Key skills

- Advanced quantitative, statistical analysis and forecasting skills.
- Strong attention to detail and an analytical mind that can observe and discuss trends from research data.
- Excellent communication skills.

Internal contacts

Research team. Valuations team.

External contacts**Typical experience**

Tertiary qualification and/or relevant certifications with a minimum of 4 years research experience.

Other comments

Position Description

Position title: Property Research Analyst
Position code: Aon.CST.87700.3
Level: 3

Responsible for

Delivering advice to project teams to maximise development yield.

Report to

Property Research Manager

Supervises**Main activities**

- Researching market conditions.
- Accessing databases and accurately analysing data to generate structured written reports and support advisory assignments.
- Keeping abreast of relevant property news within the industry.
- Undertaking both primary and secondary research.
- Providing market forecasts and trends based on research data and analysis.

Key skills

- Knowledge of geography and precincts.
- Strong attention to detail.
- Strong written and verbal communication skills.
- Strong computer processing ability.

Internal contacts**External contacts****Typical experience**

Relevant degree and minimum of 2 years experience in a similar role.

Other comments

Position Description

Position title: Junior Property Research Analyst
Position code: Aon.CST.87700.2
Level: 2

Responsible for

Supporting the team in data collection and research assignments.

Report to

Property Research Manager

Supervises**Main activities**

- Researching market conditions.
- Accessing databases and accurately analysing data to generate structured written reports and support advisory assignments.
- Keeping abreast of relevant property news within the industry.
- Undertaking both primary and secondary research.

Key skills

- Knowledge of geography and precincts.
- Strong attention to detail and analytical ability.
- Strong written and verbal communication skills.
- Strong numeracy and computer processing ability.

Internal contacts**External contacts****Typical experience**

Relevant degree and 1-2 years experience in a similar role.

Other comments

Position Description

Position title: Head of Casual Mall Leasing
Position code: Aon.SCM.91600.5
Level: 5

Responsible for

Maximising the total returns of the shopping centre portfolio through delivery of income budgets for casual mall leasing, mall media advertising, telecommunications and other supplementary sources of revenue to each individual centre.

Report to

Head of Shopping Centre Management

Supervises

Casual Mall Leasing team

Main activities

- Leading the national casual mall leasing team across Australia to ensure delivery of the casual mall leasing function on time and to budget.
- Maximising sustainable net operating income (NOI) for all centres by driving casual mall leasing, mall media sales, telecommunications and supplementary sources of income
- Ensuring the casual mall leasing for each centre is consistent with markets needs and positioning of the asset.
- Providing leadership and coaching of the casual mall leasing team to ensure delivery of the set budgets.
- Maintaining positive relationships with all stakeholders to the particular centre including providing assistance, support and advice to maximise turnover and manage all escalated issues having regard for the total asset position.
- Facilitating development of business plans and provide regular reporting on income budgets.
- Improving the client mix and presentation of CML through thoughtful prospecting and client selection.
- Identifying opportunities for business growth and pro-actively seek to improve profitability, efficiency and income.
- Ensuring adherence to legal requirements by all CML clients.
- Controlling all associated costs and managing appropriate cost centre to budget. (I.e. travel, entertainment, admin, legal fees etc).

Key skills

- Strong leadership and team management experience.
- Good working knowledge of all Microsoft Office applications (Word, Excel and PowerPoint)
- Exposure to retail management systems (RMS) or property management applications (e.g.. JD Edwards)

Internal contacts

Casual Mall Leasing team, Leasing, Marketing, Centre Management Team

External contacts**Typical experience**

Tertiary qualifications in Commerce, Sales or Management with at least 8 years property or related experience in advertising, leasing or media sales, gained within a shopping centre or retail environment

Other comments

Position Description

Position title: Casual Leasing Manager
Position code: Aon.SCM.91600.4
Level: 4

Responsible for

Securing and developing income opportunities from short term leasing tenants and non-tenants. Identifying casual leasing locations and opportunities, secure budget and ensure all clients meet the organisations criteria.

Report to

Casual Leasing Manager

Supervises

Casual Leasing Administrator

Main activities

- Achieving budget income requirements by securing and developing opportunities from short term leasing tenants and non-tenants.
- Planning and forecasting the monthly and annual income budgets.
- Developing and maintaining a casual leasing client database.
- Planning and developing new business opportunities and growth of the tenant portfolio.
- Liaising with centre management, leasing staff and all clients in and effective manager.
- Maintaining no outstanding monies for allocated leasing sites, reporting monthly on budget.

Key skills

- Intermediate computer skills including Microsoft Word, Excel and Lotus Notes.
- Analytical.
- Good communication and negotiation skills.
- Strong sales ability.
- Ability to work within a team effectively.

Internal contacts

Leasing team, centre management, property management and maintenance department.

External contacts

External solicitors, casual tenants their solicitors and tenant financiers.

Typical experience

Minimum of 5 years experience in a lease administration couple with relevant tertiary qualifications in sales, property management or other related field.

Other comments

Position Description

Position title: Retail Manager
Position code: Aon.SCM.91602.4
Level: 4

Responsible for

Ensuring centre performance is in accordance to business objectives by managing all aspects of tenancy relationships and management

Report to

Centre Manager

Supervises

Retail Assistant

Main activities

- Participating in all the aspects of tenant relationships and tenancy management to ensure strong overall centre performance.
- Managing the day to day trading operations, tenancy effectiveness and customer shopping experience.
- Assist in providing input in financial budgeting, marketing and creative future planning.

Key skills

- Excellent communication and interpersonal skills.
- Proven centre administration, marketing and/or operations skills.
- Strong customer management skills

Internal contacts

Retail management team, centre management

External contacts

Tenants / clients

Typical experience

Tertiary qualified in a related degree with at least 3-4 years of relevant experience gained in operational retailing or with a shopping centre investment group

Other comments

Position Description

Position title: Retail Design Manager
Position code: Aon.SCM.91612.4
Level: 4

Responsible for

Managing day-to-day retail shop retail design approvals for the centre and high quality design and opening of tenancy on tenancy trade dates.

Report to

Divisional Retail Design Manager

Supervises**Main activities**

- Assisting the control of accurate documentation and reporting systems related to retail shop design. Ensuring appropriate design strategy to position the centre are in place and enforced.
- Contributing to and adding value to the design development of the centre. Responsible for new tenants, relocating tenants and upgrading tenants.
- Maintaining retail design requirements to ensure new fit outs meets the current fit out guidelines and centre guidelines.
- Coordinating communication between related parties and organising the concept briefing meeting with the aim of briefing retailers and their designers on the vision, the tenancy controls applicable to the centre, and the quality of design documentation and fit out required.
- Organising and chairing all briefing and design review meetings with the tenants and their design representatives, including monitoring the agreed submission program to ensure design submission programs are received on the scheduled dates.
- Reviewing tenancy concept designs on an ongoing basis and working with the Retailer's designer to achieve compliance with the current fit out guidelines.
- Attending weekly tenancy coordination meetings for the centre to review and reporting on the current status of each active tenancy. Attending weekly design review meeting to present reviewed concepts to national and project teams. Reviewing the retailer's final design/documentation and issuing approval or conditional approval to the various parties involved.
- Attending meetings with the tenant, their designer and their nominated shopfitter contractor prior to site handover to reiterate the design and quality standards expected of the new fit out, and ensuring that the contractor is working from the final approved and certified plans. Undertaking site inspections of the tenancy during fit out to ensure compliance with the approved design.
- Undertaking final inspection of the completed fit out prior to the tenancy being open for trade to ensure compliance with the approved documents. Preparing defect Inspection reports and issuing to the various parties involved.
- Undertaking a final inspection of the site approximately two weeks after issue of the defects inspection report to ensure that all defects have been rectified.

Key skills

- Good understanding of shopfitting and building techniques is essential.
- Excellent communication skills.
- Excellent time management.
- Ability to free hand draw

Internal contacts

Development division, Centre Management division, Leasing division, General Property Managers.

External contacts

Builder and external parties.

Typical experience

A minimum of 5 years previous Design experience, with 3 years in a Retail environment and recognized tertiary institution

design related qualification.

Other comments

Position Description

Position title: Casual Leasing Executive
Position code: Aon.SCM.91600.3
Level: 3

Responsible for

Securing and developing income opportunities from short term leasing tenants and non-tenants. Identifying casual leasing locations and opportunities, secure budget and ensure all clients meet the organisations criteria.

Report to

Casual Leasing Manager

Supervises

Lease administrators

Main activities

- Achieving budget income requirements by securing and developing opportunities from short term leasing tenants and non-tenants.
- Planning and forecasting the monthly and annual income budgets.
- Developing and maintaining a casual leasing client database.
- Planning and developing new business opportunities and growth of the tenant portfolio.
- Liaising with centre management, leasing staff and all clients in and effective manager.
- Maintaining no outstanding monies for allocated leasing sites, reporting monthly on budget.

Key skills

- Intermediate computer skills including Microsoft Word, Excel and Lotus Notes.
- Analytical.
- Good communication and negotiation skills.
- Strong sales ability.
- Ability to work within a team effectively.

Internal contacts

Leasing team, centre management, property management and maintenance department.

External contacts

External solicitors, casual tenants their solicitors and tenant financiers.

Typical experience

Minimum of 3 years experience in a lease administration couple with relevant tertiary qualifications in sales, property management or other related field.

Other comments

Position Description

Position title: Casual Leasing Coordinator
Position code: Aon.SCM.91600.2
Level: 2

Responsible for

Managing day-to-day operation of casual leasing across designated centre

Report to

Casual Leasing Manager, Centre Managers

Supervises

No supervisory responsibilities

Main activities

- Managing debt, taking enquiries and resolving casual leasing operational issues.
- Ensuring accurate control of all documentation, reporting and systems with regard to the operations of casual leasing.
- Completing all reports, standard and ad-hoc as necessary.
- Maintaining exemplary files and file notes on behalf of the casual leasing team.
- Maintaining appropriate client relationships and internal relationships to enhance work-flows and business opportunities.
- Identifying opportunities for business growth and pro-actively seeking to improve profitability, efficiency and income.
- Regularly informing centre management team of all casual leasing activity.
- Generating system and account reports. Ensuring adherence to legal requirements by all casual leasing clients
- Collecting payment and public liability insurance certificates from clients and enforcing casual leasing procedures and regulations.
Inspecting the centre ensuring adherence to the standards and behaviour of all clients.
- Maintaining competitor information and site suitability, equipment and inventory site specification registers.

Key skills

Nil.

Internal contacts

Casual Leasing team, Marketing division, Administration division, Centre Management

External contacts

Casual Leasing clients, Suppliers

Typical experience

Administration experience in a retail or shopping centre environment.

Other comments

Position Description

Position title: Head of Shopping Centre Management
Position code: Aon.SCM.91601.6
Level: 6

Responsible for

Directing the property management function of shopping centres

Report to

Chief Operating Officer

Supervises

Divisional Property Managers

Main activities

- Driving property performance through leadership, growth, motivation and alignment of staff, stakeholders and ensuring delivery of the business plan objectives for each property.
- Driving the property management of each asset to ensure both short and long term objectives of the co-owners are met.
- Facilitating best practice processes in asset/property management.
- Overseeing the full property management function to ensure maximum investment performance potential of all assets under management are met or exceeded.
- Overseeing the property management of all shopping centres through the management of divisional property managers.
- Working closely with the Head of Retail Asset Management to understand each asset's long term investment mandate to ensure that property management strategies are aligned with business objectives.
- Overseeing finance, operations, casual leasing and indirectly liaising with marketing, retail design & analyst team to deliver business plan objectives

Key skills

- Demonstrated ability to lead and motivate a large team
- All Microsoft applications (Word, Excel and PowerPoint) and other software applications (JDE, Lotus Notes)
- Demonstrate a leadership and management capability

Internal contacts

Head of Retail Asset Management & Development, Fund Managers , National support function managers, Centre Manager(s) & other centre staff & contractors

External contacts

Co-owners, Clients and Tenants, External supplier / contractor relationships

Typical experience

Tertiary qualifications in bachelor of business degree with 8+ years senior property management (primarily in shopping centres) or related experience in portfolio management

Other comments

Position Description

Position title: Shopping Centre Manager (Major Metropolitan)
Position code: Aon.SCM.91610.5
Level: 5

Responsible for

Overall management and direction of a Major metropolitan shopping centre

Report to

Head of Shopping Centre Management

Supervises**Main activities**

- Driving performance through leadership, growth, motivation and alignment of staff, stakeholders and ensuring delivery of the business plan objectives for the centre.
- Driving the property management of the asset to ensure both short and long term objectives are met.
- Facilitating best practice processes in asset/property management.
- Overseeing the full property management function to ensure maximum investment performance potential of all assets under management are met or exceeded.
- Working closely with the Head of shopping centre management to understand the assets long term investment mandate.
- Overseeing finance, operations, casual leasing and indirectly liaising with marketing, retail design and analyst team to deliver business plan objectives

Key skills

- Demonstrated ability to lead and motivate a team
- All Microsoft applications (Word, Excel and PowerPoint) and other software applications (JDE, Lotus Notes)
- Demonstrate a leadership and management capability

Internal contacts

Head of Retail Asset Management & Development, Fund Managers, National support function managers, Centre Manager(s) & other centre staff & contractors

External contacts

Co-owners, Clients and Tenants, External supplier / contractor relationships

Typical experience

Tertiary qualifications in bachelor of business degree with 5+ years senior property management (primarily in shopping centres) or related experience in portfolio management

Other comments

Position Description

Position title: National Shopping Centre Operations Manager
Position code: Aon.SCM.91611.5
Level: 5

Responsible for

Providing support and advice to line management on all operational matters

Report to

Head of Shopping Centre Management

Supervises

Operations Coordinator / Assistant

Main activities

- Providing specialist support and advice on procurement of operational goods and services.
- Developing and executing special projects to provide operational reduce operational expenditure while maintaining service levels that are acceptable and agreed to by the business.
- Overseeing environmental health, safety and compliance requirements and standards in relation to the safe and proper operation of the properties under management.
- Working with and supporting the Head of Asset and Development Management and the Divisional Property Managers to achieve targets and goals.
- Advising in the preparation of the Centre's annual operational expenditure budget, in conjunction with the various centre and corporate teams.
- Acting as a quality control measure to ensure communication between the centres and the business is maintained with the appropriate cost effective and asset value proposition
- Reviewing and advising on capital expenditure budgets, as part of the Centre's annual budget setting process.
- Overseeing energy management and tendering of energy contracts, in consultation with Office and Industrial. Identifying areas for improved energy usage efficiency and maintaining awareness of latest technology and products in the market.
- Assisting the asset and development teams by providing input into the planning, feasibility and implementation of centre upgrades and redevelopments
- Ensuring adequate Group Insurance, support property management teams in minimising public liability risks in and around the property.

Key skills

- Strong verbal and written communication skills
- High level of numeracy and analytical skills
- Competent computer skills in MS Office and related software applications
- Ability to work autonomously and to deadlines

Internal contacts

Head of Asset and Development Management, Head of Shopping Centre Management, Divisional Property Managers, Fund Managers National Support Functions, Centre Management Division

External contacts

External suppliers/contractor relationships, External Co-Owners

Typical experience

Tertiary Qualifications in a relevant discipline with demonstrated Shopping Centre Operations experience and understanding of lease requirements in respect of outgoing recovery.

Other comments

Position Description

Position title: Shopping Centre Manager (Major Regional)
Position code: Aon.SCM.91620.5
Level: 5

Responsible for

Overall management and direction of a Major Regional shopping centre.

Report to

Head of Shopping Centre Management

Supervises**Main activities**

- Driving performance through leadership, growth, motivation and alignment of staff, stakeholders and ensuring delivery of the business plan objectives for the centre.
- Driving the property management of the asset to ensure both short and long term objectives are met.
- Facilitating best practice processes in asset/property management.
- Overseeing the full property management function to ensure maximum investment performance potential of all assets under management are met or exceeded.
- Working closely with the Head of shopping centre management to understand the assets long term investment mandate.
- Overseeing finance, operations, casual leasing and indirectly liaising with marketing, retail design and analyst team to deliver business plan objectives.

Key skills

- Demonstrated ability to lead and motivate a team
- All Microsoft applications (Word, Excel and PowerPoint) and other software applications (JDE, Lotus Notes)
- Demonstrate a leadership and management capability

Internal contacts

Head of Retail Asset Management & Development, Fund Managers, National support function managers, Centre Manager(s) and other centre staff and contractors

External contacts

Co-owners, Clients and Tenants, External supplier / contractor relationships

Typical experience

Tertiary qualifications in bachelor of business degree with 5+ years senior property management (primarily in shopping centres) or related experience in portfolio management

Other comments

Position Description

Position title: Shopping Centre Manager (Urban)
Position code: Aon.SCM.91630.5
Level: 5

Responsible for

Overall management and direction of an Urban shopping centre

Report to

Head of Shopping Centre Management

Supervises**Main activities**

- Driving performance through leadership, growth, motivation and alignment of staff, stakeholders and ensuring delivery of the business plan objectives for the centre.
- Driving the property management of the asset to ensure both short and long term objectives are met.
- Facilitating best practice processes in asset/property management.
- Overseeing the full property management function to ensure maximum investment performance potential of all assets under management are met or exceeded.
- Working closely with the Head of shopping centre management to understand the assets long term investment mandate.
- Overseeing finance, operations, casual leasing and indirectly liaising with marketing, retail design and analyst team to deliver business plan objectives.

Key skills

- Demonstrated ability to lead and motivate a team.
- All Microsoft applications (Word, Excel and PowerPoint) and other software applications (JDE, Lotus Notes).
- Demonstrate a leadership and management capability.

Internal contacts

Head of Retail Asset Management & Development, Fund Managers, National support function managers, Centre Manager(s) and other centre staff and contractors

External contacts

Co-owners, Clients and Tenants, External supplier / contractor relationships

Typical experience

Tertiary qualifications in bachelor of business degree with 5+ years senior property management (primarily in shopping centres) or related experience in portfolio management

Other comments

Position Description

Position title: Car Park Manager
Position code: Aon.EBA.00002.2
Level: 2

Responsible for

Managing day to day operations of a shopping centre car park and leading a team of car park attendants.

Report to**Supervises**

Car Park Attendants.

Main activities

- Lead a team of car park attendants.
- Maintain a high level of car park presentation.
- Ensure smooth operation of car park.

Key skills

- Customer service.
- Ability to lead a team of car park attendants.

Internal contacts

Car park attendants

External contacts

Car park users.

Typical experience

1-2 years.

Other comments

Position Description

Position title: Concierge
Position code: Aon.EBA.00001.1
Level: 1

Responsible for

Providing personalised and professional service to all shopping centre visitors.

Report to

Shopping Centre Manager

Supervises**Main activities**

- Responding to customer enquiries.
- Providing directions and / or escorting customers to various locations within a centre.
- Promoting gift centre gift card sales.

Key skills

- Customer service.
- Confidence.

Internal contacts**External contacts**

Customers.

Typical experience**Other comments**

Position Description

Position title: Car Park Attendant
Position code: Aon.EBA.00002.1
Level: 1

Responsible for

Ensuring safe and secure car parking for all centre visitors.

Report to

Car Park Manager.

Supervises**Main activities**

- Monitor car park for safety.
- Clean up hazards in car park.
- May collect fees and operate boom gate.
- May drive and park cars for valet parking.

Key skills

- Trustworthy and reliable.
- Current drivers licence.

Internal contacts**External contacts**

Car park users.

Typical experience**Other comments**

Position Description

Position title: General Manager - Tenancy
Position code: Aon.EXS.85907.7
Level: 7

Responsible for

Establishing and controlling national tenancy strategies to achieve market share, and sales and profit targets.

Report to

Chief Executive/Managing Director.

Supervises

A national tenancy sales force, a marketing team may also report to the position.

Main activities

- Formulating national tenancy policies and strategy thereby making major contributions to organisational :
- Development of profit projections.
- Development of short and long term tenancy plans.
- Implementing and monitoring the progress of marketing plans.
- Monitoring sales performance and selling expenses and initiating corrective action where necessary.
- Negotiating major deals and maintaining key customer contacts at senior levels.
- Coordinating market research and market intelligence data.
- Determining pricing and volume discount policies.

Key skills

- Professional tenancy/marketing skills.
- Detailed knowledge of technological developments and trends.
- Strong motivational and persuasive skills, coupled with good planning and administrative abilities.
- Negotiating skills.

Internal contacts

Tenancy and marketing executives and specialists, state or branch managers, finance and accounting, systems and software development.

External contacts

Major customers, the media, market research firms, public relations firms, distributors Federal and State Government officials

Typical experience

At least 15 years of related tenancy/sales/marketing experience. Typically has tertiary qualifications.

Other comments

The role has responsibility for the tenancy function on a national level and has both direct and indirect reports.

Position Description

Position title: Head of Tenancy
Position code: Aon.TEN.91701.6
Level: 6

Responsible for

Maintaining that all property in the portfolio is fully leased to maximise the rental income of the property. Ensuring accurate processing of property transactions and providing timely and accurate reporting of property data.

Report to

General Manager, Property / General Manager, Tenancy

Supervises

Tenancy Coordination Managers

Main activities

- Managing the tenancy team effectively, recruiting, developing and managing the performance of every individual.
- Ensuring tenancy targets are achieved and vacancies are minimised.
- Assisting with the development of strategic tenancy plans and reviews.
- Ensuring effective processing of property transactions and integrity of property data.
- Developing and presenting annual tenancy budgets and budget forecasts.
- Providing accurate and timely financial property reporting and analysis.

Key skills

- Leadership skills.
- Strong communication and negotiation skills.
- Analytical and financial skills.
- Knowledge of property industry.
- Good computer skills particularly in database management and excel.

Internal contacts

General Manager, tenancy team and property management and maintenance departments.

External contacts

External solicitors, surveyors, tenants their solicitors and tenant financiers.

Typical experience

At least 10 years experience in tenancy coordination management, tertiary level qualification in property management. Must possess necessary State licence for real estate administration.

Other comments

Position Description

Position title: Tenancy Coordination Manager
Position code: Aon.TEN.91701.5
Level: 5

Responsible for

Working closely with the Leasing Team, Centre Management, Operations and Development to improve the visual appearance of the assets by increasing specialty store design standards and improve customer service by assisting throughout the tenancy fitout process.

Report to

Head of Tenancy

Supervises

Tenancy coordinators.

Main activities

- Project management of tenancy fitouts.
- Working with the leasing team to ensure that every expiry has either a Tenancy Critique Report or a full set of Tenancy Plans in line with the leasing program timetable.
- Assist leasing executives by providing scope of works and costs to be included in Lease Deal.
- Working with the Tenancy Design Manager, ensure that the tenant understands what is expected of them and that they provide all necessary documentation to allow for the approval of the plans.
- Ensure tenancy coordination reports are kept up to date.

Key skills

- Project management.
- Strong written and verbal communication.
- Relationship management.
- Experience with Emergency Response planning/execution.
- Sound knowledge of OHS&E and other risk management issues.

Internal contacts**External contacts****Typical experience**

3 years experience in tenancy and building management or technical background/training (Mechanical/electrical trade qualification preferred).

Other comments

Position Description

Position title: Senior Tenancy Coordinator
Position code: Aon.TEN.91701.4
Level: 4

Responsible for

Timely and accurate negotiation, production and execution of tenancy and related documents and the interpretation and enforcement of tenancy terms.

Report to

Tenancy Coordination Manager

Supervises

Tenancy Coordinators.

Main activities

- Instructing and preparing tenancy documents and other associated documents,
- Effectively communicating with other teams, solicitors and tenants.
- Creating, updating and maintaining tenancy data.
- Reviewing tenancy offers to ensure they are accurate and comply with legislation.
- Responding accurately to queries on legislation and tenancy interpretation.

Key skills

- Computer skills.
- Good communication skills.
- Knowledge of appropriate legislation.
- Knowledge of appropriate documentation processes.

Internal contacts

General Manager tenancy and tenancy coordination manager, leasing team, centre management, property management and maintenance departments and in house legal department.

External contacts

External solicitors, surveyors, tenants their solicitors and tenant financiers.

Typical experience

At least 4 years experience in a tenancy coordinator role with proven experience in tenancy negotiation. Tertiary qualifications in general accounting, property management or a related field and should possess appropriate knowledge of tenancy legislation for appropriate states.

Other comments

Position Description

Position title: Tenancy Coordinator
Position code: Aon.TEN.91701.3
Level: 3

Responsible for

Working closely with Tenancy coordination managers, the Leasing Team, Centre Management, Operations and Development to improve the visual appearance of the assets by increasing specialty store design standards and improve customer service by assisting throughout the tenancy fitout process.

Report to

Tenancy Coordination Manager.

Supervises

Junior Tenancy Coordinator

Main activities

- Assisting with the project management of tenancy fitouts.
- Working with the leasing team to ensure that every expiry has either a Tenancy Critique Report or a full set of Tenancy Plans in line with the leasing program timetable.
- Assist tenancy coordination managers and leasing executives by providing scope of works and costs to be included in Lease Deal.
- Working with the Tenancy Design Manager, ensure that the tenant understands what is expected of them and that they provide all necessary documentation to allow for the approval of the plans.
- Ensure tenancy coordination reports are kept up to date.

Key skills

- Project management.
- Good written and verbal communication.
- Relationship management.
- Experience with Emergency Response planning/execution.
- Knowledge of OHS&E and other risk management issues.

Internal contacts

Leasing executives, design managers.

External contacts

Tenants

Typical experience

1-2 years experience in tenancy and building management or technical background/training (Mechanical/electrical trade qualification preferred).

Other comments

Position Description

Position title: Junior Tenancy Coordinator
Position code: Aon.TEN.91701.2
Level: 2

Responsible for

Protect assets and revenue stream by securing tenure in advance of tenancy expiry dates and within budgets.

Report to

Senior Tenancy Coordinator

Supervises

No supervisory responsibilities.

Main activities

- Renegotiation of existing tenancy within acceptable terms and budgets.
- Negotiation of rent payment and land purchase/acquisition.
- Tracking and reporting of status of property sites under negotiation.
- Managing the end to end ownership of property deal from negotiation through to documentation and integration.
- Instructing and managing external service providers such as solicitors, surveyors and real estate agents.
- Working to resolve property related conflict with tenants and landlords.

Key skills

- Good communication skills.
- Negotiation and decision making skills.
- Effective time management skills.
- Good computer skills.

Internal contacts

Tenancy team, centre management, property management and maintenance department.

External contacts

External solicitors, surveyors, tenants their solicitors and tenant financiers.

Typical experience

Minimum of 2 years experience in a tenancy administrator role couple with relevant tertiary qualifications in property management or other related field.

Other comments

Position Description

Position title: General Manager - Operation & Construction
Position code: Aon.EXE.RES00.7
Level: 7

Responsible for

Determining corporate organisation strategies and procedures, alongside managing construction and costing teams in order to complete projects on a group/national level.

Report to

Chief Executive Officer.

Supervises

Construction Manager, Operations Manager.

Main activities

- Determining, communicate and lead the short and long-term strategic direction of the function
- Overseeing multiple projects as a whole from inception through to conclusion
- Maintaining adherence to established benchmarks of quality, cost and program performance
- Developing and managing budgets, implement financial controls and monitor expenditure
- Producing projecProviding support and assistance to the CEO on corporate and group issues where required.
- Working with a marketing team to develop strategies to market the property assets.
- Maintaining a comprehensive body of policies and standards related to building services delivery and providing clear operating procedures and guidelines.t implementation plans which meet completion targets -in a cost effective and safe manner

Key skills

- Demonstrated ability to lead, influence and collaborate with diverse workforce
- Ability to generate broad strategy and translate into practical application
- Demonstrated ability to think strategically and commercially.
- Ability to communicate and manage relationships with external service providers and contractors.
- Financial management/reporting and analysis skills.

Internal contacts

CEO, Executive Committee Members, Construction Staff. Development business units, legal and finance departments.

External contacts

Unions, Sub-contractors, Joint-Venture partners, Customer Groups, Employer Groups, Government Regulators

Typical experience

Tertiary qualifications in Building or Engineering and/or other trade qualifications. Minimum of 10 years experience in construction industry, with proven team management experience. Ideally a member of the Australian Institute of Building or other industry professional body

Other comments

Position Description

Position title: Home Assurance Manager
Position code: Aon.RES.AW000.5
Level: 5

Responsible for

To manage and develop the quality of construction projects, overseeing assurance and warranty department function to achieve relevant targets, goals and objectives.

Report to

GM Construction, GM Operations, GM Operations & Construction

Supervises

Assurance/Warranty Team Leader, Assurance Inspector, Maintenance Tradesperson, Handover Team Leader.

Main activities

- Oversee and ensure completion of all warranty work within agreed timelines and budgets.
- Ensure all other required statutory warranty work is completed promptly while minimising costs where possible.
- Oversee and Manage the Quality Assurance processes.
- Ensure team achieve benchmark quality standards in line with national framework.
- Work closely with the Construction Manager to ensure efficient and cooperative relationship between construction and warranty.
- Monitor ongoing performance of supply products and building practices and provide ongoing feedback to Estimating and Purchasing Manager of trends affecting supplier purchase agreements.
- Ensure team achieves minimum benchmark targets for customer service based on Customer Care ratings.
- Maximise performance and productivity of team through effective coaching and leadership.

Key skills

- Management, leadership, planning, analysis and communication skills.
- Advanced knowledge of construction practices and guidelines.
- Advanced current knowledge of Industry and legislative processes affecting residential construction practices.

Internal contacts

General Manager, Construction Manager, Management Team, Warranty Team, Construction Team, Assurance Team.

External contacts

Customers, Government bodies, Subcontractors, Suppliers.

Typical experience

5+ years' experience as a Construction or Warranty Team Leader/Supervisor.

Other comments

Position Description

Position title: Assurance/Warranty - Team Leader
Position code: Aon.RES.AW100.4
Level: 4

Responsible for

To regularly provide a high level of satisfaction to customers on a as they take ownership of their new home.

Report to

Home Assurance Manager.

Supervises

Assurance/Warranty – Administrator/Scheduler.

Main activities

- Ensure Assurance/Warranty administration team manage client files accurately within an agreed timeline.
- Manage escalated client claims.
- Liaise with trades and follow up open jobs that may have been arranged by the administration team.
- Train, coach and support new and existing staff.
- Manage all legal documentation and liase with legal department and general counsel when required.
- Maintain status and manage of structural jobs with Operations Manager and Home Assurance manager.

Key skills

- Management, leadership, planning, analysis and communication skills.
- Extensive knowledge of construction practices and guidelines.
- Extensive current knowledge of Industry and legislative processes affecting residential construction practices.

Internal contacts

Construction Manager, Management Team, Warranty Team, Construction Team, Assurance Team.

External contacts

Customers, Government bodies, Subcontractors, Suppliers.

Typical experience

Prior leadership experience in an administrative role, extensive knowledge of construction processes.

Other comments

Position Description

Position title: Assurance/Warranty - Administrator/Scheduler
Position code: Aon.RES.AW100.3
Level: 3

Responsible for

Provide administrative support and scheduling activities to the Assurance/Warranty Team Leader.

Report to

Assurance/Warranty Team Leader.

Supervises

No supervisory responsibilities.

Main activities

- Assist the Assurance/Warranty Team Leader with administrative support and to ensure client files are resolved accurately within an agreed timeline.
- Booking Maintenance Inspections.
- Resolve any escalated client issues from team, raising to Team leader when necessary.
- Observe status and manage structural jobs with Team Leader.

Key skills

- Computer skills.
- Good communication skills.
- Knowledge of appropriate legislation.
- Knowledge of appropriate documentation processes.

Internal contacts

Construction Manager, Management Team, Warranty Team, Construction Team, Assurance Team.

External contacts

Customers, Government bodies, Subcontractors, Suppliers.

Typical experience

Prior experience in an administrative role, sound knowledge of construction processes.

Other comments

Position Description

Position title: Assurance Inspector
Position code: Aon.RES.AW200.3
Level: 3

Responsible for

Supervise and conduct maintenance and warranty work.

Report to

Home Assurance Manager.

Supervises

No supervisory responsibilities.

Main activities

- Ensure work on all customer homes are aligned with display home standards, home assurance timelines, within budget.
- Observe and implement OH&S requirements.
- Achieve assurance targets.
- Manage relationship with supplier, sub-contractor and their performance.

Key skills

- Extensive knowledge of construction techniques and methods.
- Extensive knowledge of OH&S requirements.
- Computer skills.
- Good communication skills.
- Customer service skills.

Internal contacts

Construction Manager, Management Team, Warranty Team, Construction Team, Assurance Team, Handover Team.

External contacts

Customers, sub-contractors, suppliers.

Typical experience

Prior experience as a tradesperson, construction induction card.

Other comments

Position Description

Position title: Maintenance Tradesperson
Position code: Aon.RES.AW300.3
Level: 3

Responsible for

Schedule and perform maintenance related repairs to homes throughout the maintenance and warranty period.

Report to

Home Assurance Manager.

Supervises

No supervisory responsibilities.

Main activities

- Undertake regular maintenance inspections and carry out maintenance works to display homes.
- Liaise with customers in relation to scheduling of maintenance works.
- Perform regular and scheduled maintenance of homes, including painting, tiling, minor electrical and plumbing repairs.

Key skills

- Extensive knowledge of construction techniques and methods.
- Extensive knowledge of OH&S requirements.
- Good communication skills.
- Customer service skills.

Internal contacts

Construction Manager, Management Team, Warranty Team, Construction Team, Assurance Team, Handover Team.

External contacts

Customers, sub-contractors, suppliers.

Typical experience

Prior experience in the building and construction industry, trade qualifications preferred, drivers' licence.

Other comments

Position Description

Position title: Handover - Team Leader
Position code: Aon.RES.AW400.4
Level: 4

Responsible for

Supervising Handover Inspectors involved in delivery of homes to clients.

Report to

Home Assurance Manager.

Supervises

Handover Inspector.

Main activities

- Oversee activities of Handover Inspectors.
- Inspect and observe OH&S requirements.
- Manage supplier and sub-contractor performance and relationships.
- Ensure and file all documentation in relation to sign off invoices and amounts.

Key skills

- Extensive knowledge of construction techniques and methods.
- Ability to read plans.
- Extensive knowledge of OH & S requirements.
- Strong Customer service skills.
- Team Management skills.

Internal contacts

Construction Manager, Handover Inspector, Construction Administrators, Accounts Department, WHS Team.

External contacts

Customers, sub-contractors, suppliers.

Typical experience

Prior experience as a tradesperson or building, construction induction card.

Other comments

Position Description

Position title: Handover Inspector
Position code: Aon.RES.AW400.3
Level: 3

Responsible for

Manage and oversee the process of delivery of homes to clients.

Report to

Handover Team Leader.

Supervises

No supervisory responsibilities.

Main activities

- Upon completion of the home by the Construction Supervisor, inspect the home against the Tender ensuring it meets Display home standards and Quality standards. Arrange for Trades to rectify defects within agreed timeframes and budget.
- Observe and enforce OH&S requirements
- Present home to client according to standards, documenting agreed defects identified by the client.
- Resolve client concerns, raising to Manager as necessary.
- Handover home to client and conduct settlement on-site.
- Organise appliance installation.
- Ensure all required documentation is completed.
- Post settlement, manage any maintenance issues identified by the Client for the timeframe specified.

Key skills

- Sound knowledge of construction techniques and methods.
- Ability to read plans.
- Sound knowledge of OH & S requirements.
- Strong customer service.

Internal contacts

Construction Manager, Handover Team Leader, Construction Administrators, Accounts Department, WHS Team.

External contacts

Customers, Sub-Contractors, Suppliers.

Typical experience

Prior experience as a tradesperson or building, construction induction card.

Other comments

Position Description

Position title: State Construction Manager
Position code: Aon.RES.CM000.6
Level: 6

Responsible for

Coordinating the construction of all residential construction projects through management, planning, organising and controlling the delivery process of residential construction over a State-wide scope.

Report to

GM Construction, GM Operations & Construction.

Supervises

Regional/Construction Managers and Site Managers.

Main activities

- Responsible and accountable for the overall performance of construction within a State.
- Set and maintain state-wide standard for residential construction.
- Overseeing construction methods and procedures.
- Overseeing the supply of labour and material for the state.
- Ensuring Construction regulations, standards and by laws are enforced.
- Enforcing a safe working environment in line with WHS legislation.

Key skills

- Ability to interpret plans and drawings.
- Proactive planning
- Strong Leadership and team building skills.
- Excellent written and oral communication skills.
- Problem Solving.

Internal contacts

Senior Management, regional construction managers.

External contacts

Subcontractors, builders, designers, suppliers, clients and consultants.

Typical experience

Extensive and at least 10+ years of experience in residential construction industry coupled with tertiary qualifications in construction management, engineering or other related field. Have previous experience in a management role.

Other comments

Position Description

Position title: Regional Construction Manager
Position code: Aon.RES.CM001.5
Level: 5

Responsible for

Overseeing the construction of residential projects through management, planning, organising and controlling the delivery process for a geographic region within a state.

Report to

State Construction Manager.

Supervises

Construction Managers and Site Managers.

Main activities

- Overseeing cost management and quantities of materials needed for residential construction on a regional level.
- Responsible and accountable for the overall performance of construction in allocated region.
- Set and maintain standard for residential construction.
- Overseeing construction methods and procedures.
- Oversee the supply of labour and material.
- Preparing cost estimates and documentation for regional contract bids.
- Ensure construction projects within allocated region is operating in a safe working environment in line with WHS legislation..

Key skills

- Ability to interpret plans and drawings.
- Proactive planning
- Leadership and team building skills.
- Excellent written and oral communication skills.
- Problem Solving.

Internal contacts

Senior Management, State Construction Manager, Site Managers, Operations Team and WHS Team.

External contacts

Subcontractors, builders, designers, suppliers, clients and consultants.

Typical experience

Extensive and at least 7+ years of experience in residential construction industry coupled with tertiary qualifications in construction management, engineering or other related field. Have previous experience in a management role.

Other comments

Position Description

Position title: Construction Manager
Position code: Aon.RES.CM000.5
Level: 5

Responsible for

Effectively managing and supervising team of Site Managers to achieve relevant building targets in compliance with safety practices and policies for residential property construction.

Report to

Regional and or State Construction Manager.

Supervises

Across all levels of Site Managers.

Main activities

- Achieve financial targets by supporting Site Managers to achieve their targets in relation to WHS, timelines, and build quality.
- Interpreting plans and estimating costs and quantities of materials needed for construction and in-line with budget.
- Planning construction methods and procedures.
- Coordinating the supply of labour and material.
- Negotiate with Construction owners and subcontractors.
- Preparing cost estimates and documentation for contract bids.
- Maintaining a safe working environment in line with WHS legislation and assist with implementing WHS protocols and procedures.
- Build strong relationships with suppliers.
- Coordinating regular meeting with Site Managers.

Key skills

- Ability to interpret plans and drawings.
- Proactively plan project build.
- Leadership and team building
- Excellent written and oral communication skills.
- Problem Solving.

Internal contacts

Senior Management, Regional Construction Manager, Site Managers, Operations Team and WHS Team.

External contacts

Customers, Subcontractors, builders, designers, suppliers, clients and consultants.

Typical experience

At least 5+ years of experience in residential construction industry coupled with possible tertiary qualifications in construction management, engineering or other related field.

Other comments

Position Description

Position title: Senior Site Manager - Team Leader
Position code: Aon.RES.CM200.4
Level: 4

Responsible for

Leading a team of Site Managers and supervise the construction of new homes and all work carried out on site.

Report to

Construction Manager.

Supervises

Site Manager, Cadet, subcontractors all site employees.

Main activities

- Oversee the activities of Site Manager and all site employees and subcontractors.
- Ensure construction of new homes are within budget, timelines and meet organisation's standards and expectations.
- Observe and enforce all safety WHS requirements and relevant policies.
- Build and maintain a good working relationship with all relevant suppliers and sub-contractors.
- Liaise with Construction Managers
- Obtain a comprehensive understanding of the scope and detail of the Site Managers' projects.
- Ensure Site Managers are liaising with all subcontractors and staff on site to ensure they meet project dates in accordance with procedures.

Key skills

- Extensive technical knowledge of the Construction process.
- Time management and organisation skills.
- Thorough understanding of the sequencing of a project.
- Excellent written and oral communication skills.
- An ability to maintain and control all on-site records.
- People management skills and experience.
- Experience and skills in managing stakeholder relationships.

Internal contacts

Construction Managers, Senior Management, , Site Managers all internal employees

External contacts

Clients, Subcontractors, Site employees, Suppliers, WHS, Engineers, Consultants.

Typical experience

Extensive experience in the residential construction industry, Construction degree/diploma may be preferred but not essential.

Other comments

Position Description

Position title: Site Manager
Position code: Aon.RES.CM200.3
Level: 3

Responsible for

Ensuring proper and effective management of all site activities.

Report to

Site Manager – Team Leader, Construction Manager

Supervises

No supervisory responsibilities.

Main activities

- Ensure construction of new homes are within budget, timelines and meet organisation's standards and expectations.
- Observe and enforce all WHS requirements and relevant policies.
- Build and maintain a good working relationship with all relevant suppliers and sub-contractors.
- Establish project participants, lines of communication, client contractual obligations and a detailed knowledge of each subcontractor's scope of work and the specific performance required.
- Regular recording of site activities in the site diary.
- Provide support for the Construction Manager and Site Manager team leader when required.

Key skills

- Thorough technical knowledge of the Construction process.
- Time management and organisation skills.
- Thorough understanding of the sequencing of a project.
- Good written and oral communication skills.
- An ability to maintain and control all on-site records.
- Sound knowledge of the contractual implications of actions.

Internal contacts

Construction Managers, Senior Management, Operations Team, Site Managers, Construction Support team and WHS team.

External contacts

Clients, Subcontractors, Suppliers, Engineers, Consultants.

Typical experience

Prior experience in the residential construction industry, Construction degree/diploma may be preferred but not essential.

Other comments

Position Description

Position title: Site Manager - Cadet
Position code: Aon.RES.CM200.1
Level: 1

Responsible for

Supporting Site Managers.

Report to

Site Manager & Site Manager – Team Leader.

Supervises

No supervisory responsibilities.

Main activities

- Provide support to the site manager when required.
- Understand the process of construction of new homes in terms of budget, timeliness, standards and expectations.
- Comply with all WHS requirements and relevant policies.
- Sustain working relationship with all relevant suppliers and sub-contractors.
- Obtaining a sound understanding of the scope and detail of the project.
- Learn to establish project participants, lines of communication, client contractual obligations and a detailed knowledge of each subcontractor's scope of work and the specific performance required.
- Regular recording of site activities in the site diary.

Key skills

- Developing technical knowledge of the Construction process.
- Time management and organisation skills.
- Sound understanding of the sequencing of a project.
- Good written and oral communication skills.
- An ability to maintain and control all on-site records.
- A basic knowledge of the contractual implications of actions.

Internal contacts

Construction Managers, Site Managers, Operations team and WHS team.

External contacts

Clients, Subcontractors, Suppliers, , Engineers, Consultants.

Typical experience

Construction degree/diploma may be preferred but not essential.

Other comments

Position Description

Position title: Construction Support - Manager
Position code: Aon.RES.CS000.5
Level: 5

Responsible for

Control and manage the Construction Support team and support the Construction team.

Report to

Construction Manager.

Supervises

Construction Support – Team Leader.

Main activities

- Manage and provide administrative support in tracking and reporting progress and performance of one or more projects, maintaining plans regarding time frames and resourcing, providing process administration support, contributing to quality control and maintaining budgets.
- Provide and maintain construction documentation.
- Advising on and supporting the principles for the successful management of projects throughout the construction phases.
- Setting and controlling project criteria, including guidelines and limitations.

Key skills

- Management, leadership, planning, analysis and communication skills.
- Expert knowledge of all phases of construction.
- Ability to understand the relationship of specialised technical roles within the context of the overall project.
- Accuracy, attention to detail, and highly organised.
- Ability to prioritise and use initiative.

Internal contacts

Project staff at all levels, Finance, Administration, Operations and Construction staff.

External contacts

Clients, Suppliers, Agents and Industry Associations.

Typical experience

10+ years of experience, expert knowledge in handling residential construction contracts.

Other comments

Alternative Title: Building Support Manager

Position Description

Position title: Construction Support - Team Leader
Position code: Aon.RES.CS000.4
Level: 4

Responsible for

Organising and supervising staff engaged in construction support activities throughout the construction phase.

Report to

Construction Support – Manager.

Supervises

Construction Support – Coordinator, Administrator, Cadet.

Main activities

- Lead the Construction Support team.
- Set the direction for Construction Support Coordinators and ensure they are working towards achieving objectives.
- Monitor on project's construction progress and timelines from Construction team.
- Provide and maintain construction documentation.
- Oversee administrative support in tracking and reporting progress and performance of one or more projects, maintaining plans regarding time frames and resourcing, providing process administration support, contributing to quality control and maintaining budgets.
- Manage workflow of Construction Support Coordinator.

Key skills

- Extensive knowledge of all phases of construction.
- Strong and effective planning, analysis and communication skills.
- High attention to detail.

Internal contacts

Project staff at all levels, Finance, Administration, Operations and Construction staff

External contacts

Clients, Suppliers, Agents and Industry Associations.

Typical experience

5+ years of administrative experience, extensive knowledge in handling residential construction contracts

Other comments

Alternative Title: Building Support Team Leader

Position Description

Position title: Construction Support - Coordinator
Position code: Aon.RES.CS000.3
Level: 3

Responsible for

Assist the Construction Support – Team Leader to execute and deliver support activities throughout the construction phase.

Report to

Construction Support Team Leader.

Supervises

No supervisory responsibilities.

Main activities

- Regular communication and updates on the project's construction progress.
- Address customer enquiries.
- Provide and maintain relevant construction contracts documentation.
- Provide detail and assistance to construction team in regards to contractual matters.
- Provide administrative support in tracking and reporting progress and performance of one or more projects, maintain plans regarding time frames and resourcing, provide process administration support, contribute to quality control and maintain budgets.

Key skills

- Sound knowledge of all phases of construction.
- Effective planning, analysis and communication skills.
- High attention to detail.

Internal contacts

Project staff at all levels, Finance, Administration, Operations and Construction staff

External contacts

Clients, Suppliers, Agents and Industry Associations.

Typical experience

Prior administrative experience, sound knowledge in handling residential construction contracts.

Other comments

Alternative Title: Building Support Coordinator

Position Description

Position title: Construction Support - Administrator
Position code: Aon.RES.CS000.2
Level: 2

Responsible for

Providing administration support to the Construction and Construction Support team.

Report to

Construction Support - Team Leader.

Supervises

No supervisory responsibilities.

Main activities

- Make recommendations following consultations with customers to relevant staff to provide solutions to construction team needs.
- Handling complete segments of construction phase administrative work.

Key skills

- Good interpersonal and communication skills.
- Intermediate MS Office skills.
- Effective organisation and time management skills.
- Efficient and accurate typing ability.
- Ability to work in a team environment.

Internal contacts

Project staff at all levels, Finance, Administration, Operations and Construction staff

External contacts

Clients, Suppliers, Agents and Industry Associations.

Typical experience

Sound knowledge in handling residential construction contracts.

Other comments

Alternative Title: Building Support Administrator

Position Description

Position title: Construction Support - Cadet
Position code: Aon.RES.CS000.1
Level: 1

Responsible for

Providing administration support to the Construction and Construction Support team

Report to

Construction Support - Team Leader.

Supervises

No supervisory responsibilities.

Main activities

- Assists with construction team needs.
- Handling complete segments of construction phase administrative work.
- Liaise with the Customer Support Pre-Construction – Team Leader to confirm projects are running on time to produce documentation for customers.
- Identify and highlight hold-ups and discuss further actions with team with team leader/manager.

Key skills

- Sound knowledge of all phases of construction.
- Strong planning, analysis and communication skills.
- High attention to detail.
- Effective interpersonal skills.

Internal contacts

Project staff at all levels, Finance, Administration, Operations and Construction staff

External contacts

Clients, Suppliers, Agents and Industry Associations.

Typical experience

Sound knowledge in handling residential construction contracts.

Other comments

Alternative Title: Building Support Cadet

Position Description

Position title: Customer Support Pre-construction - Manager
Position code: Aon.RES.PC000.5
Level: 5

Responsible for

Control and manage customer support/service activities throughout the Pre-Construction phase.

Report to

Operations Manager.

Supervises

Customer Support Pre-Construction – Team Leader.

Main activities

- Monitor updates from Customer Support Pre-Construction team members to customers on pre-construction phase progress and timelines.
- Ensure Pre-Construction documentation has been signed, customer has gained finance approvals and has completed sign-off contracts.
- Manage and provide support in tracking and reporting progress and performance of one or more projects, producing and maintaining plans regarding time frames and resourcing, providing process administration support, contributing to quality control and preparing budgets.
- Provide expert support and guidance on project management processes and procedures.

Key skills

- Management, leadership, planning, analysis and communication skills.
- Ability to understand the relationship of specialised technical roles within the context of the overall project.
- Accuracy, attention to detail, and highly organised.
- Ability to prioritise and use initiative.

Internal contacts

Operations Manager, all levels in Sales and Administration.

External contacts

Customers

Typical experience

10+ years of experience, strong knowledge in handling residential construction contracts.

Other comments

Position Description

Position title: Customer Support Pre-construction - Team Leader
Position code: Aon.RES.PC000.4
Level: 4

Responsible for

Organising and supervising staff engaged in customer support/services activities throughout the Pre-Construction phase.

Report to

Customer Support Pre-construction - Manager.

Supervises

Customer Support Pre-construction – Coordinator, Administrator, Cadet.

Main activities

- Lead the Customer Support Pre-Construction team.
- Set the direction for Customer Support Pre-Construction Coordinators and ensure they are working towards achieving objectives.
- Monitor and provide updates to customers on Pre-Construction project's progress and timelines.
- Follow up Pre-Construction documentation has been signed, ensure customer has gained finance approvals and has completed sign-off contracts.
- Resolve and formalise reasonable requests during Pre-Construction phase.
- Manage workflow of Customer Support Coordinator.

Key skills

- High attention to detail and highly organised.
- Strong and effective interpersonal skills.

Internal contacts

Operations Manager, all levels in Sales and Administration.

External contacts

Customers.

Typical experience

5+ years of sales/customer service and administrative experience, extensive knowledge in handling residential construction contracts.

Other comments

Position Description

Position title: Customer Support Pre-construction - Coordinator
Position code: Aon.RES.PC000.3
Level: 3

Responsible for

Assist the Customer Support Pre-Construction – Team Leader to execute and deliver customer support/services activities throughout the Pre-Construction phase.

Report to

Customer Support Pre-Construction – Team Leader.

Supervises

No supervisory responsibilities.

Main activities

- Liaise with Customer Support Team Leader on meeting customer's experience and expectations.
- Provide updates to customers on the Pre-Construction project's progress.
- Provide and maintain Pre-Construction documentation to the customer and inform customer of financing and signing-off activities.
- Identifying, implementing and maintaining efficient administrative support to project(s).

Key skills

- Strong planning, analysis and communication skills.
- High attention to detail.
- Effective interpersonal skills.

Internal contacts

Operations Manager, all levels in Sales and Administration

External contacts

Customers.

Typical experience

Prior sales/customer service and administrative experience, sound knowledge in handling residential construction contracts.

Other comments

Position Description

Position title: Customer Support Pre-construction - Administrator
Position code: Aon.RES.PC000.2
Level: 2

Responsible for

Providing administrative support for the Customer Support Pre-Construction team.

Report to

Customer Support Pre-Construction Team Leader, Manager

Supervises

No supervisory responsibilities.

Main activities

- Make recommendations following consultations with customers to relevant staff to provide solutions to customer needs.
- Handling complete segments of Pre-Construction administrative work.
- Classifying, indexing, maintaining and updating both manual and electronic filing systems regarding Pre-Construction phase of projects.
- Prepare schedules for staff in relation to Pre-Construction phase.
- Monitor forecast dates of Pre-Construction phase of projects.

Key skills

- Good interpersonal and communication skills.
- Intermediate MS Office skills.
- Effective organisation and time management skills.
- Efficient and accurate typing ability.
- Ability to work in a team environment.

Internal contacts

Operations Manager, all levels in Sales and Administration

External contacts

Customers.

Typical experience

Sound knowledge in handling residential construction contracts.

Other comments

Position Description

Position title: Customer Support Pre-construction - Cadet
Position code: Aon.RES.PC000.1
Level: 1

Responsible for

Providing administrative support for the Customer Support Pre-Construction team

Report to

Customer Support Pre-construction – Team Leader.

Supervises

No supervisory responsibilities.

Main activities

- Provide updates to customers on the Pre-Construction project's progress.
- Receive incoming calls from existing customers and take necessary actions to address any issues regarding the Pre-Construction phase.
- Coordinate with relevant parties in a timely manner to ensure the achievement of permits.
- Liaise with the Customer Support Pre-Construction – Team Leader to confirm projects are running on time to produce documentation for customers.
- Identify and highlight hold-ups and discuss further actions with team with team leader/manager.

Key skills

- Sound knowledge of all phases of construction.
- Strong planning, analysis and communication skills.
- High attention to detail.
- Effective interpersonal skills.

Internal contacts

Operations Manager, all levels in Sales and Administration

External contacts

Customers.

Typical experience

Sound knowledge in handling residential construction contracts.

Other comments

Position Description

Position title: National Design Manager
Position code: Aon.RES.DD000.6
Level: 6

Responsible for

Provides organisational design strategy and accountable for continually developing Design team resources to ensure future targets are met.

Report to

GM Construction or GM Operations & Construction.

Supervises

Interior Designers, Landscape Designers, Urban Designers, Energy & Sustainability specialists.

Main activities

- Lead and manage the Design team function and responsible for all Design sign-off, while ensuring designs are best in market.
- Ensure design briefs are standardised and accurate at all times.
- Ensure design talent needs are identified and resourced effectively.
- Undertake performance reviews with Design team.
- Actively promote the goals and strategies of the design team within the organisation.
- Continually research industry practice to understand design developments and obtain insights.
- Communicate with internal & external stakeholders to build and maintain positive relationships.

Key skills

- Leadership & people management skills.
- Sound conceptual and theoretical knowledge of design.

Internal contacts

Executive leadership team, Construction team, Sales team, Marketing team, Drafting and Estimating teams.

External contacts

Suppliers, clients, external bodies.

Typical experience

10+ years of relevant experience, preferably Senior Leadership experience, within a design role, tertiary qualification in Design or Architecture or similar.

Other comments

Position Description

Position title: Urban Designer
Position code: Aon.RES.DD100.3
Level: 3

Responsible for

Develop urban master plans, as well as advice in the design process, for a range of projects.

Report to

National Design Manager, GM Operations & Construction or GM Construction.

Supervises

No supervisory responsibilities.

Main activities

- Review of designs, with focus on planning and environmental factors.
- Comparing land use alternatives and future opportunities for land use.
- Visit sites to conduct investigations for quality purposes.
- Communicate with clients and consultants on all urban design issues.
- Prepare design materials and resourcing.
- Build relationships with planners and surveyors.

Key skills

- Good understanding and working knowledge of urban and regional planning.
- Strong knowledge of planning processes at Council and State level.

Internal contacts

National Design Manager, Executive Team, Construction Team, Marketing Team.

External contacts

Suppliers, clients, local councils.

Typical experience

3+ years' experience within a planning or urban design position., tertiary qualifications in Urban Design, Urban Planning or Landscape Architecture.

Other comments

Position Description

Position title: Energy & Sustainability Manager
Position code: Aon.RES.DD200.5
Level: 5

Responsible for

Subject matter expert and key influencer on all energy, environmental and sustainability issues affecting residential home construction.

Report to

National Design Manager.

Supervises

No supervisory responsibilities.

Main activities

- Provides expert advice on the organisation's environmental strategic plan.
- Raising awareness around sustainability objectives within the organisation.
- Involvement in all aspects of design and development cycle.
- Keep abreast of industry trends and emerging technologies around conservation strategies.
- Develop energy rating system for organisation-wide use and manage its implementation.
- Review of construction practices to ensure compliance and best practice around energy conservation.

Key skills

- Strong engineering knowledge.
- Advanced computer modelling skills.
- Knowledge of renewable energy practices.
- High degree of legislative knowledge as it relates to the building industry.

Internal contacts

Design Team, Marketing Team, Construction Team, Operations Team, WHS Team.

External contacts

Regulatory bodies, Government, Research Institutes, Industry Forums, Suppliers.

Typical experience

At least five years' experience in providing business recommendations on environmental and sustainability issues, coupled with Engineering, Architecture, or Environmental Science tertiary qualifications.

Other comments

Position Description

Position title: Senior Interior Designer
Position code: Aon.RES.DD300.4
Level: 4

Responsible for

Leadership of Interior Design team and oversees all aspects of interior design work at the organisation.

Report to

National Design Manager.

Supervises

Interior Designers, Design Assistants.

Main activities

- Create interior design concepts and briefs.
- Expertise and key advice on interior design considerations to the organisation throughout the design timeline and build process.
- Manage interior design budget and ensure project costs are contained.
- Relationship management with clients and contractors throughout the construction process.
- Keep abreast of interior design market trends and ensure best practices are used.
- Key input into ordering of all interior fittings, including doors, windows, window furnishings, and built-ins.
- Inventory management of interior fittings and storage facilities.
- Providing expert advice on all lighting matters.
- Furniture procurement to accompany design concepts.
- Selection of interior finishes and ensuring these meet briefs.
- Site inspections to ensure all interior finishes meet standards.

Key skills

- Advanced knowledge of Interior Design principles.
- Strong attention to detail.
- Ability to work collaboratively within a design team environment.

Internal contacts

Executive Team, Design Team, Construction Team, Marketing Team.

External contacts

Suppliers, clients.

Typical experience

5+ years' experience in an interior design/colour consultation role, tertiary qualification in interior design.

Other comments

Position Description

Position title: Interior Designer
Position code: Aon.RES.DD300.3
Level: 3

Responsible for

Create Interior Designs for residential homes and manage design projects from start to finish.

Report to

Senior Interior Designer.

Supervises

No supervisory responsibilities.

Main activities

- Create interior design concepts and briefs.
- Provide input into interior design considerations to the organisation throughout the design timeline and build process.
- Assist with management of interior design budget and ensure project costs are contained.
- Relationship management with clients and contractors throughout the construction process.
- Keep abreast of interior design market trends and ensure best practices are used.
- Inventory management of interior fittings and storage facilities.
- Furniture procurement to accompany design concepts.
- Selection of interior finishes and ensuring these meet briefs.
- Site inspections where required.

Key skills

- Strong knowledge of Interior Design principles.
- AutoCAD proficiency.

Internal contacts

Design Team, Construction Team, Marketing Team.

External contacts

Suppliers, clients.

Typical experience

2+ years' experience in Interior Design/Colour consultation role and tertiary qualification in Interior Design.

Other comments

Position Description

Position title: Interior Design Assistant
Position code: Aon.RES.DD300.2
Level: 2

Responsible for

Assist Senior Interior Designers and Interior Designers in all interior design practices.

Report to

Senior Interior Designer.

Supervises

No supervisory responsibilities.

Main activities

- Complete interior design internals from briefs provided.
- Provide input into interior design considerations to the organisation throughout the design timeline and build process.
- Dealing with clients and contractors throughout the construction process.
- Assist with research of interior design market trends to ensure best practices are used.
- Inventory management of interior fittings and storage facilities.
- Accompany Senior Interior Designer to site inspections where required.

Key skills

- Working knowledge of Interior Design principles.
- Attention to detail.
- Ability to work collaboratively within a design team environment.

Internal contacts

Design Team, Construction Team, Marketing Team.

External contacts

Suppliers, clients.

Typical experience

Prior industry experience.

Other comments

Position Description

Position title: Design Manager
Position code: Aon.RES.DD000.5
Level: 5

Responsible for

Assessment of all home design plans and landscape plans and ensuring designs match briefs.

Report to

National Design Manager

Supervises

Landscape Designers, Designers

Main activities

- Assess house plans and ensure these comply with Design guidelines.
- Ensure landscape plans are compliant with guidelines and briefs.
- Maintain relationships with builders and customers and clarify any outstanding matters related to home design and landscape design that need attention.
- Provide solutions to clients on occasions where designs are not compliant with requirements.
- Provide information on landscaping requirements and rebate applications to purchasers.
- Ensure monthly reporting and that budgets are adhered to.

Key skills

- Knowledge of CAD 2D; 3D software.
- Strong theoretical knowledge of design.

Internal contacts

Construction team, Sales team, Operations team, drafting and estimating teams.

External contacts

Suppliers, clients, external agencies.

Typical experience

Experience in a management role, and industry experience in a senior design leadership position. Tertiary qualification in Architecture or Design.

Other comments

Position Description

Position title: Senior Designer
Position code: Aon.RES.DD000.4
Level: 4

Responsible for

Develop home designs, including display homes, new product ranges, and low to medium density builds, and support/mentor less experienced team members.

Report to

Design Manager.

Supervises

No supervisory responsibilities.

Main activities

- Accurately design all homes, including internals, externals and elevations.
- Ensure designs are accompanied by detailed documentation, and ensuring documentation is continually updated as specifications change.
- Site visits to ensure completed output matches specifications.
- Ensuring Site Supervisors are briefed and implementing design briefs accurately.
- Provide support/mentoring to team members when necessary/

Key skills

- Advanced knowledge of CAD 2D; 3D software.
- Expert understanding of residential construction methods and residential design development.

Internal contacts

Design Manager, Landscape Architects, Interior Designers, Construction Teams, Marketing Team.

External contacts

Surveyors, Suppliers, Engineers.

Typical experience

4+ years industry experience working in a design role, Certificate IV in Architectural Drafting.

Other comments

Position Description

Position title: Designer
Position code: Aon.RES.DD000.3
Level: 3

Responsible for

Develop home designs, including display homes, new product ranges, and low to medium density builds.

Report to

Design Manager.

Supervises

No supervisory responsibilities.

Main activities

- Accurately design all homes, including internals, externals and elevations.
- Ensure designs are accompanied by detailed documentation, and ensuring documentation is continually updated as specifications change.
- Site visits to ensure completed output matches specifications.
- Continually research market trends and competitors to incorporate best practice.
- Ensuring Site Supervisors are briefed and implementing design briefs accurately.

Key skills

- Advanced knowledge of CAD 2D; 3D software.
- Strong understanding of residential construction methods and residential design development.

Internal contacts

Design Manager, Landscape Architects, Interior Designers, Construction Teams, Marketing Team.

External contacts

Surveyors, Suppliers, Engineers.

Typical experience

2+ years industry experience working in a design role and Certificate IV in Architectural Drafting.

Other comments

Position Description

Position title: Landscape Designer
Position code: Aon.RES.DD001.3
Level: 3

Responsible for

Develop outdoor landscape designs for display homes, residential builds and community developments.

Report to

Design Manager.

Supervises

No supervisory responsibilities.

Main activities

- Designing landscaped areas for display homes encompassing both hard and soft scape.
- Overseeing all landscaped areas to ensure they match specifications, including internals, externals, and elevations.
- Ensure designs are accompanied by detailed documentation, and ensuring documentation is continually updated as specifications change.
- Site visits to ensure completed output matches specifications.
- Continually research market trends and competitors to incorporate best practice.
- Ensuring Site Supervisors are briefed and implementing design briefs accurately.

Key skills

- Knowledge of CAD 2D.
- Strong understanding of residential construction methods and residential design development.

Internal contacts

National Design Manager, Design Manager, Construction Team, Showroom Team.

External contacts

Surveyors, Suppliers, Engineers.

Typical experience

2+ years industry experience or equivalent and tertiary qualification in landscape architecture.

Other comments

Position Description

Position title: BIM Manager
Position code: Aon.RES.DD002.4
Level: 4

Responsible for

Responsible for the ongoing development and support of Building Information Modelling (BIM) software – ArchiCAD, Revit to improve drafting process.

Report to

Design Manager.

Supervises

BIM Developer, BIM Support Officer.

Main activities

- Oversee day to day activities of BIM team.
- Coordinate project activities and workflow accordingly.
- Plan and supervise projects with installations of new technology.
- Provide technical support and training to new draftspersons.

Key skills

- Advanced knowledge of BIM softwares – ArchCAD, Revit.
- Strong understanding of residential construction methods and residential design development.

Internal contacts

Design Manager, Landscape Architects, Interior Designers, Construction Teams, Marketing Team, Draftspersons.

External contacts

Surveyors, Suppliers, Engineers.

Typical experience

Previous experience in managing BIM teams, coupled with tertiary qualifications in Drafting, BIM, or equivalent with relevant industry certification.

Other comments

Alternative Titles: Rivet/ArchiCAD Manager.

Position Description

Position title: BIM Developer
Position code: Aon.RES.DD002.3
Level: 3

Responsible for

Responsible for the ongoing development and support of Building Information Modelling (BIM) software – ArchiCAD, Revit to improve drafting process.

Report to

Design Manager.

Supervises

No supervisory responsibilities.

Main activities

- Liaise with business stakeholders to develop required solutions through BIM technology.
- Provide support on project activities and workflow.
- Develop new objects and modules for use in BIM systems.

Key skills

- Extensive knowledge of BIM softwares – ArchCAD, Revit.
- Sound understanding of residential construction methods and residential design development.

Internal contacts

Design Manager, Landscape Architects, Interior Designers, Construction Teams, Marketing Team, Draftspersons.

External contacts

Surveyors, Suppliers, Engineers.

Typical experience

Previous experience in developing BIM models, coupled with tertiary qualifications in Drafting, BIM, or equivalent with relevant industry certification.

Other comments

Alternative Titles: Rivet/ArchiCAD Developer.

Position Description

Position title: BIM Support Officer
Position code: Aon.RES.DD002.2
Level: 2

Responsible for

Assist in the coordination of BIM use across the organisation.

Report to

BIM Manager.

Supervises

No supervisory responsibilities.

Main activities

- Assist organisation's use of BIM.
- Troubleshoot and investigate estimating queries relating to quantities.
- Develop and maintain documentation of all BIM process and system procedures.
- Assist the BIM manager.

Key skills

- Sound knowledge of BIM softwares – ArchCAD, Revit.
- Working understanding of residential construction methods and residential design development.

Internal contacts

Design Manager, Landscape Architects, Interior Designers, Construction Teams, Marketing Team, Draftspersons.

External contacts

Surveyors, Suppliers, Engineers.

Typical experience

Previous experience in developing BIM models, coupled with tertiary qualifications in Drafting, BIM, or equivalent with relevant industry certification.

Other comments

Position Description

Position title: Drafting Manager
Position code: Aon.RES.DR000.5
Level: 5

Responsible for

To provide overall management of the Drafting team, including Drafting processes and procedures, and budgetary responsibilities.

Report to

GM Operations & Construction, State Operations Manager, Operations Manager.

Supervises

National Drafting team (Sales, Production, Development).

Main activities

- Accountable for the overall leadership of the Drafting team.
- Achieve team targets for contract drawings, final drawings and amendments.
- Achieve team accuracy targets, including standard plans and details.
- Maximise performance and output of Drafting team.

Key skills

- Advanced knowledge of CAD 2D; 3D software.
- Advanced knowledge of legal requirements in relation to building.
- Advanced knowledge of drafting processes and procedures.
- Advanced knowledge of residential construction guidelines.

Internal contacts

Operations Team, Estimating Team, Design Team, Sales Team and Construction Team.

External contacts

Suppliers, customers.

Typical experience

10+ years drafting experience within residential home construction, ideally with leadership experience, Certificate IV in Architectural Drafting (or higher).

Other comments

Position Description

Position title: Draftsperson - Team Leader
Position code: Aon.RES.DR100.4
Level: 4

Responsible for

To lead and manage the Drafting team to achieve organisation targets.

Report to

Drafting Manager.

Supervises

Development Senior Draftsperson, Development Draftsperson, Development Drafting Cadet.

Main activities

- Development Drafting – preparing drawings to support the development of new home designs
- Sales Drafting – preparing drawings to support the Sales stage of the workflow process, including site plans, floor plans, layouts, and elevations.
- Production Drafting – preparing drawings to support the Production stage of the workflow process, including site plans, floor plans, layouts, and elevations.
- Coaching and training of Drafting team.
- Achieve team accuracy targets, including standard plans and details.
- Maximise performance and output of Drafting team.
- Recommends employment and facilitates staff training.

Key skills

- Advanced knowledge of CAD 2D; 3D software.
- Knowledge of legal requirements in relation to building.
- Advanced knowledge of drafting processes and procedures.
- Advanced knowledge of residential construction guidelines.

Internal contacts

Operations Team, Estimating Team, Design Team.

External contacts

Suppliers, Building Surveyors, Engineers, Subcontractors.

Typical experience

7+ years drafting experience within residential home construction, Certificate IV in Architectural Drafting (or equivalent).

Other comments

Employees that are subject to a specific employee property phase type (Development, Sales or Development) will be captured.

Position Description

Position title: Senior Draftsperson
Position code: Aon.RES.DR101.4
Level: 4

Responsible for

Prepare all Drafting drawings within timelines and mentoring less experienced team members. Provides technical guidance on more complex designs.

Report to

Drafting Manager, Drafting Team Leader.

Supervises

No supervisory responsibilities.

Main activities

- Development Drafting – preparing drawings to support the development of new home designs.
- Sales Drafting – preparing drawings to support the Sales stage of the workflow process, including site plans, floor plans, layouts, and elevations.
- Production Drafting – preparing drawings to support the Production stage of the workflow process, including site plans, floor plans, layouts, and elevations.
- Visit display sites as required.
- Respond to queries from the Construction, Design and Marketing teams.
- Action permit queries, developer items, and any other drawing queries.
- Escalate outstanding issues and provide feedback to Drafting Manager.

Key skills

- Advanced knowledge of CAD 2D; 3D software.
- Advanced knowledge of drafting processes and procedures.

Internal contacts

Drafting Manager, Drafting Team Leader, Operations Team, Design Team.

External contacts

Suppliers, Building Surveyors, Engineers, Subcontractors.

Typical experience

5+ years of relevant experience including tertiary qualifications in Drafting or Engineering, Certificate IV in Architectural Drafting (or equivalent).

Other comments

Employees that are subject to a specific employee property phase type (Development, Sales or Development) will be captured.

Position Description

Position title: Draftsperson
Position code: Aon.RES.DR100.3
Level: 3

Responsible for

Prepare all Drafting drawings within timelines.

Report to

Drafting Manager, Drafting Team Leader.

Supervises

No supervisory responsibilities.

Main activities

- Development Drafting – preparing drawings to support the development of new home designs.
- Sales Drafting – preparing drawings to support the Sales stage of the workflow process, including site plans, floor plans, layouts, and elevations.
- Production Drafting – preparing drawings to support the Production stage of the workflow process, including site plans, floor plans, layouts, and elevations.
- Visit display sites as required.
- Respond to queries from the Construction, Design and Marketing teams.
- Action permit queries, developer items, and any other drawing queries.
- Escalate outstanding issues and provide feedback to Drafting Manager.

Key skills

- Knowledge of CAD 2D; 3D software.
- Knowledge of drafting processes and procedures.

Internal contacts

Drafting Team, Operations Manager, State Operations Manager, Design Team, Construction Team.

External contacts

Suppliers, Building Surveyors, Engineers, Subcontractors.

Typical experience

2+ years relevant industry experience, Certificate IV in Architectural Drafting (or equivalent).

Other comments

Employees that are subject to a specific employee property phase type (Development, Sales or Development) will be captured.

Position Description

Position title: Draftsperson – Cadet
Position code: Aon.RES.DR100.1
Level: 1

Responsible for

Assist Draftsperson in preparation of all drawings within timelines.

Report to

Drafting Manager, Drafting Team Leader (Development).

Supervises

No supervisory responsibilities.

Main activities

- Development Drafting – assist with preparing drawings to support the development of new home designs.
- Sales Drafting – preparing drawings to support the Sales stage of the workflow process, including site plans, floor plans, layouts, and elevations.
- Production Drafting – preparing drawings to support the Production stage of the workflow process, including site plans, floor plans, layouts, and elevations.
- Respond to queries from the Construction, Design and Marketing teams.
- Ensure the accuracy of drawings.
- Assisting with detailing & construction issues.

Key skills

- Cadets will have or be studying towards either an Apprenticeship or Certificate IV in Building and Construction.

Internal contacts

Drafting Team, Operations Manager, State Operations Manager, Design Team, Construction Team.

External contacts

Suppliers, Building Surveyors, Engineers, Subcontractors.

Typical experience

Working towards qualifications in a Building or Construction discipline.

Other comments

Employees that are subject to a specific employee property phase type (Development, Sales or Development) will be captured.

Position Description

Position title: Estimating Manager
Position code: Aon.RES.EM000.5
Level: 5

Responsible for

To provide overall management of the Estimating team, including Estimating processes and procedures, and budgetary responsibilities.

Report to

GM Operations & Construction, Operations Manager, State Operations Manager.

Supervises

National Estimating team (Sales, Production, Development).

Main activities

- Accountable for the overall leadership of the Estimating team.
- Achieve organisation targets for Sales, Production and Development Estimating.
- Maintain accurate pricing in estimating system.
- Ensure cost management targets are met.
- Continuous improvement of estimating procedures to improve quality.
- Conduct performance discussions within Estimating Team.

Key skills

- Advanced knowledge of Estimating Analysis techniques.
- Advanced knowledge of residential construction processes.
- Knowledge of legal requirements as they apply to the building industry.

Internal contacts

Operations Team, Construction Team.

External contacts

Subcontractors, suppliers.

Typical experience

10+ years leadership experience within residential home construction, expert knowledge with all areas of estimating.

Other comments

Position Description

Position title: Estimator – Team Leader
Position code: Aon.RES.EM100.4
Level: 4

Responsible for

To lead and manage the Estimating team to achieve organisation targets.

Report to

Estimating Manager.

Supervises

Senior Estimator, Estimator, Estimating - Cadet.

Main activities

- Development Estimating – prepare accurate estimates for Bill of Quantities (BOQ's) and/or Bill of Materials (BOM's) for all standard products, promotions and options, while ensuring these are maintained in the estimating system.
- Production Estimating – order materials for current workflow, including current builds and variations (post-contract and building), while reviewing against plans to ensure accuracy.
- Sales Estimating – preparing accurate cost estimates for tenders, variations (standard, non-standard, post-contract), and re-tenders.
- Complete accurate retail pricing for new products.
- Achieve organisation targets for Estimating.
- Maintain accurate pricing in estimating system.
- Ensure cost management targets are met.
- Continuous improvement of estimating procedures to improve quality.
- Lead, coach and develop Estimating team to ensure operating potential.
- Conduct performance discussions within Estimating Team.
- Responsible for all recruitment activity within Estimating Team.

Key skills

- Advanced knowledge of Quantitative and Estimating Analysis techniques.
- Advanced knowledge of residential construction processes.
- Knowledge of legal requirements as they apply to the building industry.

Internal contacts

Operations Team, Construction Team.

External contacts

Subcontractors, suppliers.

Typical experience

7+ years leadership experience within residential home construction, expert knowledge in development estimation.

Other comments

Employees that are subject to a specific employee property phase type (Development, Sales or Development) will be captured.

Position Description

Position title: Senior Estimator
Position code: Aon.RES.EM101.4
Level: 4

Responsible for

Performing Estimating analysis to ensure materials ordered are sufficient for residential construction needs and provide support/mentoring to less experienced Estimators.

Report to

Estimating Manager.

Supervises

No supervisory responsibilities.

Main activities

- Development Estimating – prepare accurate estimates for Bill of Quantities (BOQ's) and/or Bill of Materials (BOM's) for all standard products, promotions and options, while ensuring these are maintained in the estimating system.
- Production Estimating –order materials for current workflow, including current builds and variations (post-contract and building), while reviewing against plans to ensure accuracy.
- Sales Estimating – preparing accurate cost estimates for tenders, variations (standard, non-standard, post-contract), and re-tenders.
- Complete accurate retail pricing for new products.
- Manage queries from suppliers, traders and construction.
- Review orders against documentation to ensure accuracy.
- Mentor less experienced team members.

Key skills

- Advanced knowledge of Estimating Analysis techniques.
- Advanced knowledge of residential construction processes.

Internal contacts

Estimating Manager, Estimator, Operations Team, Construction Team.

External contacts

Subcontractors, suppliers.

Typical experience

5+ years' experience as an Estimator, or other relevant industry experience.

Other comments

Employees that are subject to a specific employee property phase type (Development, Sales or Development) will be captured.

Position Description

Position title: Estimator
Position code: Aon.RES.EM100.3
Level: 3

Responsible for

Performing Estimating analysis to ensure materials ordered are sufficient for residential construction needs.

Report to

Estimating Manager, Estimator Team Leader

Supervises

No supervisory responsibilities.

Main activities

- Development Estimating – prepare accurate estimates for Bill of Quantities (BOQ's) and/or Bill of Materials (BOM's) for all standard products, promotions and options, while ensuring these are maintained in the estimating system.
- Production Estimating –order materials for current workflow, including current builds and variations (post-contract and building), while reviewing against plans to ensure accuracy.
- Sales Estimating – preparing accurate cost estimates for tenders, variations (standard, non-standard, post-contract), and re-tenders.
- Complete accurate retail pricing for new products.
- Manage queries from suppliers, traders and construction.
- Review orders against documentation to ensure accuracy.

Key skills

- Knowledge of Estimating Analysis techniques.
- Knowledge of residential construction processes.

Internal contacts

Estimating Manager, Estimator, Operations Team, Construction Team.

External contacts

Subcontractors, suppliers.

Typical experience

2+ year's experience in an Estimator or Estimator – Cadet role, or other relevant industry experience.

Other comments

Employees that are subject to a specific employee property phase type (Development, Sales or Development) will be captured.

Position Description

Position title: Estimator – Cadet
Position code: Aon.RES.EM100.1
Level: 1

Responsible for

Assist Estimators with estimating analysis to ensure materials ordered are sufficient for residential construction needs.

Report to

Estimating Manager, Senior Estimator.

Supervises

No supervisory responsibilities.

Main activities

- Development Estimating – assist with preparation of accurate estimates for Bill of Quantities (BOQ's) and/or Bill of Materials (BOM's) for all standard products, promotions and options, while ensuring these are maintained in the estimating system.
- Production Estimating – order materials for current workflow, including current builds and variations (post-contract and building), while reviewing against plans to ensure accuracy.
- Sales Estimating – preparing accurate cost estimates for tenders, variations (standard, non-standard, post-contract), and re-tenders.
- Manage queries from suppliers, traders and construction.
- Manage customer queries, with support from the Development Estimating Team Leader, raising to relevant Senior Management if necessary.
- Review orders against documentation to ensure accuracy.

Key skills

- Understanding of Estimating Analysis techniques.
- Basic understanding of residential construction processes.

Internal contacts

Estimating Manager, Estimator, Operations Team, Construction Team.

External contacts

Subcontractors, suppliers.

Typical experience

Working towards qualifications in a Building or Construction discipline.

Other comments

Employees that are subject to a specific employee property phase type (Development, Sales or Development) will be captured.

Position Description

Position title: State Operations Manager
Position code: Aon.RES.OP000.6
Level: 6

Responsible for

Manage, monitor, develop and implement corporate business strategies and ensuring a high level of customer service over a state.

Report to

General Manager – Operations.

Supervises

Staff working within the operational functions of the organisation.

Main activities

- Managing the day to day running of the Operations Team in a state.
- Directing the development, implementation and ongoing enhancement of organisational processes.
- Contributing to the overall residential business direction and strategy by recommending improvements to customer service.
- Preparing and analysing operational and management reports monitoring the effective delivery of organisational KPI's.
- Reviewing financial statements, sales and activity reports and other performance data to measure productivity.
- Determining areas needing cost reduction and process improvement.

Key skills

- Excellent written and oral communication skills.
- Excellent customer service skills.
- Strong negotiation skills.
- Ability to develop and implement a system, process or procedure for effective utilisation of resources.

Internal contacts

Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Operations team, Corporate Support Functions.

External contacts

Customers, Suppliers, Agents and Contractors, Council, Developers.

Typical experience

7 - 10 years operations experience relating to building and construction, coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Operations Manager
Position code: Aon.RES.OP001.6
Level: 6

Responsible for

Manage, monitor, develop and implement corporate business strategies and ensuring a high level of customer service.

Report to

General Manager – Operations, State Operations Manager.

Supervises

Staff working within the operational functions of the organisation.

Main activities

- Managing the day to day running of the Operations Team.
- Directing the development, implementation and ongoing enhancement of organisational processes.
- Contributing to the overall residential business direction and strategy by recommending improvements to customer service.
- Preparing and analysing operational and management reports monitoring the effective delivery of organisational KPI's.
- Reviewing financial statements, sales and activity reports and other performance data to measure productivity.
- Determining areas needing cost reduction and process improvement.
- Building relationships between the operations and support divisions and ensuring business units receive adequate operational support.
- Ensuring that all customer enquiries are resolved in a timeframe that meets established service level agreements.
- Building and maintaining effective working relationships with internal and external clients.

Key skills

- Excellent written and oral communication skills.
- Excellent customer service skills.
- Strong negotiation skills.
- Ability to develop and implement a system, process or procedure for effective utilisation of resources.

Internal contacts

Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Operations team, Corporate Support Functions.

External contacts

Customers, Suppliers, Agents and Contractors, Council, Developers.

Typical experience

7 - 10 years operations experience relating to building and construction, coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Administration Manager
Position code: Aon.RES.OP100.5
Level: 5

Responsible for

Manage organisation's administrative process throughout the entire construction project lifecycle.

Report to

Operations Manager.

Supervises

No supervisory responsibilities.

Main activities

- Effectively liaise with operations team to achieve workflow targets.
- Actively identifying and driving jobs that are ready to proceed through the construction process.
- Regularly check workflow of relevant teams to ensure projects are within schedule and in line with budget

Key skills

- Specialist knowledge of procurement concepts, processes, activities and trends.
- Proven management and administrative ability.
- Organisational and decision-making ability.
- Strong analytical and interpersonal skills.

Internal contacts

All departments.

External contacts

Customers, Suppliers, Agents and Contractors.

Typical experience

Extensive knowledge of overall construction project processes and lifecycle, prior experience in administrative duties.

Other comments

Position Description

Position title: Workflow Manager
Position code: Aon.RES.OP200.5
Level: 5

Responsible for

Ensure and monitor project forecast/ timelines are achievable and are met during the pre-construction phase.

Report to

Operations Manager.

Supervises

Workflow Coordinator.

Main activities

- Maintain and monitor production of projects that are in progress.
- Ensure forecast dates are met and investigate staff who do not meet their targets.
- Ensure work conducted is in line with budget targets.
- Determine work procedures, prepare work schedules and execute workflow.

Key skills

- Specialist knowledge of procurement concepts, processes, activities and trends.
- Negotiation skills.
- Advanced analytical interpretation and problem-solving skills.
- Ability to provide technical leadership, coupled with people and project management skills.
- Business, communication, change management and customer service skills.

Internal contacts

All departments.

External contacts

Customers, Suppliers, Agents and Contractors.

Typical experience

Extensive knowledge throughout pre-site and construction processes, prior experience in managing a team and driving change.

Other comments

Position Description

Position title: Workflow Coordinator
Position code: Aon.RES.OP200.3
Level: 3

Responsible for

Assist the workflow manager in the delivery of ensuring project forecast/timelines are achievable and are met during the pre-construction phase.

Report to

Workflow Manager.

Supervises

No supervisory responsibilities.

Main activities

- Support the workflow manager to achieve consistent delivery of targets.
- Administer the production of projects that are in progress.
- Coordinate, assign, distribute, prioritise, and track workload of relevant teams to ensure production goals are met.
- Ensure work conducted is in line with budget targets.

Key skills

- Sound knowledge of procurement concepts, processes, activities and trends.
- Strong administrative skills.
- Sound analytical interpretation and problem-solving skills.
- Customer service skills.

Internal contacts

All departments.

External contacts

Customers, Suppliers, Agents and Contractors.

Typical experience

Sound knowledge throughout pre-site and construction processes.

Other comments

Position Description

Position title: Systems/BOQ Team Leader
Position code: Aon.RES.OP400.4
Level: 4

Responsible for

Organising and supervising Systems/BOQ Estimators.

Report to

Procurement Manager.

Supervises

Systems/BOQ Estimators.

Main activities

- Oversee activities of Systems/ BOQ Estimators.
- Manage all bills of materials (BOM) for all standard products, facades, options, and reflect current pricing and specifications.

Key skills

- High technical knowledge of the building and estimating process.
- Time management and organisation skills.
- Advanced understanding of the estimating of a project.
- Good written and oral communication skills.
- An ability to maintain and control all BOQ records.
- Ability to lead a team environment.

Internal contacts

All departments, Procurement.

External contacts

Major Suppliers, Contractors.

Typical experience

4+ years in an estimating construction role, preferably coupled with relevant tertiary qualifications, extensive knowledge of the building/construction phases.

Other comments

Position Description

Position title: Systems/BOQ Estimator
Position code: Aon.RES.OP400.3
Level: 3

Responsible for

Prepare and produce Bill of Quantities (BOQ) estimates.

Report to

Systems/BOQ Team Leader

Supervises

No supervisory responsibilities.

Main activities

- Create and maintain all bills of materials (BOM) for all standard products, facades, options, and reflect current pricing and specifications.
- Liaise closely with Procurement Specialist and design/construction teams to ensure new products are feasible.
- Cost analysis on new and existing designs.
- Regular maintenance and improvements to existing BOQ's.

Key skills

- Thorough technical knowledge of the building and estimating process.
- Time management and organisation skills.
- Thorough understanding of the estimating of a project.
- Good written and oral communication skills.
- An ability to maintain and control all BOQ records.

Internal contacts

All departments, Procurement Team.

External contacts

Major Suppliers, Contractors.

Typical experience

2+ years in an estimating construction role, preferably coupled with relevant tertiary qualifications, sound knowledge of the building/construction phases.

Other comments

Position Description

Position title: Thermal Performance Assessor
Position code: Aon.RES.OP500.3
Level: 3

Responsible for

Assess and provide energy ratings to new homes.

Report to

Operations Manager.

Supervises

No supervisory responsibilities.

Main activities

- Assess and determine the energy ratings on new homes built within allocated timeframes of construction project timelines.
- Accurately evaluate and document energy assessments.
- Provide feedback to operations manager regarding observations, energy efficiencies, and cost savers.
- Co-ordinate with operations manager, administrators and drafting teams with workflow.
- Communicate with customers, internal staff, land developers, legal team, and external stakeholders on energy rating and concerns.

Key skills

- Sound knowledge of residential building process, energy ratings and assessments.
- Sound administrative skills.
- Customer service skills.
- Strong attention to detail.

Internal contacts

All departments.

External contacts

Customers, Land developers, Real Estate Agents, Consultants.

Typical experience

Sound knowledge throughout pre-site and construction processes,

Other comments

Alternative title: Energy Rater

Position Description

Position title: Permits Officer
Position code: Aon.RES.OP600.3
Level: 3

Responsible for

Ensure required permits are obtained within agreed timelines.

Report to

Operations Manager.

Supervises

Permits Administrator.

Main activities

- Ensure customers are provided with their permits within agreed timelines for their new homes.
- Liaise with relevant parties to obtain permit to work, council consent, protection works, traffic management, parking permits.
- Organise documentation to submit each permit application.
- Ensure forecast dates are maintained to indicate when application and approvals of permits will be due and/or completed.

Key skills

- Strong interpersonal skills.
- Customer service skills.

Internal contacts

All departments.

External contacts

Customers, Suppliers, Agents and Contractors.

Typical experience

Extensive knowledge of Building Regulations and Permits needed for a residential construction project, working knowledge of construction process.

Other comments

Position Description

Position title: Permits Administrator
Position code: Aon.RES.OP600.2
Level: 2

Responsible for

Administrative functions involved in obtaining permits within agreed timelines.

Report to

Permits Officer.

Supervises

No supervisory responsibilities.

Main activities

- Assist the Permits Officer to ensure all necessary documentation required to obtain permits is presented, processed and filed in a timely manner.
- Provide regular updates to Permits Officer and relevant parties on permit application process and forecast completion/approval dates.

Key skills

- Strong interpersonal skills.
- Customer service skills.

Internal contacts

All departments.

External contacts

Customers, Suppliers, Agents and Contractors, Council, Developers.

Typical experience

Sound knowledge of Building Regulations and Permits needed for a residential construction project, working knowledge of construction process.

Other comments

Position Description

Position title: Building & Contracts Team Leader
Position code: Aon.RES.OP700.4
Level: 4

Responsible for

Manage and direct Building & Contract team to provide administrative services to customers – internal and external.

Report to

Operations Manager.

Supervises

Building & Contracts Administrator.

Main activities

- Prepare and present information to customers on their building & contract terms.
- Ensure the management of all records, administrative activities in relation building & contracts.
- Coordinate activities in relation to the receipt of the customer's deposit through to the commencement of the site start phase, meeting timelines and managing workflow.

Key skills

- Ability to understand plans and costing.
- High knowledge of building/construction process.
- Sound knowledge of contracts.

Internal contacts

All departments.

External contacts

Customers, Suppliers, Agents and Contractors, Council, Developers.

Typical experience

Prior experience in a building/construction related industry, extensive knowledge of building and contract process and activities with construction projects.

Other comments

Position Description

Position title: Building & Contracts Administrator
Position code: Aon.RES.OP700.3
Level: 3

Responsible for

Support the Building & Contracts Team Leader to provide administrative services to customers – internal and external.

Report to

Building & Contracts Team Leader.

Supervises

No supervisory responsibilities.

Main activities

- Prepare and present information to Building & Contracts Team Leader.
- Ensure the management of all records, administrative activities in relation building & contracts.
- Oversee and monitor activities in relation to the receipt of the customer's deposit through to the commencement of the site start phase, meeting timelines and managing workflow.
- Provide continual updates to Building & Contracts Team Leader on project status and forecasted completions.

Key skills

- Ability to understand plans and costing.
- Sound knowledge of building/construction process.
- Sound knowledge of contracts.
- Time management, planning and organising.

Internal contacts

All departments.

External contacts

Customers, Suppliers, Agents and Contractors, Council, Developers.

Typical experience

Prior experience in an administrative role, working knowledge of building and contract process and activities with construction projects.

Other comments

Position Description

Position title: Land Administrator
Position code: Aon.RES.OP800.2
Level: 2

Responsible for

Maintain land title database and track council assets.

Report to

Operations Manager.

Supervises

No supervisory responsibilities.

Main activities

- Ensure land title database is accurately maintained and functioning according to requirements.
- Track council assets, including collection all outstanding bonds paid at the completion of construction projects.

Key skills

- Accuracy and attention to detail.
- Ability to prioritise and manage tasks.

Internal contacts

All departments.

External contacts

Customers, Suppliers, Agents and Contractors, Council, Developers.

Typical experience

High school qualifications or equivalent.

Other comments

Position Description

Position title: State Sales Manager
Position code: Aon.RES.S0000.6
Level: 6

Responsible for

Leading and controlling the Sales team activities on a state-wide scope, ensuring sales targets are met while overseeing all sales processes and procedures to ensure outputs are achieved.

Report to

GM Sales, GM Sales & Marketing.

Supervises

Regional Sales Manager, Sales Managers.

Main activities

- Responsible for ongoing efficient operation of sales lifecycle, from initial customer enquiry through to purchase of new home.
- Identify sales opportunities and ensure these are actioned accordingly.
- Ensure state sales KPI's are met every month/quarter.
- Produce state sales reports, analysing state sales trends and forecasting future sales growth.
- Ensure organisations sales processes are correctly followed.
- Build and maintain relationships with land developers to ensure sales opportunities are realised.
- Monitor sales performance of sales consultants on a state level.
- Ensure client facing sales staff are maintaining organisational service standards.

Key skills

- Tertiary qualifications in Business/Sales/Marketing discipline.
- Strong communication skills.
- Advanced relationship building skills.

Internal contacts

Regional Sales Manager, Executive Team, Marketing Team, Operations Team.

External contacts

Customers, Land Agents and Developers.

Typical experience

At least 7 years' experience leading high-performance Sales teams ideally within Building/Construction.

Other comments

Position Description

Position title: Regional Sales Manager
Position code: Aon.RES.S0000.5
Level: 5

Responsible for

Leading and controlling the Sales team activities within regional scope, ensuring sales targets are met while overseeing all sales processes and procedures to ensure outputs are achieved.

Report to

State Sales Manager.

Supervises

Sales Managers, Sales Support Managers, Sales Consultants, Tender Presenters.

Main activities

- Responsible for ongoing efficient operation of sales lifecycle, from initial customer enquiry through to purchase of new home.
- Identify regional sales opportunities and ensure these are actioned accordingly.
- Ensure regional overall sales KPI's are met every month/quarter.
- Produce regional sales reports, analysing sales trends and forecasting future sales growth.
- Ensure organisations sales processes are correctly followed.
- Build and maintain relationships with land developers to ensure sales opportunities are realised.
- Continually develop sales capabilities of Sales Team through coaching and mentoring.
- Monitor sales performance of sales consultants
- Ensure recruitment needs are met on a regional level.
- Ensure client facing sales staff are maintaining organisational service standards.

Key skills

- Tertiary qualifications in Business/Sales/Marketing discipline.
- Strong communication skills.
- Advanced relationship building skills.

Internal contacts

Sales Manager, Executive Team, Marketing Team, Operations Team.

External contacts

Customers, Land Agents and Developers.

Typical experience

At least 7 years' experience leading high-performance Sales teams ideally within Building/Construction.

Other comments

Position Description

Position title: Sales Support Manager
Position code: Aon.RES.S0100.5
Level: 5

Responsible for

Leading and managing Sales Support function within organisation, overseeing all administrative processes to ensure effective management of a professional Sales Support team.

Report to

State/Regional Sales Manager

Supervises

Sales Support Coordinator, Administrator

Main activities

- Ensuring the successful ongoing support of customers by participating and leading the development of the Sales strategy
- Establishing resource plans in accordance with budgetary constraints and determining factors that may impact the business by assessing market trends.
- Working as a recognised authority in the field, providing advice and coordinating the resolution of technical issues.
- Working closely with the Sales Manager to consult with prospective customers during the Sales process and participating in Sales events as required.
- Developing and managing all aspects of Sales Support, including mentoring staff, monitoring performance, evaluating skill levels & providing constructive feedback.
- Leading, motivating and providing strategic direction to the Sales Support team to ensure the achievement of targets in a timely and effective manner.

Key skills

- Management skills and expert analytical, diagnostic and problem-solving skills.
- Highly specialised and extensive expertise in the relevant technological environment, often a technical resource on a national level.

Internal contacts

Executive Team, Sales & Marketing Teams, Operations Team, Customer Support Team.

External contacts

Customers, Relevant Industry Bodies, Suppliers.

Typical experience

10+ years of related technical experience, with 2-5 years of Management/Leadership experience, coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Sales Support Coordinator
Position code: Aon.RES.SO100.3
Level: 3

Responsible for

Coordinating the Sales Support function within organisation, overseeing all administrative processes to ensure effective operation of a professional Sales Support team.

Report to

Sales Support Manager.

Supervises

Not Applicable.

Main activities

- Ensuring the successful ongoing support of customers
- Providing advice and coordinating the resolution of technical issues.
- Participating in Sales events as required.
- Ensure efficient operation of all aspects of Sales Support.
- Ensure the achievement of targets in a timely and effective manner.

Key skills

- Sales support skills and strong analytical, diagnostic and problem-solving skills.

Internal contacts

Executive Team, Sales & Marketing Teams, Operations Team, Customer Support Team.

External contacts

Customers, Relevant Industry Bodies, Suppliers.

Typical experience

3+ years of related technical experience and relevant tertiary qualifications.

Other comments

Position Description

Position title: Sales Support Administrator
Position code: Aon.RES.SO100.2
Level: 2

Responsible for

Providing Sales administrative support and service to both the Sales Team and clients.

Report to

Sales Support Manager.

Supervises

No supervisory responsibilities.

Main activities

- Assisting the Sales Team with Sales activities including the development of formal Sales plans and proposals.
- Provide sales administrative support in all deposit paperwork, contract and variations.
- Providing demonstrations, presentations, training, consultation and sales support services for the Sales team and clients.
- Undertaking tasks requiring technical analysis, diagnosis and problem solving, qualifying the product/service fit and defining support needs.
- Ensure all deposit and sales paperwork is received prior to finalising contract.

Key skills

- Analytical, diagnostic, project management and problem-solving skills.
- Excellent presentation and communication skills.
- Strong organisational and time management skills.

Internal contacts

Sales & Marketing Teams, Customer Support Team.

External contacts

Customers, Suppliers.

Typical experience

Minimum 1 year of relevant Sales or Technical experience.

Other comments

Position Description

Position title: Sales Manager
Position code: Aon.RES.S1000.5
Level: 5

Responsible for

Acting as the first line of Management, directing team/s of Sales Representatives, Tender Presenters, and House & Land Coordinators to achieve predetermined Sales targets from new and existing clients and ensuring complete customer satisfaction when dealing with the organisation.

Report to

State/Regional Sales Manager.

Supervises

Sales Team Leader, Sales Consultants, Tender/Contract Presenters, House & Land Coordinators, Sales Administrators.

Main activities

- Planning and directing the activities of team/s of Sales Representatives, and Account Managers, ensuring all Staff are motivated to attain predetermined Sales targets.
- Negotiating major deals within policy guidelines, maintaining contact with key clients and identifying and steering opportunities for business improvement.
- Providing leadership and direction, aligning Sales activities with the broader business plan.
- Regularly reporting actual performance to budget, with variance analyses and revised projections.
- Contributing to the setting of Sales strategies and related Sales and expense budgets. Monitoring the Sales revenue, margin and expense performance and initiating corrective action where required.
- Monitoring competitors' Sales and product strategies, campaigns and events to optimise market share.
- Recruiting, selecting and training Sales staff.

Key skills

- Proven sales ability including outstanding negotiation skills, persuasive ability and excellent communication skills.
- Expert industry knowledge coupled with the ability to deal with clients at all levels and translate client needs into a complete solution.
- Management, leadership, mentoring, business, accounting and reporting skills.
- Analytical interpretation and advanced problem-solving abilities.

Internal contacts

State/Regional Sales Managers, Sales Support Team, Operations Team, Construction Team.

External contacts

Clients, Distributors, Suppliers.

Typical experience

8 - 10 years of experience, may possess relevant tertiary qualifications.

Other comments

Position Description

Position title: House & Land Coordinator
Position code: Aon.RES.S0010.4
Level: 4

Responsible for

Coordinate selling of House and Land packages between land developers and Sales team, by identifying and gaining business from customers.

Report to

Sales Manager.

Supervises

House & Land Administrator.

Main activities

- Build and maintain relationship with land developers to obtain optimal development plots, and secure land for construction of residential housing.
- Ensure all House & Land marketing material is accurate and up to date.
- Keep abreast of competitor's sales strategies while continually researching competitor offerings.
- Ensure Display Showrooms are actively promoting House & Land package options, and that House & Land packages are front-of-mind for all Sales Consultants.
- Attend developer meetings when required.

Key skills

- Proven Sales ability including negotiation skills, persuasive ability and excellent communication skills.
- Sound product and industry knowledge coupled with the ability to deal with clients at all levels and translate client needs into a complete solution.

Internal contacts

Sales Team Leader, Construction Team, Operations Team, Marketing Team.

External contacts

Customers, Suppliers.

Typical experience

2+ years of Sales experience and may possess relevant tertiary qualifications.

Other comments

Position Description

Position title: House & Land Administrator
Position code: Aon.RES.S0010.3
Level: 3

Responsible for

Providing administrative assistance and support in sale of House and Land packages.

Report to

Sales Manager, House & Land Coordinator.

Supervises

No supervisory responsibilities.

Main activities

- Assist House & Land Coordinators with all administrative matters, achieving individual targets and working towards organisational revenue goals with House & Land Coordinators.
- Maintain developer database including land registration dates, developer needs and engineering plans.
- Ensure all House & Land marketing material is accurate and up to date.
- Keep abreast of competitor's Sales strategies while continually researching competitor offerings.
- Ensure Display Showrooms are actively promoting House & Land package options, and that House & Land packages are front-of-mind for all Sales Consultants.

Key skills

- Proven Sales ability including negotiation skills, persuasive ability and excellent communication skills.
- Sound product and industry knowledge coupled with the ability to deal with clients at all levels and translate client needs into a complete solution.

Internal contacts

Sales Team Leader, Construction Team, Operations Team, Marketing Team.

External contacts

Customers, Suppliers.

Typical experience

Relevant sales administrative experience.

Other comments

Position Description

Position title: Tender/Contracts Team Leader
Position code: Aon.RES.S0020.4
Level: 4

Responsible for

Managing Tender & Contracts Presenters to meet workflow and sales targets to achieve organisational objectives.

Report to

Sales Manager.

Supervises

Tender/Contracts Presenters.

Main activities

- Lead, coach and develop a team of Tender/Contracts Presenters to maximise sales and productivity.
- Act as an escalation point for Tender/Contracts Presenters, by resolving difficult queries and providing technical assistance and feedback to presenters.
- Ensure team monthly targets are achieved, via tenders and contracts signed.
- Creating accurate monthly budget forecasts for tenders and contracts signed.
- Managing customer experience through the entire tender/contract process, providing reassurance and ensuring satisfactory outcomes are achieved.

Key skills

- In-depth knowledge of Building Techniques and Construction, as well as legal requirements associated with building and construction.

Internal contacts

Tender/Contracts Team Leader, Operations Team, Sales Team.

External contacts

Customers.

Typical experience

Proven sales experience with demonstrated ability to close a sale, ideally in a leadership capacity.

Other comments

Position Description

Position title: Tender/Contracts Presenter
Position code: Aon.RES.S0020.3
Level: 3

Responsible for

Presenting tenders to prospective clients to meet sales targets to achieve organisational objectives, and support the development of customer's ideal home.

Report to

Tender/Contracts Team Leader.

Supervises

No supervisory responsibilities.

Main activities

- Presentation of tenders to prospective clients.
- Achieve sales targets through overcoming customer objections, closing the sale and obtaining sign-off.
- Obtain signed tenders and contracts from prospective clients.
- Resolving queries in relation to home purchases and overcoming objections.
- Guide customers through the entire tender/contract process, providing reassurance and ensuring satisfactory customer experience is achieved.
- Post-signing, obtain deposit and provide receipt to client.

Key skills

- rking knowledge of Building Techniques and Construction, as well as legal requirements associated with building and construction.

Internal contacts

Tender/Contracts Team Leader, Operations Team, Sales Team.

External contacts

Clients.

Typical experience

Proven sales experience with demonstrated ability to close a sale.

Other comments

Position Description

Position title: Sales Team Leader
Position code: Aon.RES.S1000.4
Level: 4

Responsible for

Leading, training and directing a group of Sales Representatives to achieve established Sales targets within a given state, area or product line.

Report to

Sales Manager.

Supervises

Sales Consultants, Sales Cadet, Sales Associates.

Main activities

- Supporting a team of Sales Representatives to ensure that they achieve their individual Sales targets.
- Reviewing the performance of the Sales team and implementing improvements to procedures/training where necessary.
- Contributing and assisting in the development of the Sales strategy.
- Motivating sales staff and providing technical information.
- Participating in the preparation of Sales and expense budgets and reporting on the actual Sales of Team.
- Collating and forwarding market intelligence information.

Key skills

- Strong Sales and marketing skills.
- Excellent product knowledge.
- Understanding of customer needs.

Internal contacts

Marketing Team, Construction Team, Operations Team.

External contacts

Customers, Advertising Agencies, Merchandisers.

Typical experience

5+ years of direct Sales experience, with a period of that in a supervisory or mentoring role.

Other comments

Position Description

Position title: Sales Consultant
Position code: Aon.RES.S1000.3
Level: 3

Responsible for

Achieving an agreed revenue target or sales quota by identifying and gaining business from new and existing clients and ensuring complete customer satisfaction when dealing with the organisation.

Report to

Sales Manager, Sale Team Leader.

Supervises

No supervisory responsibilities.

Main activities

- Working closely with customers to determine their needs and proposing suitable designs and upgrades in order to maintain and grow revenue for the organisation.
- Coordinating the preparation of tenders/bids..
- Coordinating, conducting and participating in Sales promotions, campaigns, events and displays.

Key skills

- Proven Sales ability including negotiation skills, persuasive ability and excellent communication skills.
- Sound product and industry knowledge coupled with the ability to deal with clients at all levels and translate client needs into a complete solution.

Internal contacts

Sales Team Leader, Construction Team, Operations Team, Marketing Team.

External contacts

Customers, Suppliers.

Typical experience

2+ years of Sales experience and may possess relevant tertiary qualifications.

Other comments

Position Description

Position title: Sales Cadet
Position code: Aon.RES.S1000.1
Level: 1

Responsible for

Assisting Sales Consultants achieve sales quotas and ensuring complete customer satisfaction when dealing with the organisation.

Report to

Sales Team Leader.

Supervises

No supervisory responsibilities.

Main activities

- Working closely with new and existing clients, under direction of Sales Consultants, to determine their needs and proposing suitable designs and upgrades in order to maintain and grow revenue for the organisation.
- Assisting with coordinating the preparation of tenders/bids..
- Coordinating, conducting and participating in Sales promotions, campaigns, events and displays.

Key skills

- Growing Sales ability including negotiation skills, persuasive ability and excellent communication skills.
- Developing product and industry knowledge coupled with the ability to deal with clients at all levels and translate client needs into a complete solution.

Internal contacts

Sales Team Leader, Sales Consultants, Construction Team, Marketing Team.

External contacts

Customers, Suppliers.

Typical experience

1+ years of Sales experience and may possess relevant tertiary qualifications.

Other comments

Position Description

Position title: Sales Associate
Position code: Aon.RES.S1100.1
Level: 1

Responsible for

Support Sales Consultants by providing sales and administrative support.

Report to

Sales Team Leader, Sales Consultant.

Supervises

No supervisory responsibilities.

Main activities

- Ensure sales leads are accurately referred to Sales Consultants.
- Ensure sales brochures are accurate and in stock at display homes.
- Ensure proper maintenance of display homes.

Key skills

- Developing industry knowledge coupled with the ability to deal with clients at all levels and translate client needs into a referral.

Internal contacts

Sales Team Leader, Sales Consultants, Marketing Team.

External contacts

Customers, Suppliers.

Typical experience

1+ years of administrative experience, preferably in a sales environment.

Other comments

Position Description

Position title: Design Showroom Manager
Position code: Aon.RES.SW000.5
Level: 5

Responsible for

Manage the Showroom team and develop the capabilities of the team to ensure quality delivery of business objectives.

Report to

GM Operations & Construction, GM Construction, GM Operations, State Operations Manager.

Supervises

Design Showroom Team Leader and all Colour Design Consultants, Electrical Design Consultants, Interior Design Stylists and Showroom Administrative staff..

Main activities

- Ensure effective operations of Showroom/s. • Ensuring Colour Design / Electrical Consultants achieve sales targets. • Ensuring Showroom meet and exceed customer service standards.
- Ensuring Showroom team maintain product knowledge.
- Actively research decorating trends, fittings, furniture and finishes.
- Conduct regular competitor analysis.
- Negotiate supply agreements with key suppliers, make recommendations for improvements.
- Resolve customer escalations effectively.
- Accountable for all showroom recruitment needs.

Key skills

- Advanced knowledge of colour and design.
- Understanding of building and construction techniques.

Internal contacts

Marketing Manager, Marketing & Communications Coordinator, Design team, Showroom Supervisor.

External contacts

Suppliers, customers.

Typical experience

5+ years' experience in a leadership capacity within an interior design office.

Other comments

Position Description

Position title: Showroom Team Leader
Position code: Aon.RES.SW000.4
Level: 4

Responsible for

Supervise the entire Showroom team, including Design Consultants and Design Stylists, ensuring development of team capabilities in order to deliver organisation objectives.

Report to

Design Showroom Manager.

Supervises

Senior Colour Design Consultant, Senior Electrical Design Consultant, Colour Design Consultants & Electrical Consultants, Showroom Coordinator, Interior Design Stylists.

Main activities

- Lead showroom floor and ensure customer appointments are scheduled to meet demand.
- Ensuring Showroom meet and exceed customer service standards.
- Ensuring Showroom team maintain product knowledge.
- Actively research decorating trends, fittings, furniture and finishes.
- Conduct regular competitor analysis.
- Resolve customer escalations effectively.

Key skills

- Advanced knowledge of colour and design.
- Understanding of building and construction techniques.

Internal contacts

Marketing Manager, Marketing & Communications Coordinator, Design team, Showroom Supervisor.

External contacts

Suppliers, customers.

Typical experience

3+ years' experience in a leadership capacity within an interior design office.

Other comments

Position Description

Position title: Design - Senior Consultant
Position code: Aon.RES.SW300.4
Level: 4

Responsible for

Conducting colour and/or electrical design appointments with clients, advising on appropriate colour and/or electrical selections.

Report to

Design Showroom Manager, Showroom Team Leader.

Supervises

Design Consultant

Main activities

- Conduct appointments, providing expert advice to clients on colour and/or electrical schemes, fixture selections and design considerations. • Providing leadership in the absence of the Showroom Team Leader.
- Ensure that design and quality standards are maintained at all times.
- Resolving client queries, escalating to the Showroom Team Leader as required.
- Overseeing completed colour and electrical consultations to monitor quality, providing feedback to staff.
- Produce regular reports and analyse trends, making recommendations as required.
- Training and coaching of Showroom team.
- Maintain the Showroom to organisational standards.

Key skills

- Strong knowledge of interior design principles.
- Knowledge of building and construction techniques.

Internal contacts

Design Showroom Manager, Design Senior Consultants.

External contacts

Suppliers, customers.

Typical experience

5+ years' experience in a colour design consultation role or similar.

Other comments

Please apply Residential Property Specialisation (Medium-density, Dual Occupancy, or Display Home) if applicable.

Position Description

Position title: Design - Consultant
Position code: Aon.RES.SW300.3
Level: 3

Responsible for

Conducting colour and/or electrical design appointments with clients, advising on appropriate selections.

Report to

Design Showroom Manager, Showroom Team Leader, Senior Design Consultant.

Supervises

No supervisory responsibilities.

Main activities

- Conduct appointments, providing expert advice to clients on colour and/or electrical schemes, fixture selections and design considerations.
- Responding to client queries, escalating to the Showroom Team Leader as required.
- Maintain the Showroom to organisational standards.

Key skills

- Knowledge of interior design principles.
- Knowledge of building and construction techniques.

Internal contacts

Design Showroom Manager, Design Consultants.

External contacts

Suppliers, customers.

Typical experience

2+ years' experience in a colour design consultation or interior design role.

Other comments

Please apply Residential Property Specialisation (Medium-density, Dual Occupancy, or Display Home) if applicable.

Position Description

Position title: Showroom Coordinator
Position code: Aon.RES.SW400.4
Level: 4

Responsible for

Supervise Showroom Assistants , ensuring service standards are consistently adopted and showroom displays are well maintained.

Report to

Design Showroom Manager, Showroom Team Leader.

Supervises

Showroom Assistants, Concierge.

Main activities

- Ensure customer service standards are being met and exceeded.
- Maintain showroom displays in accordance with organisation guidelines.
- Resolve escalated issues from customers and within the team.

Key skills

- Customer service, organisational and team management skills.

Internal contacts

Showroom Supervisor, Showroom Assistants, Design and Electrical Consultants

External contacts

Suppliers, customers.

Typical experience

2+ years supervisory experience in an interior design studio/showroom or similar.

Other comments

Position Description

Position title: Showroom Assistant
Position code: Aon.RES.SW400.2
Level: 2

Responsible for

Customer services and maintaining showroom displays in accordance with organisation guidelines.

Report to

Showroom Coordinator.

Supervises

Not Applicable.

Main activities

- Provide efficient and timely service to internal and external customers.
- Ensure product displays are neatly presented.
- Update database effectively as required.

Key skills

- Customer service and organisational skills

Internal contacts

Showroom Supervisor, Showroom Assistants, Design and Electrical Consultants

External contacts

Suppliers, customers.

Typical experience

1+ years' experience within an office environment or similar.

Other comments

Position Description

Position title: Concierge/Receptionist
Position code: Aon.RES.SW400.1
Level: 1

Responsible for

Answering and directing general telephone inquiries and directing visitors to the appropriate employees within the organisation.

Report to

Showroom Supervisor.

Supervises

Not Applicable.

Main activities

- Operating a telephone switchboard and handling incoming calls - both internal and external to the organisation.
- Recording and distributing incoming messages and dealing with some telephone inquiries.
- Receiving visitors to the organisation and directing them accordingly.
- Opening, sorting and distributing incoming mail, facsimile messages and other deliveries.
- Packaging and arranging outgoing courier deliveries.
- Maintaining the general tidiness of the reception area and associated conference/meeting rooms and their booking registers.

Key skills

- Excellent organisation skills and personal presentation skills.
- Strong communication (both written and verbal) skills.
- Computer literacy with basic PC and administration skills.
- Ability to greet clients in a friendly and courteous manner.

Internal contacts

Showroom Supervisor, Showroom Assistants, Design and Electrical Consultants.

External contacts

Suppliers, customers.

Typical experience

Minimum 12 months of experience operating a switchboard coupled with high school qualifications.

Other comments

Position Description

Position title: Interior Design - Team Leader
Position code: Aon.RES.SW500.4
Level: 4

Responsible for

Lead the Design Stylist team and ensuring team members continually provide quality advice to customers on soft furnishing schemes.

Report to

Showroom Team Leader.

Supervises

Senior Interior Design Stylist, Interior Design Stylist.

Main activities

- Conduct face to face appointments, providing interior design advice to clients while maintaining the highest standards of customer service.
- Work closely with Showroom Team Leader to ensure showroom processes are efficient
- Research and keep abreast with the latest interior design trends.

Key skills

- Advanced knowledge of interior design processes.

Internal contacts

Interior Design Team Leader, Interior Design Stylists, Showroom Assistants.

External contacts

Suppliers, customers.

Typical experience

5+ years' experience in interior design or similar.

Other comments

Position Description

Position title: Interior Design - Senior Stylist
Position code: Aon.RES.SW501.4
Level: 4

Responsible for

Provide quality advice to customers on interior design schemes.

Report to

Interior Design Team Leader.

Supervises

Not Applicable.

Main activities

- Conduct face to face appointments, providing interior design advice to clients while maintaining the highest standards of customer service.
- Work closely with Interior Design Team Leader to ensure administration processes are met.
- Research and keep abreast with the latest interior design trends.

Key skills

- Advanced knowledge of interior design processes.

Internal contacts

Interior Design Team Leader, Interior Design Stylists, Showroom Assistants.

External contacts

Suppliers, customers.

Typical experience

5+ years' experience in interior design or similar.

Other comments

Position Description

Position title: Interior Design - Stylist
Position code: Aon.RES.SW500.3
Level: 3

Responsible for

Provide quality advice to customers on interior design schemes.

Report to

Interior Design Team Leader.

Supervises

Not Applicable

Main activities

- Conduct face to face appointments, providing interior design advice to clients while maintaining the highest standards of customer service.
- Work closely with Interior Design Team Leader to ensure administration processes are met.

Key skills

- Knowledge of interior design processes.

Internal contacts

Interior Design Team Leader, Senior Interior Design Stylist, Showroom Assistants.

External contacts

Suppliers, customers.

Typical experience

2+ years' experience in interior design or similar.

Other comments

Position Description

Position title: WHS Manager
Position code: Aon.RES.WS000.5
Level: 5

Responsible for

Effectively manage the WHS team and ensure that WHS Policies and Practices comply with the Work Health and Safety Regulations and legislation.

Report to

Group WHS Manager

Supervises

WHS Team Leader, WHS Coordinator, WHS Field Officer

Main activities

- Accountable to ensuring that management systems and documentations are managed accordingly with WHS Policies and the Occupational Health & Safety Management Systems.
- Delivery of the company's Health Safety and Environment Management Plan.
- Facilitating all aspects of the environmental and safety practices within the company in accordance with company policies and legislative compliance on site.
- Monitoring and managing all hazard reporting as required on site at various construction sites.
- Coordinating and facilitating all safety training and maintain records to ensure staff are compliant.
- Preparing safe work method statements.
- Assisting in the injury management and return to work process and provide support and advice to the business.

Key skills

- Excellent communication, management, team building skills.
- Expert knowledge of Work, Health, Safety and Environmental standard practice and legislations.

Internal contacts

Senior Managers, Construction Employees across all levels, WHS Team.

External contacts

External Agencies, Sub-contractors, Relevant Suppliers.

Typical experience

4+ years in a WHS Role, coupled with Formal WHS Qualifications, Current First Aid Certificate.

Other comments

Position Description

Position title: WHS Team Leader
Position code: Aon.RES.WS000.4
Level: 4

Responsible for

Organising and supervising staff engaged to ensure that WHS Policies and Practices comply with the Work Health and Safety Regulations and legislation.

Report to

WHS Manager

Supervises

WHS Coordinator, WHS Field Officer

Main activities

- Lead the WHS team and set the direction to towards achieving objectives.
- Monitor the delivery of the company's WHS Management Plan.
- Facilitating all aspects of the environmental and safety practices within the company in accordance with company policies and legislative compliance on site.
- Monitoring and managing all hazard reporting as required on site at various construction sites.
- Coordinating and facilitating all safety training and maintain records to ensure staff are compliant.

Key skills

- Excellent communication, management, team building skills.
- Extensive knowledge of Work, Health, Safety and Environmental standard practice and legislations.

Internal contacts

Senior Managers, Construction Employees across all levels, WHS Team.

External contacts

External Agencies, Sub-contractors, Relevant Suppliers.

Typical experience

Prior experience in a WHS Role, coupled with Formal OHS Qualifications, Current First Aid Certificate.

Other comments

Position Description

Position title: WHS Coordinator
Position code: Aon.RES.WS100.4
Level: 4

Responsible for

Assist the WHS manager, deliver support activities to ensure that WHS Policies and Practices comply with the Work Health and Safety Regulations and legislation.

Report to

WHS Team Leader, WHS Manager

Supervises

No supervisory responsibilities.

Main activities

- Support the WHS Team Leader and implement plans outlined by management.
- Accountable for all processes and administration related to WHS systems and practices in the workplace.
- Ensure effective implementation of safe building practices, by regular and routine checks at sites.
- Allocate responsibility for specific tasks and duties to the WHS Coordinator/WHS Field Officer.
- Liaise with internal and external stakeholders to ensure employees and subcontractors are working with safe places and systems.
- Regularly inform WHS Team Leader and other senior managers about incidents, improvement, infringement and prohibition notices.
- Investigate accidents and incidents that may have taken place that concerns with overall site safety and environment.
- Ensure audit requirements are met.

Key skills

- Excellent communication, management, team building skills.
- Sound knowledge of Work, Health, Safety and Environmental standard practice and legislations.

Internal contacts

Senior Managers, Construction Employees across all levels, WHS Team.

External contacts

External Agencies, Sub-contractors, Relevant Suppliers.

Typical experience

Formal OHS Qualifications, Current First Aid Certificate.

Other comments

Position Description

Position title: WHS Administrator
Position code: Aon.RES.WS000.2
Level: 2

Responsible for

Provide administrative support to the WHS team leader, manager and team to ensure that WHS Policies and Practices comply with the Work Health and Safety Regulations and legislation.

Report to

WHS Team Leader

Supervises

No supervisory responsibilities.

Main activities

- Accountable for all processes and administration related to WHS systems and practices in the workplace.
- Provide documentation on routine WHS site checks, incidents, accidents.

Key skills

- Good interpersonal and communication skills.
- Intermediate MS Office skills.
- Effective organisation and time management skills.
- Efficient and accurate typing ability.
- Ability to work in a team environment.

Internal contacts

Senior Managers, Construction Employees across all levels, WHS Team.

External contacts

External Agencies, Sub-contractors, Relevant Suppliers.

Typical experience

Sound knowledge of Work, Health, Safety and Environmental standard practice and legislations.

Other comments

Position Description

Position title: Director of Retirement Living Management
Position code: Aon.RET.10000.6
Level: 6

Responsible for

Overseeing and leading the daily running of all aspects of retirement villages to support asset performance.

Report to

Head of Retirement Living, General Manager - Retirement Living

Supervises

Retirement living managers, senior retirement living managers.

Main activities

- Providing leadership to retirement staff to achieve business plan outcomes.
- Designing and implementing policies to generate measurable benefits to residents and staff, to maximise resident satisfaction within legislative requirements.
- Overseeing retirement staff to ensure all activities remain compliant with appropriate legislation.
- Managing profit and loss, and cash flow for designated retirement villages.
- Actively promoting the organisation in the community and across a network of external stakeholders.
- Managing performance and development of direct reports through coaching and mentoring.

Key skills

- Drive operational excellence in effective day to day running of designated retirement villages.
- Meets operational and financial targets within budget.
- Planning and communication skills to be able to effectively present to stakeholders.
- Leadership of a geographically spread team.
- Strong numerical and financial skills.
- Well developed networking within the local region/communities.

Internal contacts

Retirement village staff, organisational leadership team.

External contacts

Industry leaders, politicians, business and community leaders.

Typical experience

Relevant tertiary qualifications in business, commerce, hospitality or a related degree. Significant experience in property management and/or retirement industry.

Other comments

Position Description

Position title: Senior Retirement Living Manager
Position code: Aon.RET.10000.5
Level: 5

Responsible for

Managing and overseeing the day to day activities in a retirement village (or several villages).

Report to

Director of Retirement Living Management

Supervises

Retirement living managers, senior retirement village staff

Main activities

- Generating quantifiable benefits for residents and their families and providing high levels of service.
- Contributing to the business and asset plan, and monitoring adherence to the plan.
- Actively managing asset risks.
- Facilitating budget preparation and delivery.
- Ensuring all staff activities comply with applicable legislation.
- Managing and developing direct reports through coaching and mentoring.

Key skills

- In-depth knowledge of applicable laws and legislation.
- Planning and communication skills to present to relevant stakeholders.
- Networking within the local community.
- Strong numerical, financial and leadership skills.

Internal contacts

Retirement village staff, Senior business unit management.

External contacts

Local community leaders.

Typical experience

Relevant tertiary qualifications in business, commerce, hospitality or a related degree. Experience in property management and/or retirement industry.

Other comments

Position Description

Position title: Retirement Living Manager
Position code: Aon.RET.10000.4
Level: 4

Responsible for

Overseeing the day to day operations of a retirement village.

Report to

Senior retirement living manager, director of retirement living management.

Supervises

Retirement village staff.

Main activities

- Supervising all services and staff at the retirement village.
- Guiding the delivery of all services activities in accordance with applicable legislation.
- Overseeing general services such as cleaning and food preparation, and may oversee some emergency response.
- Monitoring stock and performing administrative duties for staff.
- Liaise with the Operations Manager and the Finance team in the preparation and management of budgets & forecasts
- Implementation of quality management systems across independent living villages
- Maintain Regulatory compliance and interact with residents
- Personal response to escalated complaints within the service line
- Develop and Implement staff training programs to build management expertise within the villages
- Manage professional development of independent living unit staff

Key skills

- Ability to develop, implement and evaluate organisational policies, procedures and practices
- Demonstrated excellent knowledge and understanding of the NSW Retirement Villages Act
- Demonstrated depth of knowledge in the management and operation of a Retirement Village
- Strong understanding of policy development, governance principles and legislative compliance
- Planning and communication skills to present to relevant stakeholders.
- Knowledge of applicable laws and legislation for daily operations at the village.
- Strong numerical and financial skills.
- Developing leadership and management skills.

Internal contacts

All staff involved in the day to day operations at the village.

External contacts

Residents/Elderly patients

Typical experience

Relevant vocational or trade qualification, first aid certificate.. Some experience in community services, retirement services or property management.

Other comments

Position Description

Position title: Retirement Services Manager
Position code: Aon.RET.20000.3
Level: 3

Responsible for

Contribute to the development and / or implementation of operation plans and day to day management activities within a village.

Report to

Retirement living manager / Senior retirement living manager

Supervises

Retirement services officers and assistants.

Main activities

- Quality assurance and continuous improvement. Maintaining accreditation/s.
- Directs activities that improve the resident experience
- Oversight of operational activities
- Providing accurate and timely reporting to management to support efficient resident services.
- May provide budgetary assistance.
- May be involved in sales support activities.

Key skills

- Ability to direct a small team.
- Excellent communication / writing skills.
- Good customer service and presentation.
- Intermediate/ Advanced MS office and computer literacy.
- Team player.

Internal contacts**External contacts****Typical experience**

Relevant qualifications in business or commerce, hospitality and or hotel management. Comprehensive experience in community services, hospitality or retirement. May have some property management experience. Relevant first aid certification.

Other comments

Position Description

Position title: Retirement Services Officer
Position code: Aon.RET.20000.2
Level: 2

Responsible for

Day to day operational management of basic resident services. Maintain overall security and appearance of the village. Basic reporting to village management of day to day operations and facilities.

Report to

Retirement living manager/ Retirement services manager

Supervises

No formal supervisory responsibilities. May provide some direction to assistants

Main activities

- Quality assurance and continuous improvement. Maintaining accreditation/s.
- Village inspections, maintaining a high quality of catering, village appearance, safety and security.
- Coordinating basic maintenance and cleaning of village.
- Providing accurate and timely reporting to management to support efficient resident services.

Key skills

- Ability to take direction and instruction.
- Communication / writing skills
- Good customer service and presentation
- Intermediate MS office and computer literacy
- Team player

Internal contacts**External contacts****Typical experience**

Relevant vocational/trade/certification in a related discipline. Comprehensive experience in community services, hospitality or retirement.

Other comments

Position Description

Position title: Retirement Services Assistant
Position code: Aon.RET.20000.1
Level: 1

Responsible for

Day to day operational management of basic resident services. Maintain overall security and appearance of the village.

Report to

Retirement living manager/ Retirement services manager

Supervises

No supervisory responsibilities.

Main activities

- Safe transportation of village residents.
- Village inspections.
- Basic maintenance and cleaning of village.
- Basic administration.

Key skills

- Ability to take direction and instruction.
- Team player.
- Good customer service and presentation.

Internal contacts**External contacts****Typical experience**

May be undertaking relevant vocational qualification. No prior experience needed.

Other comments

Position Description

Position title: Fraud Investigations Manager
Position code: Aon.LGL.25005.5
Level: 5

Responsible for

Maintaining a specialist investigations unit which provides cost effective fraud prevention, detection and investigation services.

Report to

Chief Manager Legal Compliance and Public Affairs.

Supervises

May supervise up to 10 staff

Main activities

- Investigating suspicious and fraudulent claims.
- Developing a highly skilled investigations team
- Developing anti-fraud strategies and policies and creating a high level of awareness within the organisation.
- Liaising with police, witnesses, solicitors, claimants etc.
- Compiling briefs and statistical reports.
- Managing and controlling activities and workload for the area.

Key skills

- Strong leadership skills.
- Strong communication skills
- Presentation and negotiation skills
- Knowledge of general insurance, claims processes and legal environment.

Internal contacts**External contacts****Typical experience**

Management experience. Qualifications and experience in investigations.

Other comments

Position Description

Position title: Fraud Team Leader
Position code: Aon.LGL.25007.4
Level: 4

Responsible for

Ensuring that losses due to fraud are minimised, through early detection and Team management.

Report to

Fraud Manager.

Supervises

Fraud Analysts.

Main activities

- Supervising, supporting and managing team members.
- Reviewing high risk applications generated in the customer acquisition process.
- Analysing call traffic and account data to identify high risk and out of pattern usage and investigating anomalies.
- Interpreting data and detecting in a timely manner instances of Fraud in order to reduce losses from such risk.
- Acting to limit losses once a Fraud/risk has been detected.
- Selecting and implementing the appropriate action to combat Fraud/high risk exposure.
- Arranging constant monitoring for high/abnormal usage.
- Managing the customer account including liaison with applicable internal departments to successfully conclude Fraud investigations.
- Reporting to management on Fraud levels and improving Fraud prevention and detection.
- Actively reviewing procedure and policy and identifying potential process improvements in relation to Fraud and risk management.

Key skills

- Ability to interpret data and generate solutions.
- Extensive experience and knowledge of billing, service provision and credit management systems.
- Excellent negotiation and communication skills.
- Excellent planning and time management skills.
- Attention to detail.
- Ability to manage a team effectively.

Internal contacts

Lending, Billing and Finance.

External contacts

Customers, Solicitors, Collection Agencies, Credit Reference Association of Australia, Police Department.

Typical experience

5+ years experience in fraud investigation coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Fraud Analyst
Position code: Aon.LGL.25004.3
Level: 3

Responsible for

Interpreting complex data, detecting, reducing and preventing Fraud to protect the organisation from revenue loss.

Report to

Fraud Manager.

Supervises

No supervisory responsibilities.

Main activities

- Analysing traffic and account data to identify high risk and out of pattern usage and investigating anomalies.
- Interpreting data and detecting in a timely manner instances of Fraud in order to reduce losses from such risk.
- Acting to limit losses once a Fraud/risk has been detected.
- Selecting and implementing the appropriate action to combat Fraud/high risk exposure.
- Managing the affected account including liaison with applicable internal departments to successfully conclude Fraud investigations.
- Providing advice and recommendations in relation to Fraud and risk management process and procedure.
- Actively reviewing procedure and policy and identifying potential process improvements in relation to Fraud and risk management.

Key skills

- Ability to interpret data and generate solutions.
- Extensive experience and knowledge of billing, service provision and credit management systems.
- Excellent negotiation and communication skills.
- Excellent planning and time management skills.
- Attention to detail.

Internal contacts

Risk compliance/Legal, Management, Lending, Billing and Finance.

External contacts

Customers, Police Department, Solicitors, Collection Agencies, Credit Reference Association of Australia,

Typical experience

3 - 5+ years experience in Fraud investigation coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Fraud Investigator
Position code: Aon.LGL.25006.3
Level: 3

Responsible for

Providing fraud prevention, detection and investigation services.

Report to

Fraud/Investigations Manager.

Supervises

No supervisory responsibilities.

Main activities

- Conducting full investigations related to insurance fraud, to include surveillance, activity checks, background checks, locates and statements.
- Preparing brief reports and statistical data and submitting.
- Testifying at hearings as required.
- Creating a high level of awareness amongst Staff in anti fraud strategies and policies.
- Liaising with Police, Solicitors of Witnesses and Claimants.

Key skills

- Strong communication skills.
- Presentation and negotiation skills.
- Ability to manage own caseload and work independently.

Internal contacts

Claims Department.

External contacts

Police, Solicitors of Witnesses, Claimants.

Typical experience

At least 3 - 4 years experience in fraud related industries and knowledge of general insurance, together with relevant qualifications.

Other comments

Position Description

Position title: Chief Risk Officer
Position code: Aon.EXE.45001.7
Level: 7

Responsible for

Overseeing the execution of the risk management systems within the organisation. Managing and effectively executing a balance between risk and commercial regulatory requirements, commercial reward, advice and independent regulatory obligations.

Report to

Chief Executive Officer/Managing Director

Supervises**Main activities**

- To translate the overall business strategy into a business plan and to deliver the financial, regulatory and technical objectives to achieve approved business plan.
- Provide advice to Executives on the management of regulatory changes within the Industry.
- Initiate, research and sponsor business improvement activities that promote superior service delivery and optimal resource allocation across distribution and support business units.
- Identify relevant change requirements within and across the business units and ensure execution of change is successful with consideration to legislation, people impacts and business requirements.
- Responsible for the overall maintenance of standards, policies and procedures which ensure regulatory compliance.
- Provide strong governance across functions such as Product, Actuarial, Risk & Business Analytics, Reinsurance, and Legal, Customer Relations, Fraud, Compliance & Governance functions to ensure legislative responsibilities are met, and internal controls are maintained.
- Manage statutory and Board reporting requirements to rigorously monitor and measure the Company's position, and support Executive decision making process.
- Responsible for the overall management of all functions supporting the office of the CRO.

Key skills

- Strong communication, influencing and negotiation skills.
- Ability to build effective relationships with senior managers and other key stakeholders.
- High impact presentation skills, demonstrated leadership skills and the ability to think strategically.

Internal contacts

Product, Actuarial, Risk & Business Analytics, Reinsurance, Legal, Customer Relations, Fraud, Compliance & Governance,

External contacts**Typical experience**

At least 10 years insurance operations experience, with audit, accountancy or actuarial experience coupled with a relevant tertiary education.

Other comments

Position Description

Position title: Head of Risk
Position code: Aon.EXE.RM010.6
Level: 6

Responsible for

Overseeing the execution of the risk management systems within the organisation. Managing and effectively executing a balance between risk and commercial regulatory requirements, commercial reward, advice and independent regulatory obligations.

Report to

Chief Executive Officer/Managing Director

Supervises**Main activities**

- To translate the overall business strategy into a business plan and to deliver the financial, regulatory and technical objectives to achieve approved business plan.
- Provide advice to Executives on the management of regulatory changes within the Industry.
- Initiate, research and sponsor business improvement activities that promote superior service delivery and optimal resource allocation across distribution and support business units.
- Identify relevant change requirements within and across the business units and ensure execution of change is successful with consideration to legislation, people impacts and business requirements.
- Responsible for the overall maintenance of standards, policies and procedures which ensure regulatory compliance.
- Provide strong governance across functions such as Product, Actuarial, Risk & Business Analytics, Reinsurance, and Legal, Customer Relations, Fraud, Compliance & Governance functions to ensure legislative responsibilities are met, and internal controls are
- Manage statutory and Board reporting requirements to rigorously monitor and measure the Company's position, and support Executive decision making process.
- Responsible for the overall management of all functions supporting the office of the CRO.

Key skills

- Strong communication, influencing and negotiation skills.
- Ability to build effective relationships with senior managers and other key stakeholders.
- High impact presentation skills, demonstrated leadership skills and the ability to think strategically.

Internal contacts

Product, Actuarial, Risk & Business Analytics, Reinsurance, Legal, Customer Relations, Fraud, Compliance & Governance,

External contacts**Typical experience**

At least 10 years insurance operations experience, with audit, accountancy or actuarial experience coupled with a relevant tertiary education.

Other comments

Position Description

Position title: Senior Risk Manager
Position code: Aon.RSK.31101.6
Level: 6

Responsible for

Supporting the Chief Risk Officer in accountability for the risk function across the organisation.

Report to

Chief Risk Officer

Supervises

Risk Manager

Main activities

- Enhancing the Risk Management framework, charter, policy statements and methodology, ensuring it is aligned with best practice.
- Providing independent reports to Senior Executives and Program Coordinators with respect to the overall progress of Risk Management in the organisation.
- Ensuring senior staff are suitably equipped to cope with the growing complexity of Risk across the organisation's operations.
- Assessing and evaluating operational policies and procedures to achieve the identified Risk Management objectives and recommend improvements where necessary.
- Introducing new technology, improved Risk Management techniques and approaches to assist risk identification, measurement and control.
- Supervising the documentation of operational policies and procedures.
- Monitoring the progress of risk management processes on existing and new projects/activities undertaken by the organisation.
- Serving as an advocate and reference point to all functional heads on risk management.
- Maintaining updated knowledge of the political, cultural, and economic environment the organisation is operating in, with particular regard to identifying risk and potential risk.

Key skills

- Ability to work closely with and communicate with senior executives.
- Ability to remain abreast with the constantly changing environment, often in numerous unique locations.
- Excellent analytical skills, particularly in identifying potential issues and scenarios.

Internal contacts

Heads of all function units.

External contacts**Typical experience**

8+ years internal audit or risk management coupled with relevant tertiary qualifications. A consulting background would be an advantage.

Other comments

Position Description

Position title: Risk Management Manager
Position code: Aon.RFN.85401.5
Level: 5

Responsible for

Coordinating, monitoring and driving the Risk Management process.

Report to

Head of Financial Services. May report directly to the CEO

Supervises

Risk Management Analysts, Team Leaders and Managers within Risk Management.

Main activities

- Developing the Risk Management framework, charter, policy statements and methodology, ensuring it is aligned with best practice and organisational strategy.
- Liaising with the Board of Directors and Senior Management to ensure that they meet their Risk Management responsibilities and obligations under ASX listing rules and RBA requirements.
- Providing independent reports to the Board Audit Committee and Risk Management Committee with respect to the overall progress of Risk Management in the organisation.
- Evaluating operational policies and procedures to achieve the identified Risk Management objectives and recommend improvements where necessary.
- Introducing new technology, improved Risk Management techniques and approaches to assist risk identification, measurement and control.
- Facilitating and coordinating business unit documentation of operational policies and procedures.
- Monitoring the progress of risk management processes on existing and new projects/activities undertaken by the organisation.
- Serving as a reference point to managers on Risk Management issues.

Key skills

- Ability to work closely with department managers, senior leaders and the board.

Internal contacts

All departments throughout the organisation, Risk Management Committee.

External contacts

Consultants.

Typical experience

10+ years understanding organisation risk. An audit background is an advantage. Tertiary qualifications or equivalent in Mathematics, Operations Research, Statistics or Business.

Other comments

Position Description

Position title: Risk Management Team Leader
Position code: Aon.RFN.85401.4
Level: 4

Responsible for

Assisting in the coordination, monitoring and driving the Risk Management process.

Report to

Head of Financial Services or Director of Risk Management.

Supervises

Risk Management Analysts.

Main activities

- Developing the Risk Management framework, charter, policy statements and methodology, ensuring it is aligned with best practice.
- Establishing focus groups to drive the awareness and management of significant Risks in the organisation.
- Assessing and evaluating operational policies and procedures to achieve the identified Risk Management objectives and recommend improvements where necessary.
- Introducing new technology, improved Risk Management techniques and approaches to assist risk identification, measurement and control.
- Facilitating business unit documentation of operational policies and procedures.
- Monitoring the progress of risk management processes on existing and new projects/activities undertaken by the organisation.
- Advising managers on Risk Management issues.

Key skills

- Ability to work closely with team leaders and managers within the organisation.

Internal contacts

All departments throughout the bank, Risk Management Committee.

External contacts

Consultants.

Typical experience

5-10 years understanding organisation risk. An audit background is an advantage. Tertiary qualifications or equivalent in Mathematics, Operations Research, Statistics or Business.

Other comments

Position Description

Position title: Risk Management Senior Analyst
Position code: Aon.RFN.85401.3
Level: 3

Responsible for

Analysing, monitoring and reporting on the Consumer and Commercial portfolio, recommending credit policy changes, and identifying opportunities for risk containment and revenue enhancement.

Report to

Divisional Manager/National Credit Quality Manager.

Supervises

May supervise more junior Risk Management Analysts.

Main activities

- Monitoring quality and profitability for major portfolio segments, quantifying and recommending opportunities to senior management for enhancing revenue and/or containing risk.
- Performing analysis using credit risk tools available, and summarising findings to senior management in a clear and concise format after determining statistically significant and insignificant patterns.
- Assisting the National Credit Quality Manager in the planning, development and execution of credit risk policies and procedures.
- Participating in both long term and short term projects as assigned with responsibilities including project definition, design, data assembly, analysis, interpretation and presentation of results including recommendations.
- Driving the ongoing credit policy review of a function, tracking results of risk management strategies and recommending policy changes based on analysis of profitability, risk and operational impact.

Key skills

- Strong analytical skills.
- Superior interpersonal communication and writing skills.
- Ability to operate simultaneously at the micro and macro levels.
- High level proficiency in various software and programming packages.

Internal contacts

Lending staff, Legal department.

External contacts

Limited external contact.

Typical experience

Tertiary qualifications or equivalent (mathematics, operations research, statistics or business), coupled with a minimum of 3-5 years prior experience in an operational credit area and some supervisory experience.

Other comments

Alternative Title: Senior Credit Risk Analyst.

Position Description

Position title:	Head of Risk Management
Position code:	Aon.EXE.RM010.7
Level:	7

Responsible for

Overseeing the execution of the risk management systems within the organisation. Managing and effectively executing a balance between risk and commercial regulatory requirements, commercial reward, advice and independent regulatory obligations.

Report to

Chief Executive Officer/Managing Director

Supervises

Main activities

- To translate the overall business strategy into a business plan and to deliver the financial, regulatory and technical objectives to achieve approved business plan.
- Provide advice to Executives on the management of regulatory changes within the Industry.
- Initiate, research and sponsor business improvement activities that promote superior service delivery and optimal resource allocation across distribution and support business units.
- Identify relevant change requirements within and across the business units and ensure execution of change is successful with consideration to legislation, people impacts and business requirements.
- Responsible for the overall maintenance of standards, policies and procedures which ensure regulatory compliance.
- Provide strong governance across functions such as Product, Actuarial, Risk & Business Analytics, Reinsurance, and Legal, Customer Relations, Fraud, Compliance & Governance functions to ensure legislative responsibilities are met, and internal controls are
- Manage statutory and Board reporting requirements to rigorously monitor and measure the Company's position, and support Executive decision making process.
- Responsible for the overall management of all functions supporting the office of the CRO.

Key skills

- Strong communication, influencing and negotiation skills.
- Ability to build effective relationships with senior managers and other key stakeholders.
- High impact presentation skills, demonstrated leadership skills and the ability to think strategically.

Internal contacts

Product, Actuarial, Risk & Business Analytics, Reinsurance, Legal, Customer Relations, Fraud, Compliance & Governance,

External contacts

Typical experience

At least 10 years insurance operations experience, with audit, accountancy or actuarial experience coupled with a relevant tertiary education.

Other comments

Position Description

Position title: Risk Management Analyst
Position code: Aon.RFN.85401.2
Level: 2

Responsible for

Analysing, monitoring and reporting the Consumer and Commercial portfolios in order to identify opportunities and recommend changes in Risk Management.

Report to

Manager - Risk Management, Senior Risk Management Analyst.

Supervises

No supervisory responsibilities.

Main activities

- Monitoring major portfolio segments using credit risk tools, with the purpose of presenting findings and recommendations enabling Senior Management to contain risk, improve processes and enhance revenue.
- Performing monthly analysis of various processes including: lending, collections, marketing and behavioural scoring models and summarising findings to Senior Management in a clear and concise format after determining statistically significant patterns.
- Participating in both long term and short term projects as assigned with responsibilities including project definition, design, data assembly, analysis, interpretation and presentation of results including recommendations.
- Monitoring and developing behavioural scoring strategies.
- Assisting in the development/refinement of credit risk tools, profitability and forecasting models.
- Performing other projects or special assignments as required.

Key skills

- Good analytical skills.
- Excellent interpersonal and communication skills.

Internal contacts

Lending staff, Legal Department.

External contacts

Limited external contact.

Typical experience

Tertiary qualifications or equivalent in Mathematics, Operations Research, Statistics or Business, coupled with 1+ years experience in an Operational Credit area.

Other comments

Alternative Title: Credit Risk Analyst.

Position Description

Position title: Account Director (Existing Account Only)
Position code: Aon.ITS.15001.6
Level: 6

Responsible for

Working closely with the CEO or equivalent within the client's organisation to maximise revenue from a strategic client account in order to achieve agreed revenue targets/sales quotas and ensure complete customer satisfaction when dealing with the organisation.

Report to

Sales Director, General Manager.

Supervises

No formal supervisory responsibilities. Employees in this role are individual contributors that would build a 'virtual team' in order to close sales.

Main activities

- Consulting with the CEO or equivalent within the client's organisation to formulate, implement and manage strategic business plans regarding the client's account to achieve sales revenue/sales quota targets.
- Selecting, coordinating and managing staff to complete tasks associated with retaining the account.
- Working closely with strategic employees within the client's organisation to determine present and future needs and proposing suitable products, services and upgrades in order to maintain and grow revenue for the organisation.
- Acting as the main interface between the client and the organisation to ensure an optimal level of service is provided at all times and continually seeking the opportunity to participate in client's strategic business planning processes.
- Conducting product demonstrations (where applicable) and coordinating the preparation of sales proposals, tenders/bids, contracts and Account Management plans.

Key skills

- Proven sales ability including outstanding negotiation skills, persuasive ability, excellent communication skills and the ability to interact at a strategic level.
- Strong ability to motivate and manage direct and indirect teams of employees across multiple functions.
- Expert product and industry knowledge coupled with the ability to deal with clients at all levels and translate client needs into a complete solution.
- Appreciation of the value/importance of the account, coupled with the ability to balance the needs of the organisation and the client's organisation.

Internal contacts

All levels of Staff, Marketing Staff, Customer & Technical Support, Research and Development Staff, Warehouse and Distribution Staff.

External contacts

Clients, Suppliers, Representatives of Business Partners, Competitors, Industry Contacts, Government Bodies.

Typical experience

10+ years of Sales experience, may possess relevant tertiary qualifications.

Other comments

This position is distinguished from the Sales Representative roles by experience and Account Management responsibilities. This role maximises revenue/achieves sales quotas from existing clients rather than hunting for revenue/sales from new/prospective clients. Employees in this role would typically have one strategic account, but may have several.

Position Description

Position title: Strategic Account Manager (Existing Account Only)
Position code: Aon.ITS.15001.5
Level: 5

Responsible for

Maintains and develop relationships with organisation's strategic accounts, maximising revenue from in order to achieve agreed revenue targets/sales quotas and ensure account objectives are met.

Report to

Sales Manager, Senior Sales Manager, Sales Director.

Supervises

No formal supervisory responsibilities. Employees in this role are individual contributors that would build a 'virtual team' to close sales.

Main activities

- Formulating, implementing and managing business plans regarding strategic client accounts to achieve sales revenue/sales quota targets.
- Selecting, coordinating and managing staff to complete tasks associated with retaining the strategic client account.
- Working closely with strategic clients to determine their present and future needs, and proposing suitable products, services and upgrades in order to maintain and grow revenue for the organisation.
- Acting as the main interface between the client and the organisation to ensure an optimal level of service is provided at all times.
- Lead the clients' strategic business planning processes.
- Conducting product demonstrations (where applicable) and coordinating the preparation of sales proposals, tenders/bids, contracts and account management plans.

Key skills

- Proven sales ability including outstanding negotiation skills, persuasive ability and excellent communication skills.
- Strong ability to motivate and manage direct and indirect teams of employees across multiple functions.
- Expert product and industry knowledge coupled with the ability to deal with clients at all levels and translate client needs into a complete solution.
- Appreciation of the value/importance of the account, coupled with the ability to balance the needs of the organisation and the client's organisation.

Internal contacts

Sales, Marketing, Customer and Technical Support, Research and Development, Warehouse and Distribution.

External contacts

Clients, suppliers, representatives of business partners, competitors, industry contacts, government bodies.

Typical experience

8 - 10 years of Sales experience, may possess relevant tertiary qualifications.

Other comments

This position is distinguished from the Sales Representative roles by experience and Account Management responsibilities. This role maximises revenue/achieves sales quotas from existing clients rather than hunting for revenue/sales from new/prospective clients. Employees in this role would typically have one major/key/named account, but may have several.

Position Description

Position title: Major/Key Account Manager (Existing Account Only)
Position code: Aon.ITS.15001.4
Level: 4

Responsible for

Maximising revenue from a major/key account in order to achieve agreed revenue targets/sales quotas.

Report to

Major/Key/Named Account Manager, Account Director.

Supervises

Typically employees in this role would be individual contributors that would build a 'virtual team' in order to close sales, but may supervise more junior account managers on the account team

Main activities

- Managing strategic business plans regarding major/key client accounts to achieve sales revenue/sales quota targets.
- Working closely with the client to determine their present and future needs and proposing suitable products, services and upgrades in order to maintain and grow revenue for the organisation.
- Acting as the main interface between the client and the organisation to ensure an optimal level of service is provided at all times
- Participate in the account planning process
- Conducting product demonstrations (where applicable) and coordinating the preparation of sales proposals, tenders/bids, contracts and account management plans.

Key skills

- Proven sales ability including outstanding negotiation skills, persuasive ability and excellent communication skills.
- Ability to motivate and manage direct and indirect teams of employees across multiple functions.
- Expert product and industry knowledge coupled with the ability to deal with clients at all levels and translate client needs into a complete solution.
- Appreciation of the value/importance of the account, coupled with the ability to balance the needs of the organisation and the client's organisation.

Internal contacts

Sales, Marketing, Customer and Technical Support, Research and Development, Warehouse and Distribution.

External contacts

Clients, suppliers, representatives of business partners, competitors, industry contacts, government bodies.

Typical experience

5 years of Sales experience, may possess relevant tertiary qualifications.

Other comments

This position is distinguished from the Sales Representative roles by experience and account management responsibilities. This role maximises revenue/achieves sales quotas from existing clients rather than hunting for revenue/sales from new/prospective clients. Employees in this role would typically have only one major/key account, but may have several.

Position Description

Position title: Senior Sales Account Manager (Existing Account Only)
Position code: Aon.ITS.15002.4
Level: 4

Responsible for

Maximising revenue from one or a small number of client accounts in order to achieve agreed revenue targets/sales quotas and ensure complete customer satisfaction when dealing with the organisation.

Report to

Senior Sales Manager, Sales Manager.

Supervises

Typically employees in this role would be individual contributors that would build a 'virtual team' in order to close sales, but may supervise more junior account managers on the account team

Main activities

- Formulating, implementing and managing strategic business plans regarding one or a small number of client accounts to achieve Sales revenue/Sales quota targets.
- Selecting, coordinating and managing staff to complete tasks associated with retaining designated account/s.
- Working closely with clients to determine their present and future needs and proposing suitable products, services and upgrades in order to maintain and grow revenue for the organisation.
- Acting as the main interface between the client and the organisation to ensure an optimal level of service is provided at all times and continually seeking the opportunity to participate in client's strategic business planning processes.
- Conducting product demonstrations (where applicable) and coordinating the preparation of Sales proposals, tenders/bids, contracts and Account Management plans.

Key skills

- Proven Sales ability including outstanding negotiation skills, persuasive ability and excellent communication skills.
- Ability to motivate and manage direct and indirect teams of employees across multiple functions.
- Specialist product and industry knowledge coupled with the ability to deal with clients at all levels and translate client needs into a complete solution.
- Appreciation of the value/importance of designated accounts, coupled with the ability to balance the needs of the organisation and the client's organisation.

Internal contacts

All levels of Sales Staff, Marketing Staff, Customer & Technical Support, Research & Development Staff, Warehouse & Distribution Staff.

External contacts

Clients, Suppliers, Representatives of Business Partners, Competitors, Industry Contacts, Government Bodies.

Typical experience

5 - 8 years of Sales experience, and may possess relevant tertiary qualifications.

Other comments

This position is distinguished from the Sales Representative roles by experience and Account Management responsibilities. This role maximises revenue/achieves Sales quotas from existing clients rather than hunting for revenue/sales from new/prospective clients.

Position Description

Position title: Sales Account Manager (Existing Account Only)
Position code: Aon.ITS.15003.3
Level: 3

Responsible for

Maximising revenue from one or a small number of client accounts in order to achieve agreed revenue targets/sales quotas and ensure complete customer satisfaction when dealing with the organisation.

Report to

Senior Sales Manager, Sales Manager.

Supervises

No formal supervisory responsibilities. Employees in this role are individual contributors that would build a 'virtual team' in order to close sales.

Main activities

- Formulating, implementing and managing strategic business plans regarding one or a small number of client accounts to achieve Sales revenue/Sales quota targets.
- Selecting, coordinating and managing staff to complete tasks associated with retaining designated account/s.
- Working closely with clients to determine their present and future needs and proposing suitable products, services and upgrades in order to maintain and grow revenue for the organisation.
- Acting as the main interface between the client and the organisation to ensure an optimal level of service is provided at all times and continually seeking the opportunity to participate in clients' strategic business planning processes.
- Conducting product demonstrations (where applicable) and coordinating the preparation of Sales proposals, tenders/bids, contracts and Account Management plans.

Key skills

- Proven Sales ability including strong negotiation skills, persuasive ability and excellent communication skills.
- Specialist product and industry knowledge coupled with the ability to deal with clients at all levels and translate client needs into a complete solution.
- Appreciation of the value/importance of designated accounts, coupled with the ability to balance the needs of the organisation and the client's organisation.

Internal contacts

All levels of Sales Staff, Marketing Staff, Customer and Technical Support, Research and Development Staff, Warehouse and Distribution Staff.

External contacts

Clients, Suppliers, Representatives of Business Partners, Competitors, Industry Contacts, Government Bodies.

Typical experience

3 - 5 years of Sales experience, and may possess relevant tertiary qualifications.

Other comments

This position is distinguished from the Direct End User Sales Representative roles by experience and Account Management responsibilities. This role maximises revenue/achieves Sales quotas from existing clients rather than hunting for revenue/sales from new/prospective clients.

Position Description

Position title: Associate Account Manager
Position code: Aon.ITS.15001.2
Level: 2

Responsible for

Supporting Account Managers in the delivery of the service.

Report to

National/Senior/Account Manager.

Supervises

No supervisory responsibilities.

Main activities

- Providing new business quotes and negotiating renewals.
- Assisting Account Managers in servicing customer base.
- Maintaining files.

Key skills

- Developing a knowledge of local markets.
- Effective organisational and communication skills.

Internal contacts**External contacts****Typical experience****Other comments**

Alternative Title: Assistant Account Executive.

Position Description

Position title: Senior Bid Manager
Position code: Aon.PRO.90800.5
Level: 5

Responsible for

Managing the timely application of the Bid Process by providing control and tracking through the Bid Box for non-standard, complex customer solutions.

Report to

Business Manager.

Supervises

May supervise 1-5 employees.

Main activities

- Advising the sales force on availability and cost of services for a region and suggesting alternatives where appropriate.
- Advising sales and account managers on bid/no bid decisions.
- Managing bid signoff requests, including initial screening, acknowledging, tracking and obtaining final approval from Bid Authorisers both within and outside the region.
- Collating responses from suppliers within agreed turnaround targets and, when necessary, suggesting and negotiating appropriate alternative solutions to be delivered.
- Liaising with Corporate Finance to build the cost of any Offer to the project end.
- Assisting in the production of the Terms and Conditions to the project end.
- Providing bid and customer service input to regional sales staff, including Third Party Agreements.
- Establishing and maintaining a shadow portfolio of solutions regularly demanded by customers.
- Producing reports on the area's response to bid requests as required.
- Supporting company policy in the area of security, with particular emphasis on the protection of sensitive customer information.

Key skills

- Ability to function as a member of a multi-functional, multi-cultural, multi-organisational team.
- Ability to work under minimal supervision.
- Ability to work to tight and demanding deadlines to ensure bids are responded to in a timely fashion.
- Good written, spoken communication skills.
- Strong numerical and analytical skills.

Internal contacts

Sales, Sales Support, Customer Service Managers and Product Managers.

External contacts

Customers at all levels.

Typical experience

At least 5-8 years support experience in Bid, Sales or Customer Service environment.

Other comments

A diploma/degree in Telecommunications, Engineering or Business Administration desirable. An excellent knowledge of IT services and their application by large organisations.

Position Description

Position title: Bid Manager
Position code: Aon.PRO.90800.4
Level: 4

Responsible for

Managing the timely application of the Bid Process by providing control and tracking through the Bid Box for non-standard, complex customer solutions.

Report to

Business Manager and/or Senior Bid Manager.

Supervises

May have supervisory responsibility.

Main activities

- Advising the sales force on availability and cost of services for a region and suggesting alternatives where appropriate.
- Advising sales and account managers on bid/no bid decisions.
- Managing bid signoff requests, including initial screening, acknowledging, tracking and obtaining final approval from Bid Authorisers both within and outside the region.
- Collating responses from suppliers within agreed turnaround targets and, when necessary, suggesting and negotiating appropriate alternative solutions to be delivered.

Key skills

Nil.

Internal contacts

Sales, Sales Support, Customer Service Managers and Product Managers.

External contacts

Customers at all levels.

Typical experience

At least 2 -5 years support experience in Bid, Sales or Customer Service environment.

Other comments

A diploma/degree in Telecommunications, Engineering or Business Administration desirable. An excellent knowledge of IT services and their application by large organisations.

Position Description

Position title: Head of Business Development
Position code: Aon.EXE.MK060.7
Level: 7

Responsible for

Overall responsibility for the development and management of new business opportunities, achieving profitability and capital management goals.

Report to

Chief Executive Officer.

Supervises

Business development division staff.

Main activities

- Evaluating market entry opportunities for the organisation, preparing business cases, financial models and plans to be presented to the senior management team for discussion and vetting.
- Reporting on cash flow, profitability and investment return on a consolidated and project basis.
- Determining the overall direction of new business opportunities, creating 'virtual teams' across departments or organisations, ensuring that projects fall within the strategic direction of the organisation and balancing short and long term goals.
- Developing deal-making processes and documentation to enable high speed closure of new deals in a consistently high-quality manner. These procedures should also cover life cycle management (e.g. joint marketing/PR/measurement metrics).
- Ensuring business relationships comply with all regulatory and legal requirements.

Key skills

- Strong knowledge of relevant industry products and services.
- General managerial skills.
- High level interpersonal, negotiation and relationship building skills.
- Managing complex projects involving external partners.
- Keen commercial and financial awareness.

Internal contacts

Senior management team, sales, marketing, regulatory affairs, legal, finance, research & development.

External contacts

Potential business partners, industry bodies, external service providers.

Typical experience

At least 12 years business development, sales and marketing experience coupled with relevant tertiary qualifications. In emerging industries total experience may be less but industry knowledge will be very strong.

Other comments

Position Description

Position title: Principal Business Development Manager
Position code: Aon.ITS.15009.6
Level: 6

Responsible for

Acting as the second line of management, directing a team of Business Development Managers to source relationships with clients and key decision makers to develop business opportunities for a new sector, product, service, solution or client.

Report to

Head of Business Development, Sales Director, Sales & Marketing Director, CEO or General Manager in smaller organisations.

Supervises

Business Development Managers and Assistants.

Main activities

- Planning and directing the activities of a team of Business Development Managers, and ensuring all staff are motivated to attain predetermined sales targets.
- Developing a market sector by forming a strategy and leading the generation of sales leads for a brand new organisational product, service or solution. This may be done when the product, service or solution is still in the pipeline.
- Assessing potential partners, performing competitive research, evaluating proposed deals/partnerships, and analysing and developing business cases for new business targets.
- Developing new products, services or solutions by combining several existing products/services and generating leads to establish a corresponding market sector in order to gain new business for the organisation.
- Combining existing products/services for a specific client thereby creating a new product, service or solution that once sold becomes a standard organisational offering.
- Generating term sheets and new business/financial models, and drafting and negotiating contracts.
- Identifying opportunities for business improvement and strategic new business opportunities.
- Developing and managing multiple strategic initiatives simultaneously, interacting with a diverse set of partners and prospective partners.
- Recruiting, selecting and training sales staff.

Key skills

- Proven sales ability including outstanding negotiation skills, persuasive ability and excellent communication skills.
- Expert product and industry knowledge coupled with the ability to deal with clients at all levels and translate client needs into a complete solution.
- High level management, leadership, mentoring, business, accounting and reporting skills.
- Creativity and a flair for innovation.
- Knowledge and skills in developing and implementing sales/business development strategies.

Internal contacts

Sales, Marketing, Customer & Technical Support, Research & Development, Warehouse & Distribution.

External contacts

Customers, prospective customers.

Typical experience

At least 10 years of sales experience, coupled with relevant tertiary qualifications.

Other comments

Products, services and solutions sold, or market sectors created by this role would be passed onto Sales Representatives or Account Managers once they have been established as standard entities within the organisation. Within some organisational structures, this role may be responsible for closing sales as well as generating leads and developing the market sector. This

role performs a mix of sales oriented and managerial tasks.

Position Description

Position title: Senior Business Development Manager
Position code: Aon.ITS.15009.5
Level: 5

Responsible for

Acting as the first line of management, directing a team of Business Development Managers to source relationships with clients and key decision makers to develop business opportunities for a new sector, product, service, solution or client.

Report to

Business Development Director, Sales Director, Sales & Marketing Director, CEO or General Manager in smaller organisations.

Supervises

Business Development Managers and Assistants.

Main activities

- Planning and directing the activities of a team of Business Development Managers and ensuring all staff are motivated to attain predetermined sales targets.
- Developing a market sector by generating sales leads for a brand new organisational product, service or solution. This may be done when the product, service or solution is still in the pipeline.
- Assessing potential partners, performing competitive research, evaluating proposed deals/partnerships, and analysing and developing business cases for new business targets.
- Developing new products, services or solutions by combining several existing products/services and generating leads to establish a corresponding market sector in order to gain new business for the organisation.
- Combining existing products/services for a specific client thereby creating a new product, service or solution that once sold becomes a standard organisational offering.
- Generating term sheets and new business/financial models, and drafting and negotiating contracts.
- Identifying opportunities for business improvement and strategic new business opportunities.
- Managing multiple strategic initiatives simultaneously, interacting with a diverse set of partners and prospective partners.
- Recruiting, selecting and training sales staff.

Key skills

- Proven sales ability including outstanding negotiation skills, persuasive ability and excellent communication skills.
- Expert product and industry knowledge coupled with the ability to deal with clients at all levels and translate client needs into a complete solution.
- Management, leadership, mentoring, business, accounting and reporting skills.
- Creativity and a flair for innovation.

Internal contacts

Sales, Marketing, Customer & Technical Support, Research & Development, Warehouse & Distribution.

External contacts

Customers, prospective customers.

Typical experience

8 - 10 years of sales experience, coupled with relevant tertiary qualifications.

Other comments

Products, services and solutions sold, or market sectors created by this role would be passed onto Sales Representatives or Account Managers once they have been established as standard entities within the organisation. Within some organisational structures, this role may be responsible for closing sales as well as generating leads and developing the market sector. This role performs a mix of sales oriented and managerial tasks.

Position Description

Position title: Business Development Manager
Position code: Aon.ITS.15009.4
Level: 4

Responsible for

Sourcing relationships with clients and key decision makers to develop business opportunities for a new sector, product, service, solution or client.

Report to

Business Development Manager.

Supervises

No formal supervisory responsibilities. May supervise Associate Business Development Managers or Business Development Assistants.

Main activities

- Developing a market sector by generating sales leads for a brand new organisational product, service or solution. This may be done when the product, service or solution is still in the pipeline.
- Assessing potential partners, performing competitive research, evaluating proposed deals/partnerships and analysing and developing business cases for new business targets.
- Developing new products, services or solutions by combining several existing products/services and generating leads to establish a corresponding market sector in order to gain new business for the organisation.
- Combining existing products/services for a specific client thereby creating a new product, service or solution that once sold becomes a standard organisational offering.
- Generating term sheets and new business/financial models and drafting and negotiating contracts.
- Identifying opportunities for business improvement and strategic new business opportunities.

Key skills

- Proven sales ability including outstanding negotiation skills, persuasive ability and excellent communication skills.
- Expert product and industry knowledge coupled with the ability to deal with clients at all levels and translate client needs into a complete solution.
- Management, business, accounting and reporting skills.
- Creativity and a flair for innovation.

Internal contacts

Sales, Marketing, Customer and Technical Support, Research and Development, Warehouse and Distribution.

External contacts

Customers, prospective customers.

Typical experience

5 - 8 years of sales experience and may either possess or be working towards relevant tertiary business qualifications.

Other comments

Products, services and solutions sold, or market sectors created by this role would be passed onto Sales Representatives or Account Managers once they have been established as standard entities within the organisation. Within some organisational structures, this role may be responsible for closing sales as well as generating leads and developing the market sector.

Position Description

Position title: Associate Business Development Manager
Position code: Aon.ITS.15009.3
Level: 3

Responsible for

Assisting more senior Business Development Managers to source relationships with clients and key decision makers to develop business opportunities for a new sector, product, service, solution or client.

Report to

Business Development Manager

Supervises

No supervisory responsibilities

Main activities

- Support tasks for all practice groups of the office, including expense reports, check requests, closing binders, scanning, time entry and document organisation
- Implement plans towards strategic marketing of company's products
- Assists other teams with projects and special requests, prioritizing to meet deadlines
- Work together with marketing department staff to strengthen the organisation's integrity
- Providing assistance with evaluating proposed deals/partnerships and developing business cases
- Handling various operational functions as required

Key skills

- Proven sales ability including outstanding negotiation skills, persuasive ability and excellent communication skills
- Expert product and industry knowledge coupled with the ability to deal with clients at all levels and translate client needs into a complete solution
- Management, leadership, mentoring, business, accounting and reporting skills
- Creativity and a flair for innovation

Internal contacts

Sales, Marketing, Customer & Technical Support, Research & Development, Warehouse & Distribution.

External contacts

Customers, prospective customers

Typical experience

Minimum 3 years of experience in a similar role

Other comments

Products, services and solutions sold, or market sectors created by this role would be passed onto Sales Representatives or Account Managers once they have been established as standard entities within the organisation. Within some organisational structures, this role may be responsible for closing sales as well as generating leads and developing the market sector. This role performs a mix of sales oriented and managerial tasks.

Position Description

Position title: Business Development Assistant
Position code: Aon.ITS.14009.2
Level: 2

Responsible for

Supporting the Business Development team in all aspects of operation and administration.

Report to

Senior/Principal Business Development Manager

Supervises

No supervisory responsibilities

Main activities

- Assists team with administration and standard organisational processes
- Provide support in collating and checking expense reports
- Collaborate with project team specialists to maintain and update databases
- Prepares regular reporting on business development team activities and progress against targets
- Assists other teams with projects and special requests

Key skills

- Basic product and industry knowledge
- Basic administration, accounting and reporting skills
- Excellent communication skills

Internal contacts

Sales, Marketing, Customer & Technical Support, Research & Development, Warehouse & Distribution

External contacts

Customers, prospective customers

Typical experience

At least 12 months experience in a similar role

Other comments

This role does not have sales responsibility.

Position Description

Position title: Senior Channel/Dealer Sales Manager
Position code: Aon.EXS.85004.6
Level: 6

Responsible for

Controlling the sales activities of the company nationally through a network of dealers, distributors or other equipment manufacturers in order to achieve revenue, expense and sales targets.

Report to

Corporate Sales Manager or General Manager.

Supervises

Channel Sales Managers and their teams.

Main activities

- Working closely with third parties to ensure the nationwide sales of company products.
- Controlling and motivating various sales teams to meet targets through the dealer/distributor network.
- Servicing key accounts, negotiating major deals and maintaining key customer contacts at senior levels.
- Determining price and volume discount policies.
- Providing a substantial input to forecasting and setting sales and expense budgets for the dealer network nationwide.
- Recruiting and training channel sales managers and advising on suitability of dealer staff if approached.
- Monitoring and reporting on competitors' sales and product strategies.

Key skills

- Knowledge of the product and the market.
- Has strong interpersonal abilities and proven skills in leading sales teams.
- Excellent negotiation and motivational skills.

Internal contacts

Chief Financial Officer, Product Managers, State or Branch Managers.

External contacts

Dealers and distributors, government officials, advertising agencies, key accounts, PR firms.

Typical experience

Tertiary qualifications, a minimum of 10 years sales experience, a good proportion of this in channel sales.

Other comments

Alternative Title: National Sales Manager (Third Parties).

Position Description

Position title: Channel/Dealer Sales Manager
Position code: Aon.ITS.15014.5
Level: 5

Responsible for

Acting as the first line of Management, directing a team of Channel Sales Representatives to achieve predetermined Channel/Dealer Sales targets from new and existing Channels/Dealers and ensuring complete customer satisfaction when dealing with the organisation.

Report to

Channel Dealer Sales Director, Senior Sales Manager, Business Unit Sales Manager, Sales Director.

Supervises

A team of Channel Sales Representatives and Sales Administration Staff.

Main activities

- Planning and directing the activities of a team of Channel Sales Representatives, ensuring all staff are motivated to attain predetermined sales targets.
- Negotiating major deals within policy guidelines, maintaining contact with key Channels/Dealers and identifying and steering opportunities for business improvement.
- Providing leadership and direction, aligning Channel/Dealer Sales activities with a broader business plan. Regularly reporting actual performance to budget, with variance analyses and revised projections.
- Contributing to the setting of Channel/Dealer Sales strategies and related Sales and expense budgets. Monitoring the Channel/Dealer Sales revenue, margin and expense performance and initiating corrective action where required.
- Understanding the client's objectives, buying criteria and decision making processes and forming long term business partnerships in order to leverage revenue from the relationship and promote the organisation as a quality supplier with the aim of achieving "preferred" supplier status.
- Monitoring competitors' sales and product strategies, campaigns and events to optimise market share.
- Recruiting, selecting and training Channel/Dealer Sales staff.

Key skills

- Proven Sales ability including outstanding negotiation skills, persuasive ability and excellent communication skills.
- Expert product and industry knowledge coupled with the ability to deal with clients at all levels and translate client needs into a complete solution.
- Management, leadership and mentoring capabilities.
- Business, accounting and reporting skills.
- Analytical interpretation and advanced problem solving abilities.

Internal contacts

Senior Sales Management, Sales Administration Staff, Marketing Staff, Customer & Technical Support, Research & Development Staff, Warehouse & Distribution Staff.

External contacts

Clients, Distributors, Suppliers, Government Officials.

Typical experience

5 - 10 years of experience, may possess relevant tertiary qualifications.

Other comments

This role performs a mix of Sales oriented and Managerial tasks.

Position Description

Position title: Senior Channel/Dealer Sales Representative
Position code: Aon.ITS.15013.4
Level: 4

Responsible for

Achieving an agreed revenue target or sales quota by identifying and gaining business from a nominated Channel or group of Dealers and ensuring complete customer satisfaction when dealing with the organisation.

Report to

Channel Sales Manager, Sales Manager, Business Unit Sales Manager, Senior Sales Manager

Supervises

No formal supervisory responsibilities, however employees in this role may mentor Channel/Dealer Sales Representatives.

Main activities

- Working closely with a nominated Channel or group of Dealers to determine their present and future needs and proposing suitable products, services and upgrades in order to maintain and grow revenue for the organisation.
- Maintaining call rates to assure contact with assigned clients and acting as the main interface between the client and the organisation to ensure an optimal level of service is provided at all times.
- Understanding the customer's objectives, buying criteria and decision making processes and forming long term business partnerships in order to leverage revenue from the relationship and promote the organisation as a quality supplier with the aim of achieving "preferred" supplier status.
- Negotiating price and volume discounts (where applicable) in accordance with the organisation's policies and liaising with Technical Support staff regarding technical issues to ensure client retention and continued business.
- Identifying and gaining new business through a sustained program of cold calling, mailing and following up referrals/leads and keeping abreast of competitor's Sales strategies.
- Conducting product demonstrations (where applicable) and coordinating the preparation of Sales proposals, tenders/bids, contracts and Account Management plans.

Key skills

- Proven sales ability including outstanding negotiation skills, persuasive ability and excellent communication skills.
- Sound product and industry knowledge coupled with the ability to deal with clients at all levels and translate client needs into a complete solution.

Internal contacts

Sales Management, Sales Administration Staff, Marketing Staff, Customer & Technical Support, Research & Development Staff, Warehouse & Distribution Staff.

External contacts

Customers, Suppliers.

Typical experience

5+ years of Sales experience and may possess relevant tertiary qualifications.

Other comments

Alternative Titles: Senior Channel/Dealer Sales Executive, Senior Channel/Dealer Sales Consultant.

Position Description

Position title: Channel/Dealer Sales Representative
Position code: Aon.ITS.15114.3
Level: 3

Responsible for

Achieving an agreed revenue target or sales quota by identifying and gaining business from a nominated Channel or group of dealers and ensuring complete customer satisfaction when Dealing with the organisation.

Report to

Channel Sales Manager, Sales Manager, Business Unit Sales Manager, Senior Sales Manager.

Supervises

No supervisory responsibilities.

Main activities

- Working closely with a nominated Channel or group of Dealers to determine their present and future needs and proposing suitable products, services and upgrades in order to maintain and grow revenue for the organisation.
- Maintaining call rates to assure contact with assigned clients and acting as the main interface between the client and the organisation to ensure an optimal level of service is provided at all times.
- Understanding the customer's objectives, buying criteria and decision making processes and forming long term business partnerships in order to leverage revenue from the relationship and promote the organisation as a quality supplier with the aim of achieving "preferred" supplier status.
- Negotiating price and volume discounts (where applicable) in accordance with the organisation's policies and liaising with Technical Support/Dispatch staff regarding technical issues to ensure client retention and continued business.
- Identifying and gaining new business through a sustained program of cold calling, mailing and following up referrals/leads and keeping abreast of competitor's Sales strategies.
- Conducting product demonstrations (where applicable) and coordinating the preparation of Sales proposals, tenders/bids, contracts and Account Management plans.

Key skills

- Proven Sales ability including negotiation skills, persuasive ability and excellent communication skills.
- Sound product and industry knowledge coupled with the ability to deal with clients at all levels and translate client needs into a complete solution.

Internal contacts

Sales Management, Sales Administration Staff, Marketing Staff, Customer & Technical Support, Research & Development Staff, Warehouse & Distribution Staff.

External contacts

Customers, Suppliers.

Typical experience

2+ years of Sales experience and may possess relevant tertiary qualifications.

Other comments

Alternative Titles: Channel/Dealer Sales Executive, Channel/Dealer Sales Consultant.

Position Description

Position title: Associate Channel/Dealer Sales Representative
Position code: Aon.ITS.15013.2
Level: 2

Responsible for

Achieving an agreed revenue target or sales quota by identifying and gaining business from a nominated Channel or group of Dealers and ensuring complete customer satisfaction when dealing with the organisation.

Report to

Channel Sales Manager, Sales Manager, Senior Sales Manager.

Supervises

No supervisory responsibilities.

Main activities

- Working closely with a nominated Channel or group of Dealers to determine their present and future needs and proposing suitable products, services and upgrades in order to maintain and grow revenue for the organisation.
- Maintaining call rates to assure contact with assigned clients and acting as the main interface between the client and the organisation to ensure an optimal level of service is provided at all times.
- Understanding the customer's objectives, buying criteria and decision making processes and forming long term business partnerships in order to leverage revenue from the relationship and promote the organisation as a quality supplier with the aim of achieving "preferred" supplier status.
- Negotiating price and volume discounts (where applicable) in accordance with the organisation's policies and liaising with Technical Support staff regarding technical issues to ensure client retention and continued business.
- Identifying and gaining new business through a sustained program of cold calling, mailing and following up referrals/leads and keeping abreast of competitor's Sales strategies.
- Conducting product demonstrations (where applicable) and coordinating the preparation of Sales proposals, tenders/bids, contracts and Account Management plans.

Key skills

- Growing Sales ability including negotiation skills, persuasive ability and excellent communication skills.
- Developing product and industry knowledge coupled with the ability to deal with clients at all levels and translate client needs into a complete solution.

Internal contacts

Sales Management, Sale Administration Staff, Marketing Staff, Customer & Technical Support, Research & Development Staff, Warehouse & Distribution Staff.

External contacts

Customers, Suppliers.

Typical experience

1+ years of Sales experience and may possess relevant tertiary qualifications.

Other comments

Alternative Titles: Associate Channel/Dealer Sales Executive, Associate Channel/Dealer Sales Consultant.

Position Description

Position title: Contact Centre Sales Team Leader
Position code: Aon.SLS.15036.3
Level: 3

Responsible for

Marketing (selling) a range of company products through indirect channels and Suppliers.

Report to

Sales/State Manager

Supervises

Team of casual or permanent Telemarketers/Telesellers (1 - 5).

Main activities

- Planning and effectively implementing sales campaigns.
- Reporting on the results and making recommendations for improving future campaigns.
- Establishing the database of prospects and assuring that this is actively maintained.
- Having personal involvement in telephone calls.
- Managing a Telemarketing/Supplies department.

Key skills

- Knowledge and experience in campaign planning.
- Hands-on experience in establishing and maintaining a database.
- Proven sales ability, and a very strong telephone manner.
- Ability and willingness to take on a Sales support role at times.

Internal contacts

Regional Account Managers and Technical Support staff; Order Processing staff; Credit Control department; Stores and Dispatch; Sales Secretaries.

External contacts

Wide range of end-user customers and Value Added Resellers; Dealers and Suppliers.

Typical experience

At least 2 years of proven sales experience via telephone. Experience in successful implementation campaigns.

Other comments

Need to develop sound product knowledge through training.
In smaller organisations may be referred to as Telemarketing Manager.

Position Description

Position title: Senior Contact Centre Sales Representative
Position code: Aon.CSP.35036.2
Level: 2

Responsible for

Up-selling and cross-selling products and services to existing customers with established quality standards through telephone. Dealing with more complex products and services and assisting Contact Centre Sales Representatives.

Report to

Contact Centre Team Leader - Inbound.

Supervises

No supervisory responsibilities.

Main activities

- Up-selling and cross-selling products/services through telephone.
- Using the established system and support to sell products/services within service times.
- Managing escalated issues and ensuring customer satisfaction at all times.
- Identifying sales opportunities from the existing clients database.
- Keeping accurate records of sales activities.
- Attending relevant product and skill courses and passing on relevant points to other Consultants.
- Keeping Management aware of potential areas for product, services and education sales.
- Acting as a mentor to Contact Centre Sales Representatives and assisting with knowledge transfer.

Key skills

- Thorough knowledge of companies products and services.
- Sales skills and ability to identify customer needs.
- Strong service orientation with excellent communication skills.
- Proficient computer skills.
- Good interpersonal and team skills.

Internal contacts

Customer Support, Finance, Sales & Marketing.

External contacts

Customers.

Typical experience

At least 2-4 years of Customer Support experience with experience in sales.

Other comments

This role deals with clients through telephone only. For other digital channel please refer to Senior Online Contact Centre Representative.

Position Description

Position title: Contact Centre Sales Representative
Position code: Aon.CSP.35036.1
Level: 1

Responsible for

Up-selling and cross-selling products/services to existing customers through telephone.

Report to

Contact Centre Team Leader - Inbound.

Supervises

No supervisory responsibilities.

Main activities

- Up-selling and cross-selling products/services through telephone.
- Using the established system and support to sell products/services within service times.
- Keeping accurate records of sales activities.
- Identifying sales opportunities from the existing clients database.
- Attending relevant product and skill courses and passing on relevant points to other Consultants.
- Keeping Management aware of potential areas for product, services and education sales.

Key skills

- Good knowledge of companies products and services.
- Sales skills and ability to identify customer needs.
- Good communication (both oral and written) skills.
- Proficient computer skills.
- Good interpersonal and team skills.

Internal contacts

Customer Support, Finance, Sales & Marketing.

External contacts

Customers.

Typical experience

Experience in a Customer Service environment.

Other comments

This role deals with clients through telephone only. For other digital channel please refer to Online Contact Centre Representative.

Position Description

Position title: Lead Generation Specialist
Position code: Aon.CSP.35156.1
Level: 1

Responsible for

Generating leads/potential clients through telephone.

Report to

Contact Centre Team Leader - Outbound.

Supervises

No supervisory responsibilities.

Main activities

- Cold-calling new customers from the list of potential customers provided by the team leader through telephone.
- Identifying sales opportunities within the calling time.
- Securing appointments for sales representatives to further follow up with the customers and eventually sell the products/services.
- Managing customers objections and apply solutions.
- Keeping Management aware of potential areas for product, services and education sales.

Key skills

- Thorough knowledge of companies products and services.
- Ability to identify customer needs.
- Strong service orientation with excellent communication skills.
- Proficient computer skills.
- Good interpersonal and team skills.

Internal contacts

Customer Support, Finance, Sales & Marketing.

External contacts

Customers.

Typical experience

Experience in Customer Support.

Other comments

This role deals with clients through telephone only. For other digital channel please refer to Senior Online Contact Centre Representative.

Position Description

Position title: Head of Sales
Position code: Aon.EXE.SA010.7
Level: 7

Responsible for

Establishing and controlling the national sales strategy and sales force to achieve revenue and expense targets.

Report to

Chief Executive/Managing Director.

Supervises

A national sales force, including state or area sales managers, product specialists and sales representatives.

Main activities

- Negotiating major deals and maintaining key customer contacts at senior levels.
- Working with other relevant managers to develop national sales strategy.
- Monitoring sales and expense performance, and initiating corrective action where necessary.
- Developing budget, and regularly reporting actual performance to budget, with variance analyses and revised projections.
- Coordinating the gathering of market intelligence covering competitors' products and sales strategies.
- Monitoring and reporting on the performance of dealers and distribution channels.
- Recruiting, training and motivating sales staff.

Key skills

- Motivational and persuasive skills are very important, as are product knowledge, planning and administration, and an ability to negotiate complex sales at senior levels.
- Budgetary formulation and control abilities.

Internal contacts

Marketing executives and specialists, state or branch managers/sales managers, credit, finance and human resources managers and legal officer.

External contacts

Major customers, advertising agencies and public relations firms, distributors, State and Federal Government officials.

Typical experience

At least 12 years related sales/marketing experience. May have tertiary qualifications in technical/business areas.

Other comments

Other titles: Head of Client Management (RIN)

Position Description

Position title: Senior Principal Sales Representative
Position code: Aon.ITS.15024.6
Level: 6

Responsible for

Achieving an agreed revenue target or sales quota for software and solutions by identifying and gaining business from new clients and ensuring complete customer satisfaction when dealing with the organisation.

Report to

Senior Sales Manager.

Supervises

May mentor Sales Representatives.

Main activities

- Working closely with new clients to determine their present and future needs and proposing suitable services and upgrades in order to maintain and grow revenue for the organisation.
- Maintaining call rates to assure contact with assigned clients and acting as the main interface between the client and the organisation to ensure an optimal level of service is provided at all times.
- Understanding the customer's objectives, buying criteria and decision making processes and forming long term business partnerships in order to leverage revenue from the relationship and promote the organisation as a quality supplier with the aim of achieving "preferred" supplier status.
- Negotiating price and volume discounts (where applicable) in accordance with the organisation's policies and liaising with Technical Support staff regarding technical issues to ensure client retention and continued business.
- Identifying and gaining new business through a sustained program of cold calling, mailing and following up referrals/leads and keeping abreast of competitor's Sales strategies.
- Conducting product demonstrations (where applicable) and coordinating the preparation of Sales proposals, tenders/bids, contracts and Account Management plans.
- Coordinating, conducting and participating in Sales promotions, campaigns, events and displays.

Key skills

- Proven Sales ability including outstanding negotiation skills, persuasive ability and excellent communication skills.
- Sound product and industry knowledge coupled with the ability to deal with clients at all levels and translate client needs into a complete solution.

Internal contacts

Sales Management, Sale Administration Staff, Marketing Staff, Customer & Technical Support, Research & Development Staff, Warehouse & Distribution Staff.

External contacts

Customers, Suppliers.

Typical experience

10 + years of Sales experience, and may possess relevant tertiary qualifications.

Other comments

Alternative Titles: Sales Executive, Sales Consultant, Senior Client Manager.

Position Description

Position title: Principal Sales Representative
Position code: Aon.ITS.15024.5
Level: 5

Responsible for

Achieving an agreed revenue target or sales quota for software and solutions by identifying and gaining business from new and existing clients and ensuring complete customer satisfaction when dealing with the organisation.

Report to

Sales Manager, Senior Sales Manager.

Supervises

May mentor Sales Representatives

Main activities

- Working closely with new and existing clients to determine their present and future needs and proposing suitable services and upgrades in order to maintain and grow revenue for the organisation.
- Maintaining call rates to assure contact with assigned clients and acting as the main interface between the client and the organisation to ensure an optimal level of service is provided at all times.
- Understanding the customer's objectives, buying criteria and decision making processes and forming long term business partnerships in order to leverage revenue from the relationship and promote the organisation as a quality supplier with the aim of achieving "preferred" supplier status.
- Negotiating price and volume discounts (where applicable) in accordance with the organisation's policies and liaising with Technical Support staff regarding technical issues to ensure client retention and continued business.
- Identifying and gaining new business through a sustained program of cold calling, mailing and following up referrals/leads and keeping abreast of competitor's Sales strategies.
- Conducting product demonstrations (where applicable) and coordinating the preparation of Sales proposals, tenders/bids, contracts and Account Management plans.
- Coordinating, conducting and participating in Sales promotions, campaigns, events and displays.

Key skills

- Proven Sales ability including outstanding negotiation skills, persuasive ability and excellent communication skills.
- Sound product and industry knowledge coupled with the ability to deal with clients at all levels and translate client needs into a complete solution.

Internal contacts

Sales Management, Sale Administration Staff, Marketing Staff, Customer & Technical Support, Research & Development Staff, Warehouse & Distribution Staff.

External contacts

Customers, Suppliers.

Typical experience

8-10 years of Sales experience, and may possess relevant tertiary qualifications.

Other comments

Alternative Titles: Sales Executive, Sales Consultant. This role focuses on the sale of value-add end-to-end solutions.

Position Description

Position title: Senior Sales Manager - Industry/LOB/Region/Market/BU
Position code: Aon.ITS.15020.6
Level: 6

Responsible for

Controlling the organisation's Sales activities within an industry sector, line of business (LOB), regional location or market segment to achieve predetermined Sales targets from new and existing clients and ensure complete customer satisfaction when dealing with the organisation.

Report to

Sales Director, General Manager.

Supervises

A team of Sales Account Managers, Sales Representatives and Sales Administration Staff.

Main activities

- Planning and directing the activities of a team of Sales Account Managers and Sales Representatives, ensuring all Staff are motivated to attain predetermined Sales targets.
- Negotiating major deals within policy guidelines, maintaining contact with key clients and identifying and steering opportunities for business improvement.
- Providing leadership and strategic direction for the Industry Sector/LOB/Products/Region/Market and aligning the Industry Sector/LOB/Products/Region/Market with a broader business plan.
- Regularly reporting actual performance to budget, with variance analyses and revised projections.
- Significantly contributing to the setting of Sales strategies and related Sales and expense budgets. Monitoring the Sales revenue, margin and expense performance and initiating corrective action where required.
- Coordinating the gathering of market intelligence and monitoring competitors' Sales strategies and products, campaigns and events to optimise market share.
- Overseeing the recruitment, selection and training of Sales staff.

Key skills

- Proven Sales ability including outstanding negotiation skills, persuasive ability and excellent communication skills.
- Expert product and industry knowledge coupled with the ability to deal with clients at all levels and translate client needs into a complete solution.
- Strategic management, leadership, mentoring, business, accounting and reporting capabilities.
- Analytical interpretation and advanced problem solving abilities.

Internal contacts

Executive Sales Management, Sales Administration Staff, Marketing Staff, Customer and Technical Support, Research & Development Staff, Warehouse and Distribution Staff.

External contacts

Clients, Distributors, Suppliers, Government Bodies.

Typical experience

10+ years of experience, may possess relevant tertiary qualifications.

Other comments

This role performs a mix of Sales oriented and Managerial tasks. Alternative titles: Senior State/Branch Sales Manager, Regional Sales Manager.

Position Description

Position title: Sales Manager
Position code: Aon.ITS.15020.5
Level: 5

Responsible for

Acting as the first line of Management, directing team/s of Sales Representatives and Account Managers to achieve predetermined Sales targets from new and existing clients and ensuring complete customer satisfaction when dealing with the organisation.

Report to

Senior Sales Manager, Business Unit Sales Manager, Sales Director.

Supervises

A team of Sales Representatives, Account Managers and Sales Administration Staff.

Main activities

- Planning and directing the activities of team/s of Sales Representatives, and Account Managers, ensuring all Staff are motivated to attain predetermined Sales targets.
- Negotiating major deals within policy guidelines, maintaining contact with key clients and identifying and steering opportunities for business improvement.
- Providing leadership and direction, aligning Sales activities with the broader business plan. Regularly reporting actual performance to budget, with variance analyses and revised projections.
- Contributing to the setting of Sales strategies and related Sales and expense budgets. Monitoring the Sales revenue, margin and expense performance and initiating corrective action where required.
- Understanding the client's objectives, buying criteria and decision making processes and forming long term business partnerships in order to leverage revenue from the relationship and promote the organisation as a quality supplier with the aim of achieving "preferred" supplier status.
- Monitoring competitors' Sales and product strategies, campaigns and events to optimise market share.
- Recruiting, selecting and training Sales staff.

Key skills

- Proven sales ability including outstanding negotiation skills, persuasive ability and excellent communication skills.
- Expert product and industry knowledge coupled with the ability to deal with clients at all levels and translate client needs into a complete solution.
- Management, leadership, mentoring, business, accounting and reporting skills.
- Analytical interpretation and advanced problem solving abilities.

Internal contacts

Senior Sales Management, Sales Administration Staff, Marketing Staff, Customer & Technical Support, Research & Development Staff, Warehouse & Distribution Staff.

External contacts

Clients, Distributors, Suppliers, Government Bodies.

Typical experience

8 - 10 years of experience, may possess relevant tertiary qualifications.

Other comments

This role performs a mix of Sales oriented and Managerial tasks.

Other titles: Client Manager (RIN)

Position Description

Position title: Area Sales Team Leader
Position code: Aon.ITS.15014.4
Level: 4

Responsible for

Leading, training and directing a group of Sales Representatives to achieve established Sales targets within a given state, area or product line.

Report to

Regional, Field or State Sales Manager.

Supervises

A team of Sales Representatives.

Main activities

- Supporting a team of Sales Representatives to ensure that they achieve their individual Sales targets.
- Selling to selected major accounts and attaining Sales targets.
- Reviewing the performance of the Sales team and implementing improvements to procedures/training where necessary.
- Contributing to the Sales strategy.
- Motivating sales staff and providing technical information to Dealers, Distributors and end-users.
- Participating in the preparation of Sales and expense budgets and reporting on the actual Sales of Team.
- Collating and forwarding market intelligence information.

Key skills

- Sound Sales and marketing skills.
- Excellent product knowledge.
- Understanding of customer needs.

Internal contacts

Product/Marketing Managers, Human Resources/Training Manager, Credit Control Manager, Sales Administration Manager.

External contacts

Customers, Advertising Agencies, Merchandisers.

Typical experience

5+ years of direct Sales experience, with a period of that in a supervisory or mentoring role.

Other comments

Position Description

Position title: Senior Sales Representative
Position code: Aon.ITS.15214.4
Level: 4

Responsible for

Achieving an agreed revenue target or sales quota by identifying and gaining business from new and existing clients and ensuring complete customer satisfaction when dealing with the organisation.

Report to

Sales Manager, Business Unit Sales Manager, Senior Sales Manager.

Supervises

No formal supervisory responsibilities, however employees in this role may mentor Sales Representatives.

Main activities

- Working closely with new and existing clients to determine their present and future needs and proposing suitable products, services and upgrades in order to maintain and grow revenue for the organisation.
- Maintaining call rates to assure contact with assigned clients and acting as the main interface between the client and the organisation to ensure an optimal level of service is provided at all times.
- Understanding the customer's objectives, buying criteria and decision making processes and forming long term business partnerships in order to leverage revenue from the relationship and promote the organisation as a quality supplier with the aim of achieving "preferred" supplier status.
- Negotiating price and volume discounts (where applicable) in accordance with the organisation's policies and liaising with Technical Support staff regarding technical issues to ensure client retention and continued business.
- Identifying and gaining new business through a sustained program of cold calling, mailing and following up referrals/leads and keeping abreast of competitor's Sales strategies.
- Conducting product demonstrations (where applicable) and coordinating the preparation of Sales proposals, tenders/bids, contracts and Account Management plans.
- Coordinating, conducting and participating in Sales promotions, campaigns, events and displays.

Key skills

- Proven Sales ability including outstanding negotiation skills, persuasive ability and excellent communication skills.
- Sound product and industry knowledge coupled with the ability to deal with clients at all levels and translate client needs into a complete solution.

Internal contacts

Sales Management, Sales Administration Staff, Marketing Staff, Customer & Technical Support, Research & Development Staff, Warehouse & Distribution Staff.

External contacts

Customers, Suppliers.

Typical experience

5+ years of Sales experience, and may possess relevant tertiary qualifications.

Other comments

Alternative Titles: Senior Sales Executive, Senior Sales Consultant.

Position Description

Position title: Sales Representative
Position code: Aon.ITS.15014.3
Level: 3

Responsible for

Achieving an agreed revenue target or sales quota by identifying and gaining business from new and existing clients and ensuring complete customer satisfaction when dealing with the organisation.

Report to

Sales Manager, Business Unit Sales Manager, Senior Sales Manager.

Supervises

No supervisory responsibilities.

Main activities

- Working closely with new and existing clients to determine their present and future needs and proposing suitable products, services and upgrades in order to maintain and grow revenue for the organisation.
- Maintaining call rates to assure contact with assigned clients and acting as the main interface between the client and the organisation to ensure an optimal level of service is provided at all times.
- Understanding the customer's objectives, buying criteria and decision making processes and forming long term business partnerships in order to leverage revenue from the relationship and promote the organisation as a quality supplier with the aim of achieving "preferred" supplier status.
- Negotiating price and volume discounts (where applicable) in accordance with the organisation's policies and liaising with Technical Support staff regarding technical issues to ensure client retention and continued business.
- Identifying and gaining new business through a sustained program of cold calling, mailing and following up referrals/leads and keeping abreast of competitor's Sales strategies.
- Conducting product demonstrations (where applicable) and coordinating the preparation of Sales proposals, tenders/bids, contracts and Account Management plans.
- Coordinating, conducting and participating in Sales promotions, campaigns, events and displays.

Key skills

- Proven Sales ability including negotiation skills, persuasive ability and excellent communication skills.
- Sound product and industry knowledge coupled with the ability to deal with clients at all levels and translate client needs into a complete solution.

Internal contacts

Sales Management, Sale Administration Staff, Marketing Staff, Customer & Technical Support, Research & Development Staff, Warehouse & Distribution Staff.

External contacts

Customers, Suppliers.

Typical experience

2+ years of Sales experience, and may possess relevant tertiary qualifications.

Other comments

Alternative Titles: Sales Executive, Sales Consultant.

Position Description

Position title: Associate Sales Representative
Position code: Aon.ITS.15014.2
Level: 2

Responsible for

Achieving an agreed revenue target or sales quota by identifying and gaining business from new and existing clients and ensuring complete customer satisfaction when dealing with the organisation.

Report to

Sales Manager, Business Unit Sales Manager, Senior Sales Manager.

Supervises

No supervisory responsibilities.

Main activities

- Working closely with new and existing clients, under supervision, to determine their present and future needs and proposing suitable products, services and upgrades in order to maintain and grow revenue for the organisation.
- Maintaining call rates to assure contact with assigned clients and acting as the main interface between the client and the organisation to ensure an optimal level of service is provided at all times.
- Understanding the customer's objectives, buying criteria and decision making processes and forming long term business partnerships in order to leverage revenue from the relationship and promote the organisation as a quality supplier with the aim of achieving "preferred" supplier status.
- Negotiating price and volume discounts (where applicable) in accordance with the organisation's policies and liaising with Technical Support staff regarding technical issues to ensure client retention and continued business.
- Identifying and gaining new business through a sustained program of cold calling, mailing and following up referrals/leads and keeping abreast of competitor's Sales strategies.
- Assisting with conducting product demonstrations (where applicable) and coordinating the preparation of Sales proposals, tenders/bids, contracts and Account Management plans.
- Coordinating, conducting and participating in Sales promotions, campaigns, events and displays.

Key skills

- Growing Sales ability including negotiation skills, persuasive ability and excellent communication skills.
- Developing product and industry knowledge coupled with the ability to deal with clients at all levels and translate client needs into a complete solution.

Internal contacts

Sales Management, Sales Administration Staff, Marketing Staff, Customer & Technical Support, Research & Development Staff, Warehouse & Distribution Staff.

External contacts

Customers, Suppliers.

Typical experience

1+ years of Sales experience, and may possess relevant tertiary qualifications.

Other comments

Alternative Titles: Associate Sales Executive, Associate Sales Consultant.

Position Description

Position title: Inside Sales Manager
Position code: Aon.ITS.15018.5
Level: 5

Responsible for

Acting as the first line of management, directing a team of Inside Sales Representatives to achieve predetermined sales targets, primarily via telephone contact, by identifying and gaining business from new and existing clients and ensuring complete customer satisfaction when dealing with the organisation. Please note: this role differs significantly from a Telesales role - see 'Other Comments' below.

Report to

Senior Sales Manager, Sales Director.

Supervises

A team of Inside Sales Representatives and Sales Administration staff.

Main activities

- Planning and directing the activities of a team of Inside Sales Representatives, ensuring staff are motivated to attain predetermined Sales targets.
- Negotiating major deals within policy guidelines, maintaining contact with key clients and identifying and steering opportunities for business improvement.
- Providing leadership and direction, aligning Inside Sales activities with the broader business plan. Regular reporting actual performance to target, with variance analysis and revised projections.
- Contributing to the setting of Inside Sales strategies and related Inside Sales and expense budgets. Monitoring Inside Sales revenue, margin and expense performance and initiating corrective action where required.
- Understanding the client's objectives, buying criteria and decision making processes and forming long term business partnerships in order to leverage revenue from the relationship and promote the organisation as a quality supplier with the aim of achieving "preferred" supplier status.
- Monitoring competitors' Inside Sales and product strategies, campaigns and events to optimise market share.
- Recruiting, selecting and training Inside Sales staff.

Key skills

- Proven telephone selling skills, including outstanding negotiation skills, persuasive ability and excellent communication skills.
- Expert product and industry knowledge coupled with the ability to deal with clients at all levels and translate client needs into a complete solution.
- Management, leaderships, mentoring, business, accounting and reporting skills.
- Analytical interpretation and advanced problem solving abilities.

Internal contacts

Senior Sales Management, Sales Administration Staff, Marketing Staff, Customer & Technical Support, Research & Development Staff, Warehouse & Distribution Staff.

External contacts

Clients, Distributors, Government Bodies, Suppliers.

Typical experience

8-10 years of experience, and may possess relevant tertiary qualifications.

Other comments

Please note: This role differs significantly from the Telesales Manager role! Inside Sales roles typically establish relationships with clients, have a quota similar to field sales representatives, sell the full range of organisational products/services (except large and complex solutions). Telesales roles typically work through a list of contacts and sell lower value organisational

products/services. The focus of telesales roles is making fairly quick sales rather than establishing relationships. Employees in the Inside Sales roles may be in training for sales account management or field sales roles.

Position Description

Position title:	Senior Inside Sales Representative
Position code:	Aon.ITS.15018.4
Level:	4

Responsible for

Achieving an agreed revenue target or sales quota, primarily via telephone contact, by identifying and gaining business from new and existing clients and ensuring complete customer satisfaction when dealing with the organisation. Please note: this role differs significantly from a Telesales role - see 'Other Comments' below.

Report to

Inside Sales Manager, Sales Manager, Senior Sales Manager.

Supervises

No formal supervisory responsibilities, however employees in this role may mentor Inside Sales Representatives.

Main activities

- Working closely, primarily through telephone contact, with new and existing clients to determine their present and future business needs and proposing suitable products, services and upgrades in order to maintain and grow revenue for the organisation.
- Maintaining telephone call rates to assure contact with assigned clients and acting as the main interface between the client and the organisation to ensure an optimal level of service is provided at all times.
- Understanding the customer's objectives, buying criteria and decision making processes and forming long term business partnerships in order to leverage revenue from the relationship and promote the organisation as a quality supplier with the aim of achieving "preferred" supplier status.
- Negotiating price and volume discounts (where applicable) in accordance with the organisation's policies and liaising with Technical Support staff regarding technical issues to ensure client retention and continued business.
- Identifying and gaining new business through a sustained program of cold calling, mailing and following up referrals/leads and keeping abreast of competitor's Sales strategies.
- Conducting product demonstrations (where applicable) and coordinating the preparation of Sales proposals, tenders/bids, contracts and Account Management plans.
- Coordinating, conducting and participating in Inside Sales promotions, campaigns, events and displays.

Key skills

- Proven telephone selling skills, including the ability to negotiate, persuade and influence, and excellent communication skills.
- Sound product and industry knowledge coupled with the ability to deal with clients at all levels and translate client needs into a complete solution.

Internal contacts

Sales Management, Sales Administration Staff, Marketing Staff, Customer & Technical Support, Research & Development Staff, Warehouse & Distribution Staff.

External contacts

Customers, Suppliers.

Typical experience

5+ years of Sales experience, and may possess relevant tertiary qualifications.

Other comments

Please note: This role differs significantly from the Telesales Representative role! Inside Sales Representatives typically establish relationships with clients, have a quota similar to field sales representatives, sell the full range of organisational products/services (except large and complex solutions). Telesales Representatives typically work through a list of contacts and sell lower value organisational products/services. The focus of telesales roles is making fairly quick sales rather than

establishing relationships. Employees in the Inside Sales Representative role may be in training for sales account management or field sales roles.

Position Description

Position title: Inside Sales Representative
Position code: Aon.ITS.15018.3
Level: 3

Responsible for

Achieving an agreed revenue target or sales quota, primarily via telephone contact, by identifying and gaining business from new and existing clients and ensuring complete customer satisfaction when dealing with the organisation. Please note: this role differs significantly from a Telesales role - see 'Other Comments' below.

Report to

Inside Sales Manager, Sales Manager, Senior Sales Manager.

Supervises

No supervisory responsibilities.

Main activities

- Establishing and/ or maintaining a direct relationship, primarily through telephone contact, with new and existing clients to determine their present and future business needs and proposing suitable products, services and upgrades in order to maintain and grow revenue for the organisation.
- Maintaining telephone call rates to assure contact with assigned clients and acting as the main interface between the client and the organisation to ensure an optimal level of service is provided at all times.
- Understanding the customer's objectives, buying criteria and decision making processes and forming long term business partnerships in order to leverage revenue from the relationship and promote the organisation as a quality supplier with the aim of achieving "preferred" supplier status.
- Negotiating price and volume discounts (where applicable) in accordance with the organisation's policies and liaising with Technical Support staff regarding technical issues to ensure client retention and continued business.
- Identifying and gaining new business through a sustained program of cold calling, mailing and following up referrals/leads and keeping abreast of competitor's Sales strategies.
- Assisting with the preparation for product demonstrations (where applicable) and coordinating the preparation of Sales proposals, tenders/bids, contracts and Account Management plans.
- Coordinating, conducting and participating in Sales promotions, campaigns, events and displays.

Key skills

- Telephone selling skills, including the ability to negotiate, persuade and influence.
- Product and industry knowledge coupled with the ability to deal with clients at all levels and translate client needs into a complete solution.

Internal contacts

Sales Management, Sales Administration Staff, Marketing Staff, Customer & Technical Support, Research & Development Staff, Warehouse & Distribution Staff.

External contacts

Customers, Suppliers.

Typical experience

At least 3 - 5 years of Sales experience, and may possess relevant tertiary qualifications.

Other comments

Please note: This role differs significantly from the Telesales Representative role! Inside Sales Representatives typically establish relationships with clients, have a quota similar to field sales representatives, sell the full range of organisational products/services (except large and complex solutions). Telesales Representatives typically work through a list of contacts and sell lower value organisational products/services. The focus of telesales roles is making fairly quick sales rather than establishing relationships. Employees in the Inside Sales Representative role may be in training for sales account

management or field sales roles.

Position Description

Position title: Associate Inside Sales Representative
Position code: Aon.ITS.15018.2
Level: 2

Responsible for

Achieving an agreed revenue target or sales quota, primarily via telephone contact, by identifying and gaining business from new and existing clients and ensuring complete customer satisfaction when dealing with the organisation. Please note: this role differs significantly from a Telesales role - see 'Other Comments' below.

Report to

Inside Sales Manager, Sales Manager, Senior Sales Manager.

Supervises

No supervisory responsibilities.

Main activities

- Establishing and/ or maintaining a direct relationship, primarily through telephone contact, with new and existing clients to determine their present and future business needs and proposing suitable products, services and upgrades in order to maintain and grow revenue for the organisation.
- Maintaining telephone call rates to assure contact with assigned clients and acting as the main interface between the client and the organisation to ensure an optimal level of service is provided at all times.
- Understanding the customer's objectives, buying criteria and decision making processes and forming long term business partnerships in order to leverage revenue from the relationship and promote the organisation as a quality supplier with the aim of achieving "preferred" supplier status.
- Negotiating price and volume discounts (where applicable) in accordance with the organisation's policies and liaising with Technical Support staff regarding technical issues to ensure client retention and continued business.
- Identifying and gaining new business through a sustained program of cold calling, mailing and following up referrals/leads and keeping abreast of competitor's Sales strategies.
- Assisting with the preparation for product demonstrations (where applicable) and coordinating the preparation of Sales proposals, tenders/bids, contracts and Account Management plans.
- Coordinating, conducting and participating in Sales promotions, campaigns, events and displays.

Key skills

- Growing telephone selling skills, including the ability to negotiate, persuade and influence.
- Developing product and industry knowledge coupled with the ability to deal with clients at all levels and translate client needs into a complete solution.

Internal contacts

Sales Management, Sales Administration Staff, Marketing Staff, Customer & Technical Support, Research & Development Staff, Warehouse & Distribution Staff.

External contacts

Customers, Suppliers.

Typical experience

1+ years of Sales experience, and may possess relevant tertiary qualifications.

Other comments

Please note: This role differs significantly from the Telesales Representative role! Inside Sales Representatives typically establish relationships with clients, have a quota similar to field sales representatives, sell the full range of organisational products/services (except large and complex solutions). Telesales Representatives typically work through a list of contacts and sell lower value organisational products/services. The focus of telesales roles is making fairly quick sales rather than establishing relationships. Employees in the Inside Sales Representative role may be in training for sales account

management or field sales roles.

Position Description

Position title: Merchandise Manager
Position code: Aon.BEV.75660.4
Level: 4

Responsible for

Managing the production, procurement, delivery and warehouse stock of all Point of Sale material and merchandise products.

Report to

Trade/Marketing Manager.

Supervises

No formal supervisory responsibilities.

Main activities

- Developing, sourcing and procuring all Point of Sale & merchandise items within brief guidelines, on time and for the best quality/cost ratio.
- Providing expertise to marketing team for all Point of Sale and merchandise products.
- Ensuring adequate supply of generic items always available and reducing redundant stock holdings.
- Managing the ordering process including ensuring ordering/delivery processes are adhered to by all stakeholders.
- Acting as the key point of contact with respect to the development, production and delivery of merchandise for brand and marketing exercises.
- Providing new concepts and ideas relevant to each brand.
- Working closely with marketing team from concept to development of all promotional activity.
- Working with marketing agencies to develop promotions and ensure all details and procedures are correct and adhered to including the creation of merchandise within brand guidelines and budget.

Key skills

- Advanced computer literacy.
- Strong influencing and selling skills.
- Aptitude for numerical analysis and a strong attention to detail.
- Commercial acumen.
- Ability to understand and interpret data in order to deliver results for business.

Internal contacts

Sales and Marketing Team, Finance Department.

External contacts

Marketing Agencies, Suppliers.

Typical experience

A background or relevant qualifications in sales and marketing plus experience in the development, sourcing and production of Point of Sale and merchandise items.

Other comments

Position Description

Position title: Retail Outlet/Store Manager
Position code: Aon.SLS.15035.4
Level: 4

Responsible for

Managing and leading a Retail Outlet/Store to achieve sales targets, goals, market share and customer satisfaction.

Report to

Retail Outlet/Store Director.

Supervises

Retail Outlet/Store staff.

Main activities

- Preparing material for and participating in setting the sales strategies for the Retail Outlet/Store.
- Controlling and motivating staff to meet the Retail Outlet/Store revenue, profitability and expense targets.
- Monitoring Retail Outlet/Store performance and regularly reporting on variances from targets.
- Attracting, recruiting, training and retaining Retail Outlet/Store staff.
- Implementing the organisation's guidelines to ensure the visual presentation of the Retail Outlet/Store is attractive to potential customers.
- Ensuring that all administrative processes, including daily bank reconciliations, credits and refunds are performed according to standard procedures.
- Managing stock takes in accordance with Retail Outlet/Store plan.
- Monitoring and reporting on competitors' sales and product strategies.
- Serving customers and resolving customer issues.

Key skills

- Good knowledge of products/services offered by the organisation, coupled with industry knowledge.
- Excellent negotiation, selling and communication skills.
- Ability to manage, lead and motivate a team.
- Customer focus.

Internal contacts

Marketing Manager, Administration Manager, Service Manager, Product Manager and Logistics Manager.

External contacts

Key Accounts, Distributors, Government Officials, Customers.

Typical experience

At least 5 years of related Sales/Marketing experience. Employees in this role may have relevant tertiary qualifications.

Other comments

Position Description

Position title: Assistant Retail Outlet/Store Manager
Position code: Aon.SLS.15035.3
Level: 3

Responsible for

Assisting the Retail Outlet/Store Manager in managing and leading a Retail Outlet/Store to achieve sales targets, goals, market share and customer satisfaction.

Report to

Retail Outlet/Store Manager

Supervises

Retail Outlet/Store staff.

Main activities

- Preparing material for setting the sales strategies for the Retail Outlet/Store.
- Controlling and motivating staff to meet the Retail Outlet/Store revenue, profitability and expense targets.
- Assisting the Retail Outlet/Store Manager with monitoring performance and reporting on variances from targets.
- Assisting the Retail Outlet/Store Manager in attracting, recruiting, training and retaining Retail Outlet/Store staff.
- Implementing the organisation's guidelines to ensure the visual presentation of the Retail Outlet/Store is attractive to potential customers.
- Overseeing all administrative processes, including daily bank reconciliations, credit and refunds are performed according to standard procedures.
- Supervising stock takes in accordance with Retail Outlet/Store plan.
- Monitoring and reporting on competitors' sales and product strategies.
- Serving customers and resolving customer issues.

Key skills

- Good knowledge of products/services offered by the organisation, coupled with industry knowledge.
- Excellent negotiation, selling and communication skills.
- Ability to lead and motivate a team, with developing managerial skills.
- Customer focus.

Internal contacts

Marketing Manager, Administration Manager, Service Manager, Product Manager and Logistics Manager.

External contacts

Key Accounts, Distributors, Government Officials, Customers.

Typical experience

At least 3 years of related Sales/Marketing experience. Employees in this role may have relevant tertiary qualifications.

Other comments

Position Description

Position title: Retail Outlet/Store Sales Consultant
Position code: Aon.ITS.15035.2
Level: 2

Responsible for

Contributing to the achievement of sales targets, goals, market share and customer satisfaction for a Retail Outlet/Store by providing high levels of customer service.

Report to

Retail Outlet/Store Manager.

Supervises

No supervisory responsibilities.

Main activities

- Meeting the Retail Outlet/Store revenue, profitability and expense targets by providing excellent customer service, maximising the all sales opportunities and complying with all Retail Outlet/Store policies and procedures.
- Conducting sales demonstrations for a range of products to those customers who enter outlets and negotiating sales and deliveries within the organisation's policy guidelines.
- Assisting with the implementation of the organisation's guidelines to ensure the visual presentation of the Retail Outlet/Store is attractive to potential customers.
- Performing all administrative processes, including daily bank reconciliations and credits and refunds in accordance with standard procedures.
- Carrying out stock take activities under the guidance of the Retail Outlet/Store Manager and in accordance with Retail Outlet/Store plan.
- Monitoring and reporting to Retail Outlet/Store Manager on competitors' sales and product strategies.

Key skills

- Good knowledge of products/services offered by the organisation, coupled with industry knowledge.
- Negotiation, selling and communication skills.
- Customer focus.
- Team player.

Internal contacts

Other Sales staff, Stores and Administration.

External contacts

Customers.

Typical experience

1+ years sales experience.

Other comments

Position Description

Position title: Functional Lead - Sales Operations & Support
Position code: Aon.EXE.SA020.6
Level: 6

Responsible for

Supporting the sales function by efficient handling of backend sales processes

Report to

Chief Sales Officer

Supervises

Team of sales support professionals

Main activities

- Supporting the sales function through sales analysis, order processing, customer quotes, billing system maintenance and supplying relevant product/service information.
- Coordinating sales forecasting, planning, and budgeting processes used within the sales organization.
- Proactively monitoring high levels of quality, accuracy, and process consistency in the sales organization
- Coordinating planning activities with other functions and stakeholders within the firm.
- Supporting the equitable assignment of sales force quotas and ensures quotas are optimally allocated to all sales channels and resources.
- Proactively identify opportunities for sales process improvement.

Key skills

- Process management
- People management
- Stakeholder management

Internal contacts

Chief Sales Officer, Product Heads, Department Heads, Business Unit Heads

External contacts

External consultants

Typical experience

10+ years of experience in sales process management

Other comments

Position Description

Position title: Sales Operations Manager
Position code: Aon.SLS.15027.5
Level: 5

Responsible for

Providing Sales Support to the General Manager - Sales and Service. Designing and implementing best practice Sales Support and indirectly overseeing the numerous teams of Customer Service Officers attached to each Area/Regional Sales Manager as well as the Sales Support team.

Report to

General Manager - Sales and Service.

Supervises**Main activities**

- Ensuring all new business, renewals, alterations and cancellations are managed within standards.
- Reviewing processes to achieve efficient and improved customer service.
- Providing Sales Support to staff and advisors.
- Ensuring operating policies and procedures are followed.
- Ensuring all compliance is adhered to in managing people and in the provision of information, products and services to customers.
- Preparing annual budgets for operating expenses.
- Managing operating expenses to budget.

Key skills

- Knowledge of specific insurance products and/or systems.
- Ability to provide appropriate direction, leadership, training and on the job coaching.
- Ability to define employee development needs and establish processes to achieve development needs.
- Good presentation and communication skills.
- Ability to provide efficient customer service for internal and external customers.
- Ability to evaluate and where applicable apply best practice technology and industry processes.
- Ability to analyse processes and portfolios.
- Compliance knowledge and understanding of relevant legislation.
- Should be a capable leader, have people skills experience and be profit focused.

Internal contacts

Sales Support teams.

External contacts

Existing customers and potential customers.

Typical experience

General insurance knowledge coupled with relevant tertiary or specialist qualifications.

Other comments

Alternative Title: Sales Support Manager.

Position Description

Position title: Sales Operations Team Leader
Position code: Aon.ITS.15019.4
Level: 4

Responsible for

Directing the sales administration department to drive internal sales responses and develop processes and procedures to ensure the effective and efficient delivery of administrative support to the sales team.

Report to

Sales Manager

Supervises

Sales Administration/Internal Sales Team Leaders and Staff

Main activities

- Planning and directing the activities of a team of Sales Administration/Internal Sales staff, ensuring all staff provide optimal administrative support to allow the Sales Team to attain predetermined Sales targets.
- Negotiating major deals within policy guidelines, maintaining contact with key clients and identifying and steering opportunities for business improvement.
- Providing leadership and direction, aligning Sales Administration activities with the broader business plan.
- Regularly reporting on inbound enquiries, support and sales transactions to effectively monitor the efficiency of processes from receipt of order to dispatch and payment
- Training team leaders and staff on providing administrative support for the production of tenders, bids and other Sales related documents
- Receiving and handling customer complaints escalated by team leaders.
- Recruiting, selecting and training Sales Administration/ Internal Sales staff.

Key skills

- Proven sales ability including outstanding negotiation skills, persuasive ability and excellent communication skills.
- Expert product and industry knowledge coupled with the ability to deal with clients at all levels and translate client needs into a complete solution.
- Management, leadership, mentoring, business, accounting and reporting skills.
- Analytical interpretation and advanced problem solving abilities.
- Skills in conflict resolution

Internal contacts

Senior Sales Management, Sales Administration Staff, Marketing Staff, Customer and Technical Support, Research and Development Staff, Warehouse and Distribution Staff.

External contacts

Clients, Distributors, Suppliers, Government Bodies.

Typical experience

7+ years of experience, may possess relevant tertiary qualifications.

Other comments

Position Description

Position title: Sales Operations Analyst
Position code: Aon.ITS.15019.3
Level: 3

Responsible for

Leading a team of Sales Administration/Internal Sales Staff to provide administration support to the Sales Team.

Report to

Sales Administration/Internal Sales Manager, Sales Manager, Senior Sales Manager, Sales Business Unit Manager.

Supervises

Sales Administration/Internal Sales Staff.

Main activities

- Planning and directing the activities of a team of Sales Administration/Internal Sales staff, ensuring all staff provide optimal administrative support to allow the Sales Team to attain predetermined Sales targets.
- Implementing new and modified Sales Administration procedures, processes and reporting. Identifying and reporting to Management areas for process/procedural improvement.
- Providing administrative support to the production of weekly, monthly, quarterly and yearly Sales statistics including Sales budgets, Sales forecasts, Sales expenses and variance reports.
- Assisting with the maintenance and updating of the Sales Department manual that details all policies and procedures pertaining to the Sales Department.
- Overseeing the internal Sales process to ensure that all Sales inquiries and orders are being dealt with efficiently and effectively.
- Providing administrative support for the production of tenders, bids and other Sales related documents.
- Receiving inbound Sales orders, providing product information, advice and support to customers, and maintaining effective internal Sales and administrative procedures for the recording of all Sales transactions from receipt of order to dispatch and payment.
- Identifying Sales leads and escalating them to Sales Representatives. Ensuring the maintenance of the Sales database.
- Receiving and handling customer complaints escalated by members of the team and related to the sale of the organisation's products/services. Escalating unresolved complaints to Management.

Key skills

- Leadership, mentoring and communication skills.
- Attention to detail, analysis and problem solving capabilities.
- Excellent organisational, administrative and reporting skills.
- Sound product/service knowledge.

Internal contacts

Sales Management, Marketing Staff, Finance & Administration Staff, Customer and Technical Support, Research and Development Staff, Warehouse & Distribution Staff.

External contacts

Clients, Distributors, Suppliers, Government Bodies.

Typical experience

2 - 5 years of experience, coupled with administrative qualifications and may possess or be working towards tertiary qualifications.

Other comments

Position Description

Position title: Sales Operations Coordinator
Position code: Aon.ITS.15019.2
Level: 2

Responsible for

Receiving inbound Sales orders, providing product information, advice and support to customers, and maintaining effective internal Sales and administrative procedures for the recording of all Sales transactions from receipt of order to dispatch and payment.

Report to

Sales Administration/Internal Sales Manager, Sales Manager.

Supervises

No supervisory responsibilities.

Main activities

- Processing Sales orders and arranging the dispatch of products/services sold.
- Receiving inbound customer Sales inquiries and providing quotations, product/service information, support and pricing details in response to inbound enquiries, promoting the features and benefits of the organisation's products/services.
- Maintaining the customer database.
- Maintaining Sales statistics and records of sales performance.
- Providing administrative support for the production of tenders, bids and other Sales related documents.
- Identifying Sales leads and escalating them to Sales Representatives.
- Receiving, handling or escalating customer complaints related to the sale of the organisation's products/services.

Key skills

- Excellent organisational and administrative skills.
- Attention to detail.
- Excellent communication skills and a growing Sales focus.
- Sound product/service knowledge.

Internal contacts

Sales Management, Marketing Staff, Finance & Administration Staff, Customer & Technical Support, Research & Development Staff, Warehouse & Distribution Staff.

External contacts

Clients, Distributors, Suppliers, Government Bodies.

Typical experience

Typically 2+ years of experience.

Other comments

Position Description

Position title: Order Processing/Sales Administration Assistant
Position code: Aon.SLS.15028.1
Level: 1

Responsible for

Receiving both telephoned and mailed orders and processing efficiently to ensure effective recording dispatch and compliance with accounting procedures

Report to

Internal Sales Administrator

Supervises

No supervisory responsibilities

Main activities

- Receiving and processing orders from customers and ensuring that they are expeditiously filled in terms of laid down procedures.
- Maintaining accurate sales records for each customer, in particular noting association to Sales areas and Representatives.
- Telephone selling as required and encouraging customers to extend their purchase orders.

Key skills

- Good organisational, communication and interpersonal skills

Internal contacts

Field Sales staff, Warehouse and Distribution, Accounts staff, Credit Control

External contacts

Customers.

Typical experience

At least 1 years of experience in Sales and may possess relevant tertiary qualifications.

Other comments

Position Description

Position title: Senior Pre-Sales Support Manager
Position code: Aon.SLS.15023.6
Level: 6

Responsible for

Supporting the Sales objectives of the organisation by managing and directing Pre-Sales support activities across the business and through the effective Management of a professional Pre-Sales Support team. Ensuring ongoing client satisfaction in the Post-Sales phase.

Report to

Sales Director, Customer Support Director, Professional Services Manager, General Manager.

Supervises

Pre-Sales Support Specialists.

Main activities

- Ensuring the successful selling & installation of technology solutions and ongoing support of customers by participating and leading the development of the Sales strategy from a Pre-Sales perspective.
- Establishing resource plans in accordance with budgetary constraints and determining factors that may impact the business by assessing market trends (both local & international) and the introduction of new products.
- Working as a recognised authority in the field, providing advice and coordinating the resolution of technical issues.
- Working closely with the Sales Director and/or Professional Services Manager to consult with prospective customers during the Sales process and participating in Sales events as required.
- Developing and managing all aspects of Pre-Sales Support, including mentoring staff, monitoring performance, evaluating skill levels & providing constructive feedback.
- Leading, motivating and providing strategic direction to the Pre-Sales Support team to ensure the achievement of targets in a timely and effective manner.

Key skills

- Management skills and expert analytical, diagnostic and problem-solving skills.
- Highly specialised and extensive expertise in the relevant technological environment, often a technical resource on a national level in areas such as:
 - Data networking e.g. Hubs, Routers, Protocols, Authentication, Interconnection.
 - ERP e.g. Peoplesoft, SAP, JD Edwards, Oracle.
 - Middleware e.g. Object Request Brokers, OO Technology, Distributed Systems, C++.
 - Storage Solutions e.g. Storage Area Networks, Enterprise Storage.
- Excellent communications skills and the ability to tailor presentations according to the needs and varying levels of technical understanding of different audiences.

Internal contacts

Senior Executive Team, Sales & Marketing Staff, Professional Services Staff, Customer & Technical Support Staff.

External contacts

Customers, Relevant Industry Bodies, Suppliers.

Typical experience

10+ years of related technical experience, with 2-5 years of Management/Leadership experience, coupled with relevant tertiary qualifications.

Other comments

This role typically has a mixture of Management and high level technical Pre-Sales Support tasks. This role may also sit within the Sales, Marketing, Customer Support or Technical Support Job Family depending on the structure of the organisation.

Position Description

Position title: Pre-Sales Support Manager
Position code: Aon.SLS.15022.5
Level: 5

Responsible for

Supporting the Sales objectives of the organisation by managing and directing Pre-Sales support activities across the business and through the effective Management of a professional Pre-Sales Support team. Ensuring ongoing client satisfaction in the Post-Sales phase.

Report to

Sales Director, Marketing Director, Customer Support Director, General Manager.

Supervises

Pre-Sales Support Specialists.

Main activities

- Ensuring the successful selling & installation of solutions and ongoing support of customers by participating and leading the development of the Sales strategy from a Pre-Sales perspective.
- Establishing resource plans in accordance with budgetary constraints and determining factors that may impact the business by assessing market trends (both local & international) and the introduction of new products.
- Working as a recognised authority in the field, providing advice and coordinating the resolution of technical issues.
- Working closely with the Sales Director to consult with prospective customers during the Sales process and participating in Sales events as required.
- Developing and managing all aspects of Pre-Sales Support, including mentoring staff, monitoring performance, evaluating skill levels & providing constructive feedback.
- Leading, motivating and providing strategic direction to the Pre-Sales Support team to ensure the achievement of targets in a timely and effective manner.

Key skills

- Management skills and expert analytical, diagnostic and problem-solving skills.
- Highly specialised and extensive expertise in the relevant environment.
- Excellent communications skills and the ability to tailor presentations according to the needs and varying levels of understanding of different audiences.

Internal contacts

Senior Executive Team, Sales & Marketing Staff, Professional Services Staff, Customer & Technical Support Staff.

External contacts

Customers, Relevant Industry Bodies, Suppliers.

Typical experience

10+ years of related experience, with 2 - 5 years of Management/Leadership experience, coupled with relevant tertiary qualifications.

Other comments

This role typically has a mixture of Management and high level Pre-Sales Support tasks. This role may sit within the Sales, Marketing, Customer Support or Technical Support Job Family depending on the structure of the organisation.

Position Description

Position title: Principal Pre-Sales Support Specialist
Position code: Aon.SLS.15122.5
Level: 5

Responsible for

Providing expert advice regarding Pre-Sales Support to both the Sales Team and clients, ensuring the successful selling and installation of solutions and ongoing client satisfaction in the Post-Sales phase.

Report to

Pre-Sales Support Manager.

Supervises

No formal supervisory responsibilities, however employees in this role would mentor more junior Pre-Sales Support Specialists.

Main activities

- Acting as a recognised authority in the area of Pre-Sales Support and working as an individual contributor providing expert advice.
- Contributing advice from a Pre-Sales Support perspective for the development of the organisation's Sales strategy. Providing leadership and direction for Line of Business, aligning Line of Business with the broader business plan and contributing significantly to the advancement of long-term strategic direction.
- Assisting the Sales Team with Pre-Sales activities including the development of formal Sales plans and proposals. Developing and implementing demonstrations, presentations, training, consultation and Sales support services for the Sales Team and clients.
- Conducting user requirement analyses and maintaining an in-depth knowledge of products/services to fulfil customer needs for selected accounts.
- Assisting with Post-Sales support where required.

Key skills

- Expert knowledge, analytical, diagnostic, project management and problem-solving skills and technical ability in the relevant environment.
- Excellent presentation and communication skills and the ability to tailor presentations according to the needs and varying levels of understanding of different audiences.

Internal contacts

Sales & Marketing Staff, Professional Services Staff, Customer & Technical Support Staff.

External contacts

Customers, Relevant Industry Bodies.

Typical experience

10+ years of relevant Sales and Technical experience, coupled with a relevant tertiary qualifications.

Other comments

This role may sit within the Sales, Marketing, Customer Support or Technical Support Job Family depending on the structure of the organisation.

Position Description

Position title: Senior Pre-Sales Support Specialist
Position code: Aon.SLS.15022.4
Level: 4

Responsible for

Providing Pre-Sales Support to both the Sales team and clients, ensuring the successful selling and installation of solutions and ongoing client satisfaction in the Post-Sales phase.

Report to

Pre-Sales Support Team Leader, Pre-Sales Support Manager.

Supervises

A group of Pre-Sales Support Specialists or no supervisory responsibilities.

Main activities

- Acting as the Team Leader for a group of Pre-Sales Support Specialists and/or acting as an individual contributor providing specialist advice and support.
- Ensuring achievement of Sales targets and customer satisfaction through the delivery of the highest quality Pre-Sales technical support.
- Assisting the Sales Team with Pre-Sales activities including the development of formal Sales plans and proposals.
- Providing demonstrations, presentations, training, consultation and Sales support services for the Sales team and clients.
- Undertaking tasks requiring a high level of technical analysis, diagnosis and problem solving, qualifying the product/service fit and defining support needs.
- Assisting with Post-Sales support and technically training the Customer Support team where required.

Key skills

- Specialist skills, knowledge and technical ability in the relevant environment.
- Analytical, diagnostic, project management and problem-solving skills.
- Excellent presentation and communication skills and the ability to tailor presentations according to the needs and varying levels of understanding of different audiences.

Internal contacts

Sales & Marketing Staff, Professional Services Staff, Customer & Technical Support Staff.

External contacts

Customers.

Typical experience

7 - 10 years of relevant Sales and Technical experience, including 3 - 6 years in a Pre-Sales role, coupled with relevant tertiary qualifications.

Other comments

This role may sit within the Sales, Marketing, Customer Support or Technical Support Job Family depending on the structure of the organisation.

Position Description

Position title: Pre-Sales Support Specialist
Position code: Aon.SLS.15022.3
Level: 3

Responsible for

Providing Pre-Sales Support to both the Sales Team and clients. Ensuring the successful selling and installation of solutions and ongoing client satisfaction in the Post-Sales phase.

Report to

Pre-Sales Support Team Leader, Pre-Sales Support Manager.

Supervises

No supervisory responsibilities.

Main activities

- Ensuring achievement of Sales targets and customer satisfaction through the delivery of the highest quality Pre-Sales support.
- Assisting the Sales Team with Pre-Sales activities including the development of formal Sales plans and proposals.
- Providing demonstrations, presentations, training, consultation and sales support services for the Sales team and clients.
- Conducting user requirement analyses and maintaining an in-depth knowledge of products/services to fulfil customer needs for selected accounts.
- Undertaking tasks requiring technical analysis, diagnosis and problem solving, qualifying the product/service fit and defining support needs.
- Assisting with Post-Sales support where required.
- Technically training the Customer Support team where required.

Key skills

- Skills, knowledge and technical ability in the relevant environment.
- Analytical, diagnostic, project management and problem-solving skills.
- Excellent presentation and communication skills.
- Ability to tailor presentations according to the needs and varying levels of understanding of different audiences.

Internal contacts

Sales & Marketing Staff, Professional Services Staff, Customer & Technical Support Staff.

External contacts

Customers.

Typical experience

3 - 6 years of relevant Sales or Technical experience, including 1 - 3 years in a Pre-Sales role, coupled with relevant tertiary qualifications.

Other comments

This role may sit within the Sales, Marketing, Customer Support or Technical Support Job Family depending on the structure of the organisation.

Position Description

Position title: Associate Pre-Sales Support Specialist
Position code: Aon.SLS.15022.2
Level: 2

Responsible for

Assisting with the provision of Pre-Sales Support to both the Sales Team and clients, ensuring the successful selling and installation of solutions and ongoing client satisfaction in the Post-Sales phase.

Report to

Pre-Sales Support Team Leader, Pre-Sales Support Manager.

Supervises

No supervisory responsibilities.

Main activities

- Contributing to the achievement of Sales targets and customer satisfaction through the delivery of the highest quality Pre-Sales support.
- Assisting the Sales Team with Pre-Sales activities including the development of formal Sales plans and proposals.
- Assisting other Pre-Sales Support Specialists with the provision of demonstrations, presentations, training, consultation and Sales support services for the Sales team and clients.
- Participating in user requirement analyses and maintaining an in-depth knowledge of products/services to fulfil customer needs for selected accounts.
- Undertaking tasks requiring technical analysis, diagnosis and problem solving, qualifying the product/service fit and defining support needs.
- Assisting with Post-Sales support where required.

Key skills

- Growing skills, knowledge and technical ability in the relevant environment.
- Developing analytical, diagnostic, project management and problem-solving skills.
- Excellent presentation and communication skills.
- Ability to tailor presentations according to the needs and varying levels of understanding of different audiences.

Internal contacts

Sales & Marketing Staff, Professional Services Staff, Customer & Technical Support Staff.

External contacts

Customers.

Typical experience

2 - 3 years of relevant Sales or Technical experience, including 1 year in a Pre-Sales role, coupled with relevant tertiary qualifications.

Other comments

This role may sit within the Sales, Marketing, Customer Support or Technical Support Job Family depending on the structure of the organisation.

Position Description

Position title: Chief Executive Officer
Position code: Aon.EXE.GM010.8
Level: 8

Responsible for

Achieving corporate objectives and effectively managing a company or a group of companies. Ensuring that agreed strategies are implemented. Accountable under the Corporations Act for the statutory compliance of all business activities of the company.

Report to

Board of Directors (and Shareholders) or overseas principals.

Supervises

Directors, divisional and functional managers.

Main activities

- Submitting business forecasts and budgets for the consideration of the Board and recommending major policy changes and developments.
- Monitoring and directing overall operations to achieve revenue and expense budgets and the satisfactory performance of the various profit centres across the organisation.
- Directing the preparation, communication, and execution of operating objectives, plans and programs.
- Negotiating major deals and financial arrangements, loan terms etc.
- Directing and motivating the executive team in the achievement of agreed goals and standards.
- Acting as the chief spokesperson for the organisation.

Key skills

- Sound leadership skills and a proven record of successful staff management. Must be an effective manager by exception.

Internal contacts

Functional and divisional managers, and all subordinate staff. Fellow directors on board/policy making management team

External contacts

Industry associations, company bankers, other financial institutions both local and overseas, Federal and State Government officials, major customers/clients, shareholders, major suppliers, legal firms, and the media.

Typical experience

Over 15 years general experience in all aspects of management at a senior level including functional areas such as Administration, HR, Marketing and Finance and coordination of multi-functional activities. Tertiary qualifications and management training.

Other comments

Position Description

Position title: Chief Operating Officer
Position code: Aon.EXE.GM020.7
Level: 7

Responsible for

Directing and managing all operational activities of the organisation and ensuring the implementation of overall organisational strategy.

Report to

Chief Executive Officer/Managing Director.

Supervises

All operational managers/general managers and staff working within the operational functions of the organisation.

Main activities

- Providing strategic direction, leading, managing and directing all operational activities of the organisation.
- Accountability for the overall profitability of the operational activities of the organisation.
- Ensuring all corporate and business unit strategies and plans are aligned, reviewed and successfully implemented - taking remedial action where necessary.
- Building relationships between the operations and support divisions and ensuring the business units receive adequate operational support.
- Providing support and assistance to the CEO on corporate and group issues where required.
- Communicating with the CEO to ensure he/she remains fully informed of all significant operating issues.
- Acting, as required or in the absence of the CEO, as the chief spokesperson for the organisation.
- Directing and motivating subordinate managers to achieve agreed targets.
- Managing and motivating all divisional employees.

Key skills

- Proven management experience at a senior level.
- Financial management/reporting and analysis skills.
- Strategic planning and resource management skills.
- Strong leadership and motivational ability.

Internal contacts

Functional and divisional managers and all subordinate staff, Board of Directors, other members of the Executive and Senior Management teams, corporate support functions, all levels of employees.

External contacts

Major suppliers and clients/customers, Government departments and authorities, legal advisers, auditors, and the media (where necessary).

Typical experience

At least 10 - 12 years relevant management and operational experience coupled with tertiary level qualifications.

Other comments

Position Description

Position title: Company Secretary
Position code: Aon.EXE.LE020.7
Level: 7

Responsible for

Ensuring that the Company meets its statutory and legal obligations under the relevant legislation with special reference to its corporate activities, including subsidiary operations.

Report to

General Manager, Chief Executive Officer.

Supervises

May supervise clerical staff.

Main activities

- Preparing and arranging all Board meetings and undertaking various activities related to these meetings - ensuring compliance with all legal, statutory and corporate affairs requirements and providing specialist advice to the Board.
- Facilitating ongoing communication between the organisation and external Board members.
- Providing legal advice to management on a wide range of corporate and employment relations issues.
- Ensuring compliance and reporting requirements to statutory and third parties are accurately and timely fulfilled.
- Reviewing, summarising and advising management on corporate documentation prior to sealing.
- Controlling the Executive Share Plan, maintaining the Organisation's Share Register and controlling corporate records.
- Assisting with the year end accounting process and the preparation of the organisation's annual report.
- Ensuring that Board administration is effectively performed.
- Participating in special projects and assignments of strategic importance to the organisation.

Key skills

- Good working knowledge of relevant legislation.
- Excellent communication skills.
- Excellent negotiation and dispute resolution skills.

Internal contacts

All Divisional Managers, Legal Staff.

External contacts

Shareholders, External Directors, Solicitors and other Legal Advisors.

Typical experience

At least 5 years experience as a lawyer within commercial/corporate law. Degree qualified in law, economics and/or accounting together with membership of the Australian Institute of Chartered Secretaries.

Other comments

Position Description

Position title: Head of Single Corporate Function (Not Elsewhere Classified)
Position code: Aon.EXE.CO900.7
Level: 7

Responsible for

Managing a variety of divergent activities within a particular organisational function or single branch. May be physically isolated from Head Office and/or operate as an autonomous profit centre.

Report to

Chief Executive Officer/Managing Director or Chief Operating Officer.

Supervises

Those managers and staff working within the functional area.

Main activities

- Coordinating and participating in the compilation of budgets and forecasts, and presenting them to higher management for approval.
- Working to achieve revenue and to operate within agreed expense budgets, with accountability for the overall financial performance of the functional area.
- Managing various operations within a division within the policies and guidelines established by executive management.
- Participating as a member of the senior management team.
- Managing and motivating all divisional personnel.
- Participating in the negotiation of major sales deals within broad policy guidelines - if required.

Key skills

- Sound administrative skills and a proven record of successful staff management.
- Proven management experience at a senior level; must be an effective manager by exception.
- Strong leadership and motivational ability.

Internal contacts

Sales and marketing staff, customer service and product development staff, accounts and administration staff.

External contacts

Major suppliers and clients/customers, industry associations.

Typical experience

10+ years experience relevant to the particular area of responsibility coupled with tertiary level qualifications related to the industry. Formal management training desirable.

Other comments

Position Description

Position title: Head of Multiple Corporate Functions (Not Elsewhere Classified)
Position code: Aon.EXE.CO999.7
Level: 7

Responsible for

Managing a variety of diverse independent functional activities or branches. People performing this role are necessarily responsible for designing and implementing strategies for each of their respective functions.

Report to

Chief Executive Officer/Managing Director or Chief Operating Officer.

Supervises

Those managers and staff working within the functional areas.

Main activities

- Participating as a member of the senior management/strategic team formulating company policy and approving major management changes.
- Accountability for the overall performance of the multiple functions and the achievement of associated targets.
- Ensuring that the functions under control comply with statutory requirements, if any.
- Directing and motivating subordinate managers to achieve agreed targets.
- Participating in the negotiation of major deals with commercial partners and vendors.
- Periodically updating CEO / Company Management with YTD performance of respective functions.

Key skills

- Proven management experience at a senior level; must be an effective manager by exception.
- Strong leadership and motivational ability.
- Strong business acumen.

Internal contacts

All Senior Leaders and Functional Heads and subordinate teams in respective functions.

External contacts

Major commercial partners and vendors, clients/customers, industry associations and regulatory bodies (if applicable).

Typical experience

12+ years experience in all aspects of operation coupled with tertiary level qualifications related to the industry. Formal management training desirable.

Other comments

If a person has responsibility for ALL operational activities of the organisation, please match them to position code Aon.EXE.GM020.7 - Chief Operating Officer.

Position Description

Position title: Head of Single Profit Centre
Position code: Aon.EXE.GM040.7
Level: 7

Responsible for

Managing a variety of divergent activities within a particular organisational function or single branch. May be physically isolated from Head Office and/or operate as an autonomous profit centre.

Report to

Chief Executive Officer/Managing Director or Chief Operating Officer.

Supervises

Those managers and staff working within the functional area.

Main activities

- Coordinating and participating in the compilation of budgets and forecasts, and presenting them to higher management for approval.
- Working to achieve revenue and to operate within agreed expense budgets, with accountability for the overall financial performance of the functional area.
- Managing various operations within a division within the policies and guidelines established by executive management.
- Participating as a member of the senior management team.
- Managing and motivating all divisional personnel.
- Participating in the negotiation of major sales deals within broad policy guidelines - if required.

Key skills

- Sound administrative skills and a proven record of successful staff management.
- Proven management experience at a senior level; must be an effective manager by exception.
- Strong leadership and motivational ability.

Internal contacts

Sales and marketing staff, customer service and product development staff, accounts and administration staff.

External contacts

Major suppliers and clients/customers, industry associations.

Typical experience

At least 10 - 12 years experience relevant to the particular area of responsibility coupled with tertiary level qualifications related to the industry. Formal management training desirable.

Other comments

Position Description

Position title: Head of Multiple Profit Centres
Position code: Aon.EXE.GM030.7
Level: 7

Responsible for

Managing a variety of divergent functional activities or branches operating separately as autonomous profit centres under policy control. People performing this role have multiple functional responsibilities and are responsible for implementing strategy

Report to

Chief Executive Officer/Managing Director or Chief Operating Officer.

Supervises

Those managers and staff working within the functional areas/branches.

Main activities

- Participating as a member of the senior management/strategic team formulating company policy and approving major management changes.
- Accountability for the overall financial performance of the multiple functions/branches and the achievement of associated revenue and expense budgets.
- Ensuring that the functions/branches comply with senior management directives and statutory regulations.
- Directing and motivating subordinate managers to achieve agreed targets.
- Managing and motivating all divisional personnel.
- Participating in the negotiation of major sales deals within broad policy guidelines - as required.
- Acting as the chief spokesperson for the organisation in relation to the multi functions/branches or responsibility - as required.

Key skills

- Has sound administrative skills and a proven record of successful staff management.
- Proven management experience at a senior level; must be an effective manager by exception.
- Strong leadership and motivational ability.

Internal contacts

Sales and marketing staff, customer service and product development staff, accounts and administration staff.

External contacts

Major suppliers, clients/customers, industry associations.

Typical experience

At least 12 - 15 years experience in all aspects of operation coupled with tertiary level qualifications related to the industry. Formal management training desirable.

Other comments

Position Description

Position title: Head of Single Operations/Technical Discipline (Not Elsewhere Classified)
Position code: Aon.EXE.OP900.7
Level: 7

Responsible for

Managing a variety of divergent activities within a particular organisational function or single branch. May be physically isolated from Head Office and/or operate as an autonomous profit centre.

Report to

Chief Executive Officer/Managing Director or Chief Operating Officer.

Supervises

Those managers and staff working within the functional area.

Main activities

- Coordinating and participating in the compilation of budgets and forecasts, and presenting them to higher management for approval.
- Working to achieve revenue and to operate within agreed expense budgets, with accountability for the overall financial performance of the functional area.
- Managing various operations within a division within the policies and guidelines established by executive management.
- Participating as a member of the senior management team.
- Managing and motivating all divisional personnel.
- Participating in the negotiation of major sales deals within broad policy guidelines - if required.

Key skills

- Sound administrative skills and a proven record of successful staff management.
- Proven management experience at a senior level; must be an effective manager by exception.
- Strong leadership and motivational ability.

Internal contacts

Sales and marketing staff, customer service and product development staff, accounts and administration staff.

External contacts

Major suppliers and clients/customers, industry associations.

Typical experience

10+ years experience relevant to the particular area of responsibility coupled with tertiary level qualifications related to the industry. Formal management training desirable.

Other comments

Position Description

Position title: Head of Multiple Operations/Technical Discipline (Not Elsewhere Classified)
Position code: Aon.EXE.OP999.7
Level: 7

Responsible for

Managing a variety of divergent functional activities or branches operating separately as autonomous profit centres under policy control. People performing this role have multiple functional responsibilities and are responsible for implementing strategy

Report to

Chief Executive Officer/Managing Director or Chief Operating Officer.

Supervises

Those managers and staff working within the functional areas/branches.

Main activities

- Participating as a member of the senior management/strategic team formulating company policy and approving major management changes.
- Accountability for the overall financial performance of the multiple functions/branches and the achievement of associated revenue and expense budgets.
- Ensuring that the functions/branches comply with senior management directives and statutory regulations.
- Directing and motivating subordinate managers to achieve agreed targets.
- Managing and motivating all divisional personnel.
- Participating in the negotiation of major sales deals within broad policy guidelines - as required.
- Acting as the chief spokesperson for the organisation in relation to the multi functions/branches or responsibility - as required.

Key skills

- Has sound administrative skills and a proven record of successful staff management.
- Proven management experience at a senior level; must be an effective manager by exception.
- Strong leadership and motivational ability.

Internal contacts

Sales and marketing staff, customer service and product development staff, accounts and administration staff.

External contacts

Major suppliers, clients/customers, industry associations.

Typical experience

At least 12+ years experience in all aspects of operation coupled with tertiary level qualifications related to the industry. Formal management training desirable.

Other comments

Position Description

Position title: Head of Data/BI Analytics
Position code: Aon.ITC.45016.6
Level: 6

Responsible for

Developing, directing and controlling the corporate strategic planning activities of the business and provide insight to decision-makers.

Report to

Chief Executive Officer/ Managing Director, Chief Data Officer

Supervises

Data/BI Analysts, Senior Data/BI Analysts and Data/BI Analytics Managers

Main activities

- Participating as a member of the senior management/strategic team formulating company policy and approving major management changes.
- Independently reviewing and assessing business unit initiatives of a strategic nature impacting the business.
- Brings expertise or identifies subject matter experts in support of multi-functional efforts to identify, interpret and produce recommendations and plans based on company and external data analysis.
- Advises business leaders by providing data-based strategic direction to identify and address business issues and opportunities.
- Ensures that policies and procedures align with corporate vision.
- Managing relationships with external providers or data where relevant - e.g. market research organisations, industry bodies, government departments.
- Selects, develops and evaluates personnel ensuring efficient operation of the function.
- Ensuring continuous upskilling of team members technical and communication skills.
- Keeping up to date with new approaches and trends in statistical analysis and data visualisation.

Key skills

- Ability to communicate effectively with a wide range of stakeholders and articulate methodologies and results to non technical audiences.
- Advanced knowledge of database design and datawarehousing principles.
- Advanced knowledge of statistical and analytical techniques, and ability to transfer this knowledge to team members.
- Ability to use the dynamics and value drivers of the business strategy to make decisions about the impact of changes.
- Ability to work within long-term time frames and anticipate and act on opportunities or problems that are likely to arise.
- Strong analytical capabilities.
- Ability to communicate at all levels of the organisation.
- Proven ability to develop corporate infrastructure, including policies procedures and systems.
- Proven ability in managing a large budget.
- Strong influencing and leadership skills.

Internal contacts

Datawarehousing/BI Consultants and Architects, Sales, Marketing.

External contacts

Research organisations, Australian Bureau of Statistics, Market Research organisations.

Typical experience

7+ years commercial experience in data/information analysis coupled with tertiary qualifications in Business, Statistics or a related discipline.

Other comments

Position Description

Position title: Data/BI Analytics Manager
Position code: Aon.ITC.45016.5
Level: 5

Responsible for

Plans, manages and controls the activities of a team or teams of analysts that provides business intelligence and analytics to provide insight to decision-makers.

Report to**Supervises**

Data/BI Analysts and Senior Data/BI Analysts

Main activities

- Leads initiatives to analyse complex business problems and issues using data from internal and external sources.
- Brings expertise or identifies subject matter experts in support of multi-functional efforts to identify, interpret and produce recommendations and plans based on company and external data analysis.
- Advises business leaders by providing data-based strategic direction to identify and address business issues and opportunities.
- Ensures that policies and procedures align with corporate vision.
- Managing relationships with external providers or data where relevant - e.g. market research organisations, industry bodies, government departments.
- Selects, develops and evaluates personnel ensuring efficient operation of the function.
- Ensuring continuous upskilling of team members technical and communication skills.
- Keeping up to date with new approaches and trends in statistical analysis and data visualisation.

Key skills

- Ability to communicate effectively with a wide range of stakeholders and articulate methodologies and results to non technical audiences.
- Excellent statistical/numerical skills.
- Basic knowledge of database design and datawarehousing principles.
- Advanced knowledge of statistical and analytical techniques, and ability to transfer this knowledge to team members.

Internal contacts

Datawarehousing/BI Consultants and Architects, Sales, Marketing.

External contacts

Research organisations, Australian Bureau of Statistics, Market Research organisations.

Typical experience

At least 5-7 years commercial experience in data/information analysis coupled with tertiary qualifications in Business, Statistics or a related discipline.

Other comments

This role is responsible for overseeing general data analysis and reporting across the business - individuals responsible for specific financial, market research or pricing analysis, or individuals responsible for the design and build of database/datawarehousing solutions should be matched to these roles in the survey.

Other titles: Senior Data Analyst (RIN)

Position Description

Position title: Senior Data/BI Analyst
Position code: Aon.ITC.45016.4
Level: 4

Responsible for

Analysing complex business problems and issues using data from internal and external sources to provide insight to decision-makers.

Report to

Data/BI Analytics Manager

Supervises

May mentor more junior Data/BI Analysts.

Main activities

- Identifying, preparing, 'crunching' and interpreting trends and patterns in complex datasets.
- Constructing forecasts, dashboards and reports based on business and market data.
- Analysing information using advanced statistical/data analysis techniques, and developing models for analysis where relevant.
- Providing guidance and support to business in determining and recommending information needs.
- Working with Datawarehousing/BI Consultants to ensure design and construction of databases and datawarehouse applications meet current and potential future business needs.
- Ensuring ongoing data integrity, reporting any data inconsistencies appropriately.
- Developing or contributing to development of security standards, controls, and procedures.
- Responding to security threats (incident management).

Key skills

- Ability to communicate effectively with a wide range of stakeholders and articulate methodologies and results to non technical audiences.
- Excellent statistical/numerical skills.
- Ability to access data stored in warehouses and interrogate it efficiently.
- Advanced knowledge of database software, including MS Access and Excel and/or a commercial statistical software packages such as SAS, SPSS, Tableau, Qlikview, etc.
- May have experience with programming languages such as R, Matlab, VBA or APL.
- Good interpersonal and consultative skills.
- An understanding of the law as it relates to IT.

Internal contacts

Datawarehousing/BI Consultants, Sales, Marketing.

External contacts

Research organisations, Australian Bureau of Statistics, Market Research organisations.

Typical experience

At least 3-5 years commercial experience in data/information analysis coupled with tertiary qualifications in Business, Statistics or a related discipline.

Other comments

This role is responsible for general data analysis and reporting across the business - individuals conducting specific financial, market research or pricing analysis, or individuals responsible for the design and build of database/datawarehousing solutions should be matched to these roles in the survey.

Other titles: Data Analyst (RIN)

Position Description

Position title: Data/BI Analyst
Position code: Aon.ITC.45016.3
Level: 3

Responsible for

Analysing business problems and issues using data from internal and external sources to provide insight to decision-makers.

Report to

Data/BI Analytics Manager.

Supervises

No formal supervisory responsibilities.

Main activities

- Identifying, preparing, 'crunching' and interpreting trends and patterns in data sets.
- Constructing forecasts, dashboards and reports based on business and market data.
- Analysing information using statistical/data analysis techniques, and developing models for analysis where relevant.
- Providing guidance and support to business in determining and recommending information needs.
- Working with Datawarehousing/BI Consultants to ensure design and construction of databases and data warehouse applications meet current and potential future business needs.
- Ensuring ongoing data integrity, reporting any data inconsistencies appropriately.

Key skills

- Ability to communicate effectively with a wide range of stakeholders and articulate methodologies and results to non technical audiences.
- Excellent statistical/numerical skills.
- Ability to access data stored in warehouses and interrogate it efficiently.
- Knowledge of database software, including MS Access and Excel and/or a commercial statistical software packages such as SAS, SPSS, Tableau, Qlikview, etc.
- May have experience with programming languages such as R, Matlab, VBA or APL.

Internal contacts

Datawarehousing/BI Consultants, Sales, Marketing.

External contacts

Research organisations, Australian Bureau of Statistics, Market Research organisations.

Typical experience

At least 1 - 3 years commercial experience in data/information analysis coupled with tertiary qualifications in Business, Statistics or a related discipline.

Other comments

This role is responsible for general data analysis and reporting across the business - individuals conducting specific financial, market research or pricing analysis, or individuals responsible for the design and build of database/datawarehousing solutions should be matched to these roles in the survey.

Position Description

Position title: Junior Data/BI Analyst
Position code: Aon.ITC.45016.2
Level: 2

Responsible for

Analysing business problems and issues using data from internal and external sources to provide insight to decision-makers.

Report to

Data/BI Analytics Manager.

Supervises

No formal supervisory responsibilities

Main activities

- Identifying, preparing, 'crunching' and interpreting trends and patterns in data sets.
- Constructing forecasts, dashboards and reports based on business and market data.
- Analysing information using statistical/data analysis techniques, and developing models for analysis where relevant.
- Providing support to business in determining and recommending information needs.
- Working with Datawarehousing/BI Consultants to ensure design and construction of databases and data warehouse applications meet current and potential future business needs.
- Ensuring ongoing data integrity, reporting any data inconsistencies appropriately.

Key skills

- Ability to communicate effectively with a wide range of stakeholders and articulate methodologies and results to non technical audiences.
- Statistical/numerical skills.
- Ability to access data stored in warehouses and interrogate it efficiently.
- Knowledge of database software, including MS Access and Excel and/or a commercial statistical software packages such as SAS, SPSS, Tableau, Qlikview, etc.
- May have experience with programming languages such as R, Matlab, VBA or APL.

Internal contacts

Datawarehousing/BI Consultants, Sales, Marketing.

External contacts

Research organisations, Australian Bureau of Statistics, Market Research organisations.

Typical experience**Other comments**

This role is responsible for general data analysis and reporting across the business - individuals conducting specific financial, market research or pricing analysis, or individuals responsible for the design and build of database/datawarehousing solutions should be matched to these roles in the survey.

Position Description

Position title: Change Manager
Position code: Aon.HRS.50022.5
Level: 5

Responsible for

Responsible for ensuring the successful delivery and end user adoption of new programs, systems, or processes across the organisation through communication, training and business engagement.

Report to

Project Director or Human Resources Director

Supervises

Change Management Coordinators and Specialists

Main activities

- Oversee the change analysis (stakeholder analysis, change impact and gap analysis, training needs analysis).
- Address any potential people-side risks and anticipated points of resistance, and develop specific plans to mitigate or address concerns.
- Ensure that readiness assessments are conducted
- Apply a structured change management approach and methodology for the people side of change caused by projects and change efforts.
- Develop a change management strategy based on a situational awareness of the details of the change and the groups being impacted by the change.
- Develop a set of actionable and targeted change management plans (including change leadership plan, communication plan, education and training plan and resistance management plan).
- Lead the project team to integrate change management activities into the overall project plan.
- Lead and support the creation of the measurement systems to track adoption, utilisation and proficiency of individual changes.
- Lead and support the relationship with other group-wide specialists (e.g. Communications) in the formulation of particular plans and activities to support project implementation.
- Ensure coordinated, consolidated and timely reporting of the project.

Key skills

- Detail-oriented and efficient.
- Effective relationship management skills
- Excellent time management skills and proven ability to meet deadlines.
- Excellent oral and written communication skills
- Excellent presentation skills.

Internal contacts

Internal Project Team (Project Manager, HR Lead, Lead HR Analyst, HR Analyst, Admin Assistant, Project Support Officer), Working Group (Group HR Managers, CIO, Payroll Manager, Applications Manager); Project Executive; Senior User & Corporate HR Specialists; HR Community; IT Team; Business Stream Implementation Champions; PMO Manager, Strategic Communications

External contacts

Vendor Project Team

Typical experience

Degree in Human Resources, Organisation Psychology or equivalent. Demonstrated experience in the coordination and running of large change management projects with project timelines of over 1 year. Significant experience in senior stakeholder engagement and working with technical and non-technical staff.

Other comments

Position Description

Position title: Change Management Specialist
Position code: Aon.HRS.50012.4
Level: 4

Responsible for

Responsible for facilitating and driving change and end user adoption of new programs, systems, or processes across the organisation through communication, training and business engagement.

Report to

Project Manager, Human Resource Manager, Project Executive or, Human Resources Director

Supervises**Main activities**

- Conduct change analysis (stakeholder analysis, change impact and gap analysis, training needs analysis). Identify potential people-side risks and anticipated points of resistance, and develop specific plans to mitigate or address concerns. Conduct readiness assessments, evaluate results and present findings in a logical and easy-to-understand manner.
- Apply a structured change management approach and methodology for the people side of change caused by projects and change efforts.
- Develop a change management strategy based on a situational awareness of the details of the change and the groups being impacted by the change.
- Develop a set of actionable and targeted change management plans (including change leadership plan, communication plan, education and training plan and resistance management plan).
- Work with project team to integrate change management activities into the overall project plan.
- Create and manage measurement systems to track adoption, utilisation and proficiency of individual changes.
- Work with other group-wide specialists (eg Communications) in the formulation of particular plans and activities to support project implementation.
- Undertake project administration, monitoring and reporting tasks.
- Assemble/collate project information to produce coordinated, consolidated and timely reporting.

Key skills

- Detail-oriented and efficient.
- Effective relationship management skills
- Strong administration skills.
- Excellent time management skills and proven ability to meet deadlines.
- Excellent oral and written communication skills
- Excellent presentation skills.

Internal contacts

Internal Project Team (Project Manager, HR Lead, Lead HR Analyst, HR Analyst, Admin Assistant, Project Support Officer), Working Group (Group HR Managers, CIO, Payroll Manager, Applications Manager); Project Executive; Senior User & Corporate HR Specialists; HR Community; IT Team; Business Stream Implementation Champions; PMO Manager, Strategic Communications

External contacts

Vendor Project Team

Typical experience

Degree in Human Resources, Organisation Psychology or equivalent. Demonstrated experience in the coordination and running of large change management projects with project timelines of over 1 year. Significant experience in senior stakeholder engagement and working with technical and non-technical staff.

Other comments

Position Description

Position title: Change Management Coordinator
Position code: Aon.HRS.50022.3
Level: 3

Responsible for

Responsible for facilitating and driving change and end user adoption of new programs, systems, or processes across the organisation through communication, training and business engagement.

Report to

Change Manager

Supervises**Main activities**

- Conduct change analysis (stakeholder analysis, change impact and gap analysis, training needs analysis). Identify potential people-side risks and anticipated points of resistance, and develop specific plans to mitigate or address concerns. Conduct readiness assessments, evaluate results and present findings in a logical and easy-to-understand manner.
- Apply a structured change management approach and methodology for the people side of change caused by projects and change efforts.
- Develop a change management strategy based on a situational awareness of the details of the change and the groups being impacted by the change.
- Develop a set of actionable and targeted change management plans (including change leadership plan, communication plan, education and training plan and resistance management plan).
- Work with project team to integrate change management activities into the overall project plan.
- Create and manage measurement systems to track adoption, utilisation and proficiency of individual changes.
- Work with other group-wide specialists (eg Communications) in the formulation of particular plans and activities to support project implementation.
- Undertake project administration, monitoring and reporting tasks.
- Assemble/collate project information to produce coordinated, consolidated and timely reporting.

Key skills

- Detail-oriented and efficient.
- Effective relationship management skills
- Strong administration skills.
- Excellent time management skills and proven ability to meet deadlines.
- Excellent oral and written communication skills
- Excellent presentation skills.

Internal contacts

Internal Project Team (Project Manager, HR Lead, Lead HR Analyst, HR Analyst, Admin Assistant, Project Support Officer), Working Group (Group HR Managers, CIO, Payroll Manager, Applications Manager); Project Executive; Senior User & Corporate HR Specialists; HR Community; IT Team; Business Stream Implementation Champions; PMO Manager, Strategic Communications

External contacts

Vendor Project Team

Typical experience

Degree in Human Resources, Organisation Psychology or equivalent.

Other comments

Position Description

Position title: Head of Digital/Online Strategy
Position code: Aon.MKT.20099.6
Level: 6

Responsible for

Developing and overseeing delivery of the organisation's online vision and strategy to ensure that current and future customer and business requirements are anticipated, and that the online channel delivers a sustainable competitive advantage to the business.

Report to

Chief Operating Officer, Chief Commercial Officer or Chief Executive Officer

Supervises

Online Strategy Managers, Senior Online Strategy Analysts, Online Strategy Analysts.

Main activities

- Develop the organisation's online strategy and roadmap in support of the long-term business strategy.
- Maintain a detailed understanding of the market place and identify future technology and/or product opportunities that can be fed into the strategy.
- Ensure long-term viability of the organisation's online strategy, and develop plans for transitioning from legacy channels to online.
- Use online strategy analysis and research to inform decision making regarding the direction of the organisation's online strategy.
- Manage relationships with IT at a high level to ensure that technology platforms support the delivery of the online strategy, and that products are developed and delivered in accordance with specifications.
- Direct analysis and research to identify insights in customer or competitor behaviour that will inform online strategy decisions by senior management.
- Promote and be a champion for online across the organisation, particularly at a senior level.

Key skills

- Excellent knowledge of web and ecommerce technologies.
- Excellent knowledge of online, mobile and ecommerce trends and products.
- Strong influencing skills and leadership skills.
- Excellent written and verbal communication/presentation skills.
- Innovative thinking and demonstrated problem-solving skills.

Internal contacts

Senior Executives, Product/Commercial, Sales, Marketing, IT.

External contacts

IT Vendors, Industry Associations.

Typical experience

At least 10+ years of experience in commercial strategy, with a particular focus on change/transformation management and at least 5 years online strategy experience, coupled with relevant tertiary qualifications.

Other comments

Depending on size of the organisation and significance of the online channel, this role may be a Senior Executive.

Position Description

Position title: Digital/Online Strategy Manager
Position code: Aon.MKT.20099.5
Level: 5

Responsible for

Leading the operationalisation of the organisation's digital strategy to ensure that current and future customer and business requirements are anticipated, and that the digital channels deliver a sustainable competitive advantage to the business.

Report to

Head of Digital, Product Director or Chief Operating Officer.

Supervises

Digital Strategy Analysts, Senior Digital Strategy Analysts.

Main activities

- Work with senior managers to develop and operationalise the organisation's digital strategy and roadmap in support of the long-term business strategy.
- Maintain a detailed understanding of the market place and identify future technology and/or product opportunities that can be fed into the strategy.
- Identify, plan and implement opportunities to drive business from traditional channels to online channels.
- Develop business cases for new product innovations and/or product enhancements (including functionality and usability) or other digital initiatives.
- Lead projects relating to the design and formulation of specific digital products.
- Work with IT technical professionals and Project/Delivery Managers to ensure that products are developed and delivered in accordance with specifications.
- Direct analysis and research to identify insights in customer or competitor behaviour that will inform online strategy decisions.
- Promote and be a champion for digital across the organisation, particularly at a senior level.

Key skills

- Excellent knowledge of web and ecommerce technologies.
- Excellent knowledge of digital, mobile and ecommerce trends and products.
- Strong influencing skills and ability to communicate with technical and non-technical individuals across the organisation, including senior management.
- Excellent written and verbal communication/presentation skills.
- Innovative thinking and demonstrated problem-solving skills.

Internal contacts

Product/Commercial, Sales, Marketing, IT.

External contacts

IT Vendors.

Typical experience

At least 7-10 years experience in commercial/channel strategy, with at least 5 years of this in online strategy, coupled with relevant tertiary qualifications.

Other comments

In smaller organisations or organisations where the digital channel does not contribute a significant proportion of revenue, this role may be the organisational authority in the online space.

Position Description

Position title: Digital/Online Optimisation Consultant
Position code: Aon.MKT.20018.4
Level: 4

Responsible for

Overseeing the development and enhancement of the digital channels to optimise customer engagement, satisfaction, product sales and service.

Report to

Might report to Digital Optimisation Manager or Head of Online Strategy.

Supervises

May supervise Online Strategy Analysts or similar if required.

Main activities

- Utilising the digital channel optimisation tools and technologies in an effective manner.
- Managing the development of a roadmap and strategy for the digital channels.
- Developing and implementing business improvement initiatives relating to the digital channels.
- Conducting competitor site analysis and keeping abreast of industry best practice and marketplace trends.
- Creating visibility of the customer experience journey including online and offline customer interactions through existing data sources.
- Creating data visualisations, dashboards and reports to drive actionable insights for customers
- Analysing voice of the customer data to complement existing insights
- Identifying data gaps and influencing a group of stakeholders to close the data gap
- Identifying new business opportunities including acquisitions, rationalisations and new initiatives to drive online sales.

Key skills

- Solid understanding of digital channel optimisation tools and technologies
- Understanding of project management methodologies
- Dynamic analytical skills
- Understand best practices in digital channel development and digital marketing
- Ability to negotiate with stakeholders at all levels to achieve objectives
- Excellent oral and written communication skills
- Strong negotiation skills

Internal contacts

Sales and Marketing team, Analytics team members, Content & Portals Production team

External contacts

Vendors

Typical experience

At least 3-5 years experience in an analytical role preferably in a digital environment coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Senior Digital/Online Strategy Analyst
Position code: Aon.MKT.20099.4
Level: 4

Responsible for

Contributing to the development of online strategy through the provision of market and commercial analysis and insights, and through the day-to-day management of online product initiatives.

Report to

Online Strategy Manager or Head of Online.

Supervises

May mentor more junior Online Strategy Analysts.

Main activities

- Maintain a detailed understanding of the market place and identify potential technology and/or product opportunities.
- Work with the business to identify and project manage the implementation of online initiatives.
- Conduct research and analysis to develop customer, market and competitor insights and make online strategy recommendations.
- Conduct analysis and report on the effectiveness of online initiatives.
- Contribute to the development of business cases for new product innovations and/or product enhancements (including functionality and usability) or other online initiatives.
- Work with IT technical professionals and Project/Delivery Managers to ensure that products are developed and delivered in accordance with specifications.
- Promote and be a champion for online across the organisation.

Key skills

- Good knowledge of web and ecommerce technologies.
- Excellent knowledge of online, mobile and ecommerce trends and products.
- Strong influencing skills and ability to communicate with technical and non-technical individuals across the organisation, including senior management.
- Excellent research and analytical skills, and ability to generate insights and apply to commercial decision-making.
- Excellent written and verbal communication skills.
- Innovative thinking and demonstrated problem-solving skills

Internal contacts

Product/Commercial, Sales, Marketing, IT.

External contacts

IT Vendors

Typical experience

At least 5-7 years experience in online strategy, online product development or market and competitor research and analysis, coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Digital/Online Strategy Analyst
Position code: Aon.MKT.20099.3
Level: 3

Responsible for

Contributing to the development of digital strategy through the provision of market and commercial analysis and insights, and through the day-to-day management of digital product initiatives.

Report to

Online Strategy Manager or Head of Online.

Supervises

No formal supervisory responsibilities.

Main activities

- Maintain a detailed understanding of the market place and identify potential new technology and/or product opportunities.
- Work with the business to identify and have input into the implementation and day-to-day management of online product or channel initiatives.
- Conduct research and analysis to develop customer, market and competitor insights and make online strategy recommendations.
- Conduct analysis and report on the effectiveness of online product or channel initiatives.
- Contribute to the development of business cases for new product innovations and/or product enhancements (including functionality and usability) or other online initiatives.
- Oversee the development and ongoing management of a portfolio of online products.
- Work with IT technical professionals and Project/Delivery Managers to ensure that products are developed and delivered in accordance with specifications.
- Promote and be a champion for online across the organisation.

Key skills

- Basic knowledge of web and ecommerce technologies.
- Excellent knowledge of online, mobile and ecommerce trends and products.
- Strong influencing skills and ability to communicate with technical and non-technical individuals across the organisation.
- Excellent research and analytical skills, and ability to generate insights and apply to commercial decision-making.
- Strong written and verbal communication skills.
- Innovative thinking and demonstrated problem-solving skills.

Internal contacts

Product/Commercial, Sales, Marketing, IT.

External contacts

IT Vendors.

Typical experience

At least 3-5 years experience in digital strategy, digital product development or market and competitor research and analysis, coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Head of Strategy
Position code: Aon.EXE.ST010.7
Level: 7

Responsible for

Developing, directing and controlling the corporate strategic planning activities of the business. Providing direction and driving delivery of a strategic plan through an inclusive strategic planning process.

Report to

Chief Executive Officer / Managing Director

Supervises

Strategic planning team(s), business analysts

Main activities

- Participating as a member of the senior management/strategic team formulating company policy and approving major management changes.
- Independently reviewing and assessing business unit initiatives of a strategic nature impacting the business.
- Identifying opportunities/threats impacting the business. Analysing and recommending actions, and where appropriate implementing recommendations.
- Developing and maintaining an independent view of all markets in which the business operates in the short, medium and long-term for business planning, business development and other significant market transactions.

Key skills

- Understanding and appreciation of the financial implications of decisions and their impact.
- Ability to use the dynamics and value drivers of the business strategy to make decisions about the impact of changes.
- Ability to work within long-term time frames and anticipate and act on opportunities or problems that are likely to arise.
- Strong analytical capabilities.
- Ability to communicate at all levels of the organisation.
- Proven ability to develop corporate infrastructure, including policies procedures and systems.
- Proven ability in managing a large budget.
- Strong influencing and leadership skills.

Internal contacts

Senior Management, finance and administration, functional and divisional managers, and all subordinate staff.

External contacts

Industry associations, major customers/clients, shareholders and major suppliers.

Typical experience

10+ years experience in a senior management or general management role in a commercial environment. Tertiary qualification in economics, engineering or other quantitative field.

Other comments

Position Description

Position title: Functional Lead of Strategy - Strategy & Projects
Position code: Aon.EXE.ST030.6
Level: 6

Responsible for

Leading specific strategic projects aimed at the development of specific processes

Report to

Chief Strategy Officer/Chief Executive Officer/Chief Financial Officer/Chief Operations Officer

Supervises

Team of strategy professionals specialising in business analysis and project management

Main activities

- Project managing complex and multidisciplinary projects from design to implementation ensuring completion to timescales and budgets
- Identifying opportunities for process improvements and providing suggestions to senior management for undertaking projects to improve process efficiency
- Coordinating with different business heads / function heads for initiating and monitoring progress of ongoing projects and report on project parameters and milestones to senior management

Key skills

- Project management
- People management
- Stakeholder management

Internal contacts

Chief Strategy Officer, Senior management, Business Unit heads, Function Heads, Department Heads, Strategy team

External contacts

External consultants, Suppliers,

Typical experience

12+ years of experience in the strategy function and at least 8+ years in managing complex projects

Other comments

Position Description

Position title: Strategy Manager
Position code: Aon.STR.10000.5
Level: 5

Responsible for

Providing strategic insights via the use of predictive models to drive segmentation and support various divisions.

Report to

Head of Strategy.

Supervises

Strategy Analysts.

Main activities

- Ensuring the organisation has a solid understanding of customers and the market through the use of analytics & modelling in order to identify marketing opportunities.
- Overseeing the analysis of information using computerised statistical/data analysis techniques, and developing sophisticated models that support the marketing group's requirements.
- Ensuring that market and customer insights are effectively utilised to drive the translation of customer and segment knowledge into strategic and tactical recommendations for product development, customer acquisition and retention.
- Facilitating the timely and accurate delivery of campaign data to support marketing campaigns.
- Understanding the needs of the marketing group, recommending solutions, forecasting the capital costs and benefits and managing the delivery of these initiatives.
- Strategic development of the data warehouse platform to provide effective management, predictive models, business intelligence layers, reporting cubes and data capture.
- Leading and developing a team of analysts to build organisational capabilities in the use of data mining tools and ensuring a high level of accuracy and productivity within the team.

Key skills

- Excellent planning and organisational skills.
- Superior written and verbal communication and presentation skills.
- Strong reporting and analytical skills.
- Ability to communicate effectively with a wide range of stakeholders and articulate technical issues in business language to non technical audiences.
- Skilled in financial assessment and business case development.
- Ability to work in a fast paced environment and manage a number of projects simultaneously and to tight deadlines.
- Leadership and people management skills.
- Ability to liaise confidently and effectively at all levels both internally and with external vendors.

Internal contacts

Business Managers, Sales & Marketing Team, Strategy, Commercial and IT.

External contacts**Typical experience**

At least 5 years professional experience in a marketing environment, including proven project management experience, coupled with a relevant tertiary qualification. Industry-specific experience and post graduate qualifications are desirable.

Other comments

Position Description

Position title: Senior Strategy Analyst
Position code: Aon.STR.10000.4
Level: 4

Responsible for

Provides input into business decisions through financial and non- financial analysis and using specialised models. Corporate strategy development and support of any M&A activities.

Report to

Strategy Manager

Supervises

No formal supervisory responsibilities.

Main activities

- Corporate strategy development, identifying external market forces and best practice.
- Working with strategy team to implement and monitor key strategic objectives.
- Provide analytical and modelling support to the strategy team and wider business.
- Usually works as a part of a team with a minimal guidance, assisting other strategy analysts when needed.
- Uses quantitative and communication skills; strongly collaborative.

Key skills

- Advanced knowledge of Excel and other analytical software.
- Strong strategic mindset with advanced analytical, financial modelling and planning skills.
- Proactive with a strong bias toward action.
- Strong communication skills: adept at influencing and persuading others.
- Advanced communication skills: report writing, summary commentary.

Internal contacts

All divisions

External contacts**Typical experience**

Bachelor's degree and may have an accounting/finance background; 5 plus years business experience.

Other comments

Position Description

Position title: Strategy Analyst
Position code: Aon.STR.10000.3
Level: 3

Responsible for

Provides input into business decisions through financial and non- financial analysis and using specialised models. Uses persuasion and recommends tactics with data analysis for business units to meet the organisations' objectives.

Report to

Strategy Manager.

Supervises

No supervisory responsibilities.

Main activities

- Provides analytic support during the strategic planning process and on internal consulting projects focused on the division's key business priorities.
- Gathers and analyses qualitative and quantitative data through interviews and research to identify trends/opportunities, develops conclusions from market information and creates compelling market analysis presentations.
- Usually works as a part of a team and can work with a moderate level of guidance.
- Formulates actionable, value-adding business solutions and participating in their implementation
- Uses quantitative and communication skills; strongly collaborative.
- Can make inferences from complex data and secondary sources.

Key skills

- Solid knowledge of Excel and PowerPoint.
- Strong strategic mindset with sound analytical, financial modelling and planning skills.
- Proactive with a strong bias toward action.
- Strong communication skills: adept at influencing and persuading others.

Internal contacts

All divisions

External contacts**Typical experience**

Bachelor's degree and may have an accounting/finance background; 2-4 years analyst experience.

Other comments

Position Description

Position title: Functional Lead of Strategy - Mergers & Acquisitions
Position code: Aon.EXE.ST020.6
Level: 6

Responsible for

Identifying and evaluating merger or acquisition opportunities in the global market place which support the development strategy of the corporation.

Report to

Chief Executive Officer/Chief Operations Officer/Chief Strategy Officer

Supervises

Team of financial analysts or strategy analysts or financial valuation specialists

Main activities

- Working with the senior management team to formulate the M&A strategy of the organisation
- Identifying potential acquisition and business development opportunities and initiating and overseeing the negotiation process and due diligence process.
- Direct the team for conducting financial valuations and synergy alignment analysis for potential targets and advising senior management on acquisition strategy
- Project manage approved mergers and acquisitions to ensure smooth integration of people and business models
- Working with the CEO and CFO to identify the most appropriate financing methods for potential deals

Key skills

- Financial valuations
- Strategy analysis
- Project management
- Stakeholder management
- People management

Internal contacts

Chief Executive Officer, Chief Financial Officer, Business Unit Heads, Function Heads, General Counsel

External contacts

Company heads and senior management, External consultants, Lawyers and firms specialising in financial analysis and syndication

Typical experience

15+ years in the strategy function with at least 10 years in managing mergers and acquisitions

Other comments

Position Description

Position title: Process Improvement Manager
Position code: Aon.STR.10040.5
Level: 5

Responsible for

Managing operational process audits and leading process improvement initiatives in order to improve operational efficiency and effectiveness.

Report to

Operations Manager.

Supervises

Process Improvement Analysts, Process Improvement Consultants.

Main activities

- Identifying process improvement opportunities across the organisation.
- Leading process design/redesign activities, and developing implementation/change management plans.
- Managing relationships with stakeholders throughout the organisation and providing guidance and support on operational and process quality principles.
- Coordinating and conducting internal process audits and compliance reviews to measure conformity to internal and external requirements and ensure required corrective action or business improvement opportunities are followed up.
- Reporting on process improvement initiatives and audits.
- Maintaining and improving the corrective action system, to ensure problems are recorded and preventative and corrective actions are identified and implemented effectively and timely with outstanding issues monitored.

Key skills

- Broad knowledge of work processes and quality system requirements.
- Knowledge of importance of process and sound commercial practice.
- Demonstrated initiative and proactivity.
- Ability to develop innovative controls to reduce risk and fraud.
- Strong written, verbal, communicating and influencing skills.
- Excellent knowledge of process improvement methodologies such as Six Sigma, Lean, TQM, Kaizen, etc.

Internal contacts

Management, Audit, Compliance and Legal employees.

External contacts**Typical experience**

At least 5-7 years experience in quality, operations or project management, coupled with relevant tertiary qualifications. May have certification in process improvement methodologies such as Six Sigma, Lean, TQM, Kaizen, etc.

Other comments

This is a management role - if the individual does not manage a team, please match to one of the following roles: Process Improvement Analyst, Process Improvement Consultant; or if the individual does not manage a team but holds Six Sigma certification: Six Sigma - Black Belt, Six Sigma - Master Black Belt.

Position Description

Position title: Process Improvement Consultant
Position code: Aon.STR.10040.4
Level: 4

Responsible for

Conducting operational process audits and process improvement initiatives in order to improve operational efficiency and effectiveness.

Report to

Process Improvement Manager.

Supervises

No formal supervisory responsibilities.

Main activities

- Conducting process design/redesign activities, and assisting with development of implementation/change management plans.
- Providing guidance and support on operational and process quality principles to stakeholders throughout the organisation.
- Conducting internal process audits and compliance reviews to measure conformity to internal and external requirements and ensure required corrective action or business improvement opportunities are followed up.
- Reporting on process improvement initiatives and audits.
- Maintaining and improving the corrective action system, to ensure problems are recorded and preventative and corrective actions are identified and implemented effectively and timely with outstanding issues monitored.

Key skills

- Broad knowledge of work processes and quality system requirements.
- Knowledge of importance of process and sound commercial practice.
- Demonstrated initiative and proactivity.
- Ability to develop innovative controls to reduce risk and fraud.
- Strong written, verbal, communicating and influencing skills.
- Basic knowledge of process improvement methodologies such as Six Sigma, Lean, TQM, Kaizen, etc.

Internal contacts

Management, Audit, Compliance and Legal employees.

External contacts**Typical experience**

At least 3-5 years experience in quality, operations or project management, coupled with relevant tertiary qualifications. May have certification in process improvement methodologies such as Lean, TQM, Kaizen, etc.

Other comments

If the individual works exclusively within the Six Sigma methodology, please match to either: Six Sigma - Black Belt, or Six Sigma - Master Black Belt.

Position Description

Position title: Process Improvement Analyst
Position code: Aon.STR.10040.3
Level: 3

Responsible for

Conducting analysis and research into existing operational processes, and presenting results as input into operational audits and process improvement initiatives across the organisation.

Report to

Process Improvement Manager.

Supervises

No formal supervisory responsibilities.

Main activities

- Researching and analysing existing operational processes using techniques such as data analysis, observation, interviews, policy reviews, etc.
- Identifying and sourcing benchmark information for comparison, where relevant.
- Identifying process inefficiencies and opportunities for improvement.
- Identifying potential compliance/legal/safety issues present in operational processes, and determining relevant legislation and/or regulations.
- Conducting reviews to determine ROI following process design/redesign implementation.
- Providing reports on findings at all stages to stakeholders.

Key skills

- Broad knowledge of work processes and quality system requirements.
- Knowledge of importance of process and sound commercial practice.
- High level of attention to detail and accuracy.
- Strong analytical, and written and verbal communication skills.

Internal contacts

Management, Audit, Compliance and Legal employees.

External contacts**Typical experience**

At least 1-3 years experience in quality, operations or project management, coupled with relevant tertiary qualifications in Commerce or Statistics.

Other comments

This individual only analyses operational processes and identifies opportunities for improvement - they do not undertake process design/redesign (see Process Improvement Consultant)

Position Description

Position title: Head of Innovation
Position code: Aon.INO.89310.7
Level: 7

Responsible for

Establishes the firm's innovation strategy and objectives.

Report to

Head of Strategy, CEO

Supervises

Digital innovation lab/s

Main activities

- Participating as a member of the senior management team formulating company policy and approving innovation changes,
- Developing business cases for emerging technologies,
- Planning experimental development activity, including management of budget and effective allocation of resources,
- Continuously testing new ideas and learning from the outcomes in an agile environment,
- Developing and maintaining an independent view of all markets in which the business operates in the short, medium and long-term for business planning, business development and other significant market transactions.

Key skills

- Communication skills.
- Excellent consulting skills.
- Supervisory and management skills
- Advanced technical background in one or more technical skills: Application Development, Blockchain Development, Data Science / Computational Statistics and / or Machine Learning.

Internal contacts

Senior management, Business Unit heads, Function Heads, Department Heads, Innovation team

External contacts

Industry associations, major customers/clients, shareholders and major suppliers.

Typical experience

10+ years experience in a management role in a commercial environment. Tertiary qualification in IT, economics, engineering or other related field.

Other comments

Position Description

Position title:	Innovation Consulting Director
Position code:	Aon.INO.89315.7
Level:	7

Responsible for

Key orchestrator of proposition development, delivery and incubation within the Innovation and Partnerships team.

Report to

CEO

Supervises

Innovation team, Innovation consultants

Main activities

- Form, hold and evolve an inspiring product vision, use agile delivery to quickly prove or disprove hypotheses and effectively navigate governance and decision making.
- Drive proposition development through a deep understanding of customer needs, commercial and technical realities, and delivery trade-offs, drawing in experts as required.
- Identify prospective third parties to collaborate with and establish true partnerships in order to effectively deliver innovative propositions.
- Driving an innovation and product development process, working from the identification of a base customer need to be addressed, developing a product vision, proving market fit through in market incubation and product iteration, and scaling the product in market
- Collaborating with key stakeholders from across the organisation to understand business drivers, issues and opportunities for a product to play a part in outcomes that support those areas
- Identification and assessment of greenfield opportunities and driving thought leadership across the organisation (aligned to our strategic direction)
- Understanding an opportunity space, the customer needs that exist, and how these needs are being currently being met, and the implication of regulatory, operational, and technical considerations
- Identifying the cost and benefit drivers, and developing a viable commercial model for the product at scale
- Engaging with prospective third parties, and establishing true partnerships in order to effectively deliver innovative propositions
- Developing product hypotheses, using a wide range of tools and methods to monitor the outcomes, in order to drive decisions to iterate, scale or discontinue a product
- Using quantitative and qualitative data to determine the features, benefits and trade-offs between product features to deliver impactful product iteration to find product market fit
- Working as an expert and product owner with a cross functional team, including delivery partners, providing sound product management discipline to make impactful product decisions that align with the product vision, any research findings and broader bank strategies
- Working with partners and delivery teams within agile environments to deliver solutions, using relevant practices and principles such as: Lean UX, Minimum Viable Product, User stories, Acceptance Criteria, Rapid Prototyping
- Supporting the scaling and ongoing management of a product back into the broader business in order to fully realise value

Key skills

- Able to deliver commercially successful innovative digital solutions, including governance and business case development
- Ability to drive awareness, consideration and adoption (e.g. through marketing activities) as well as ownership of financial and non-financial outcomes to deliver in-market products and propositions
- Human centred design to develop deep understanding of customer needs and iteratively develop opportunities
- Agile design and delivery models, including tools and ways of working, to effectively make decisions and manage dynamic and uncertain environments

Internal contacts

Sales and marketing teams, customer service and product development team, ICT and Digital teams

External contacts

Major suppliers and clients/customers, industry associations

Typical experience

10+ years' experience in Product Management, Digital, Partnerships or Innovation roles

Other comments

Position Description

Position title: Senior Innovation Manager
Position code: Aon.INO.89310.6
Level: 6

Responsible for

Sets the functional direction for the firm's innovation strategy.

Report to

Head of Innovation, Head of Strategy

Supervises

Digital innovation lab/s

Main activities

- Sourcing new ideas from key stakeholders,
- Road mapping the testing of new technologies for the firm,
- Developing business cases for emerging technologies,
- Planning experimental development activity, including management of budget and effective allocation of resources.
- Continuously testing new ideas and learning from the outcomes in an agile environment

Key skills

- Communication skills.
- Excellent consulting skills.
- Supervisory and management skills
- Advanced technical background in one or more technical skills: Application Development, Blockchain Development, Data Science / Computational Statistics and / or Machine Learning.

Internal contacts

Head of Innovation, Senior management, Business Unit heads, Function Heads, Department Heads, Innovation team

External contacts

Industry associations, major customers/clients, shareholders and suppliers.

Typical experience

5+ years experience in a management role in a commercial environment. Tertiary qualification in IT, economics, engineering or other related field.

Other comments

Position Description

Position title: Innovation Manager
Position code: Aon.INO.89310.5
Level: 5

Responsible for

Leads the development and execution of the firm's innovation strategy, responsible for managing the day-to-day activities of the innovation lab.

Report to

Head of Innovation, Head of Strategy

Supervises

Digital innovation lab

Main activities

- Sourcing new ideas from key stakeholders,
- Road mapping the testing of new technologies for the firm,
- Developing business cases for emerging technologies,
- Planning experimental development activity, including management of budget and effective allocation of resources.
- Continuously testing new ideas and learning from the outcomes in an agile environment

Key skills

- Communication skills.
- Excellent consulting skills.
- Supervisory and management skills
- Advanced technical background in one or more technical skills: Application Development, Blockchain Development, Data Science / Computational Statistics and / or Machine Learning.

Internal contacts

Business Managers, Sales & Marketing Team, Strategy, Innovation, Commercial and IT.

External contacts

External consultants, Suppliers

Typical experience

5 - 7 years experience. Tertiary qualification in IT, economics, engineering or other related field.

Other comments

Position Description

Position title: Innovation Principle Consultant
Position code: Aon.INO.89315.5
Level: 5

Responsible for

Executes large-scale transformation programs, and influences executives to influence action, and long-term sustainable change.

Report to

Innovation Director

Supervises

Innovation team, Innovation consultants

Main activities

- Think strategically and analytically about our customer's business and technical challenges and form innovative ideas to solve them.
- Define, guide and implement innovation programs – governance, portfolio mix and business fit.
- Develop, propose, and deliver innovation offerings and engagements
- Help develop and improve our execution model based on engagement experience

Key skills

- Demonstrate commercial acumen to assist customers in building value propositions / business cases / supporting financial models
- Creating new products and businesses
- Managing executive-level relationships with key senior business stakeholders
- Ability to multitask and successfully guide customer-facing engagements and various executions teams concurrently
- Pre-sales experience including deal shaping, pricing, and proposal development
- Developing solutions that scale
- Expertise in one or more of the following: Lean Startup methodology, Design Thinking, User Experience, Product Management, Agile Transformation

Internal contacts

Sales and marketing teams, customer service and product development team, ICT and Digital teams

External contacts

Major suppliers and clients/customers, industry associations

Typical experience

Experience in leadership roles in general management, product management, and/or management consulting experience in enterprises and/or startups

Other comments

Position Description

Position title: Innovation Senior Consultant
Position code: Aon.INO.89310.4
Level: 4

Responsible for

Applying innovative principles and practices to deliver value across the organisation.

Report to

Innovation Director

Supervises

Innovation team, Innovation consultants

Main activities

- Think strategically and analytically about our customer's business and technical challenges and form innovative ideas to solve them.
- Define, guide and implement innovation programs – governance, portfolio mix and business fit.
- Develop, propose, and deliver innovation offerings and engagements
- Help develop and improve our execution model based on engagement experience
- Help develop and improve an innovation ecosystem through creative, collaborative, team-focused, customer-centric practices and applying strong business and relationship skills with stakeholders

Key skills

- Commercial acumen to assist customers in building value propositions / business cases / supporting financial models
- Ability to work in complex environments and under tight timelines
- Develop strong internal alliances and networks, to gain key insights and foster continuous innovation
- Expertise in one or more of the following: Lean Startup methodology, Design Thinking, User Experience, Product Management, Agile Transformation
- Managing relationships and contracts with external partners in an innovation capacity
- Task management systems or tools to track innovation projects and budgets
- Present innovation opportunities and ideas to executive teams, Board, partners and external stakeholders, highlighting both commercial and non-commercial benefits.

Internal contacts

Sales and marketing teams, customer service and product development team, ICT and Digital teams

External contacts

Major suppliers and clients/customers, industry associations

Typical experience

Experience in leadership roles in general management, product management, and/or management consulting experience in enterprises and/or startups

Other comments

Position Description

Position title: Innovation Consultant
Position code: Aon.INO.89310.3
Level: 3

Responsible for

Analysing identifying gaps for improvement, developing innovative initiatives, liaising with and maintaining relationships with key stakeholders, scoping productivity improvement projects and keeping up to date with industry trends and developments to recommend optimal solutions for the business.

Report to

Senior Innovation Consultant

Supervises**Main activities**

- Applying innovative principles and practices to support delivery of value across the organisation
- Think strategically and analytically about our customer's business and technical challenges and form innovative ideas to solve them.
- Develop, propose, and deliver innovation offerings and engagements
- Support the implementation of innovation programs – workshops, consultations etc.
- Help develop and improve our execution model based on engagement experience
- Help develop and improve an innovation ecosystem through creative, collaborative, team-focused, customer-centric practices and applying strong business and relationship skills with stakeholders

Key skills

- Demonstrated knowledge of in one or more of the following: Lean Startup methodology, Design Thinking, User Experience, Product Management, Agile Transformation
- Demonstrate commercial acumen to assist customers in building value propositions / business cases / supporting financial models
- Demonstrated ability to work in complex environments and under tight timelines
- Experience with utilising task management systems or tools to track innovation projects and budgets in a transparent way
- The ability to successfully present innovation opportunities and ideas to management and external stakeholders

Internal contacts

Sales and marketing teams, customer service and product development team, ICT and Digital teams

External contacts

Major suppliers and clients/customers, industry associations

Typical experience

Experience in leadership roles in general management, product management, and/or management consulting experience in enterprises and/or startups

Other comments

Position Description

Position title: Innovation Analyst
Position code: Aon.INO.89310.2
Level: 2

Responsible for

Collecting, monitoring and analysing initiative success metrics and provide regular reporting and recommendations to the innovation team on innovation projects

Report to

Senior Innovation Consultant, Innovation Consultant

Supervises**Main activities**

- Keeping up to date with industry trends and developments to recommend optimal solutions for the business.
- Coordinating administration activities including workshop preparation, documentation, scope and schedule definition, and ongoing liaison with stakeholders
- Monitoring industry innovations and landscape to support Innovation team opportunity identification
- Documenting agreed business needs and opportunities, and potential solutions
- Capture and share learnings and insights to be leveraged in other initiatives
- Assist other team members as required to support Innovation priorities
- Enhance organisational effectiveness through continuous improvement and innovation

Key skills

- A strong organisational, project and time manager
- Able to communicate clearly and confidently both verbally and in writing
- Committed to delivering quality outcomes over outputs
- Experience in documenting and analysing business information and metrics is essential
- A strong problem solver with deep analytical skills and attention to detail

Internal contacts

Sales and marketing teams, customer service and product development team, ICT and Digital teams

External contacts

Stakeholders and/or workshop participants

Typical experience

Previous experience with innovation methodologies or qualification in a related field (such as Innovation, Entrepreneurship, Business Management, Project Management, IT, Commerce) is preferred.

Other comments

Position Description

Position title: Head of Acquisitions/Capital Transactions
Position code: Aon.VAA.92800.6
Level: 6

Responsible for

Property transactional activity in Australia as the main contact point for the market including agents, property companies, funds, investment houses, private companies and others who may be looking to acquire or divest of real estate.

Report to

Head of Development / Project Manager.

Supervises

Acquisitions / Disposals team.

Main activities

- Leading the acquisitions/capital transactions team in ensuring the smooth execution of the function.
- Managing the full acquisition life cycle from identifying opportunities, coordinating due diligence, negotiating commercial terms and producing the appropriate documentation during the entire process.
- Providing Planning advice in order to maximise value.
- Negotiating sale or acquisition terms on behalf of stakeholders.
- Identifying and executing acquisition and development opportunities.
- Divesting assets on behalf of the organisation or managed funds
- Working with portfolio managers and their teams to identify opportunities for acquisition and divestment
- Acting as the main point of contact for the outside market and attending events and property network functions on behalf of the organisation.

Key skills

- Excellent verbal and written communication skills.
- Strong negotiation skills.
- Strong leadership skills
- Strong relationship management skills
- Superior commercial acumen and financial understanding
- Strategic and lateral thinking skills
- Ability to write, coordinate and project manage investment proposals and board submissions
- Ability to identify, negotiate and complete complex and major real estate transactions.

Internal contacts

Development Team, Projects team, Senior Management, portfolio managers and teams, asset managers and analysts

External contacts

Real estate brokers and property owners, industry representatives

Typical experience

10+ years experience in acquisitions/capital transactions experience in a property environment plus relevant tertiary qualifications.

Other comments

Position Description

Position title: Acquisitions/Capital Transactions Manager
Position code: Aon.ACQ.86600.5
Level: 5

Responsible for

Sourcing and liaising with land owners, agents, third parties and other stakeholders to acquire sites suitable for development. Developing feasibility and acquisition strategies for business approval.

Report to

General Manager, Head of Acquisitions/Capital Transactions

Supervises

May supervise junior acquisitions team

Main activities

- Developing acquisition strategies.
- Identifying and securing development opportunities.
- Developing of a network of real estate contacts.
- Providing recommendations for evaluation and acquisition of sites.
- Preparing feasibility analysis reports.
- Preparing of price submissions and associated documentation as required.
- Working with the development team to assess site opportunities and feasibility.

Key skills

- Analytical skills.
- Communication skills.
- Negotiation skills.
- Teamwork and collaboration.
- Relationship building skills.

Internal contacts

Operations Manager, Sales and Marketing manager and development team.

External contacts

Real estate agents, councils and consultants.

Typical experience

8+ years experience in acquisitions/capital transactions experience in a property environment plus relevant tertiary qualifications.

Other comments

Position Description

Position title: Acquisitions/Capital Transactions Specialist
Position code: Aon.ACQ.86600.4
Level: 4

Responsible for

Sourcing, evaluating, structuring and executing acquisition opportunities as well as providing market intelligence to portfolio heads and executive management

Report to

Head of Capital Transactions

Supervises**Main activities**

- Preparing pricing recommendations based on market information and due diligence activities
- Undertaking financial analysis and modelling of acquisition opportunities
- Assisting in the preparation of papers for approval by Investment Committee and/or Board
- Sourcing and reporting on appropriate market information and monitor competitor activities
- Co-ordinating special projects such as corporate modelling & analysis.
- Negotiating price and terms and conditions of purchase.
- Preparing tender submissions and expression of interest proposals.
- Preparing due diligence and feasibility analysis reports on acquisition opportunities.
- Developing and maintaining relationships with land owners, banks and developers.

Key skills

- Strong analytical ability.
- Proven negotiation skills.
- Solid understanding of Australian property markets
- Ability to deal with a high degree of complexity and multiple tasks
- Strong financial and quantitative analytical skills

Internal contacts

Development Team.

External contacts

Banks, Land owners, Developers

Typical experience

5+ years experience in identifying, negotiating and securing development sites plus relevant tertiary qualifications.

Other comments

Position Description

Position title: Property Acquisition/Disposal Administrator
Position code: Aon.VAA.92811.2
Level: 2

Responsible for

Supporting the Property Acquisitions/Capital Transactions team in the administration of the acquisitions process and the production of market intelligence.

Report to

Acquisitions/Capital Transactions Manager

Supervises

No formal Supervisory Responsibilities

Main activities

- Assisting with day-to-day administrative functions associated with property acquisitions, Capital Transactions and/or disposals.
- Ensuring all records of transactions are updated and accurate and providing internal reporting to the team.
- organising and coordinating meetings and inspections.
- Overseeing project submission and analysis tracking.
- Executing and tracking confidentiality agreements.

Key skills

- Ability to organise, multitask and prioritize.
- Strong attention to detail and follow through.
- Intermediate knowledge of MS Word and Excel.

Internal contacts

Development Team.

External contacts**Typical experience**

Tertiary qualifications plus up to 3 years experience in Administration work experience in commercial real estate, development finance and lending.

Other comments

Position Description

Position title: General Manager - Valuation
Position code: Aon.VAA.92801.6
Level: 6

Responsible for

Establishing policies governing all valuation activities company-wide in order to ensure achievement of profit and growth targets. Managing the valuation team within a region to implement best practice and to ensure high quality valuations.

Report to

Chief Executive Officer

Supervises

Valuation manager and valuation officers.

Main activities

- Providing strategic direction to valuation managers and their teams to ensure effective delivery of valuations and development.
- Providing technical advice on difficult and complex valuation issues and making decisions on risks referred by subordinate valuation.
- Supporting the Company's marketing effort and enhancing its reputation in the industry by establishing and maintaining effective relationships with key customers and intermediaries.
- Negotiating and arbitrating appropriate outcomes for disputed valuations.
- Managing the development of employees within the valuation team through effective training and strategic human resources programs.
- Developing and overseeing overall policies, procedures and valuation standards.
- Preparing expense forecasts and monitoring budget performance.
- Developing and implementing the corporate philosophy and managing cultural change as part of the executive team.

Key skills

- Good communication skills.
- People leadership skills.
- Negotiation skills.
- Analysis and reporting skills.
- Computer skills.
- Understanding of the valuation process.
- Ability to provide strategic leadership and guidance and to monitor the succession and development of employees.

Internal contacts

Senior management, Sales and Marketing manager, acquisition and development team.

External contacts

Real estate agents, councils, clients and consultants.

Typical experience

A minimum of 10 years valuation experience coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Valuation Manager
Position code: Aon.VAA.92811.5
Level: 5

Responsible for

Managing a group of valuation officers providing people leadership, people management, mentoring coaching and guidance to direct reports. Inspecting and valuing residential and commercial property.

Report to

General Manager - Valuation.

Supervises

Valuation officers.

Main activities

- Coaching and mentoring direct reports to ensure that they have the skills and knowledge to perform in their roles.
- Ensuring all staff comply with policy and procedure.
- Developing the technical expertise of all valuation staff and effectively managing staff and their performance.
- Negotiating and arbitrating appropriate outcomes for disputed valuations.
- Inspecting and valuing residential and commercial properties.
- Maintaining commercial property market awareness.
- Extracting and appropriately analysing comparable sales evidence.
- Liaising directly with external valuers in respect of commercial valuers.
- Establishing guidelines, plans and priorities for monitoring and approving underwriting standards

Key skills

- Good communication skills.
- People leadership skills.
- Negotiation skills.
- Analysis and reporting skills.
- Computer skills.
- Understanding of the valuation process.

Internal contacts

Senior management, sales and marketing manager, acquisition and development team.

External contacts

Real estate agents, councils, clients and consultants.

Typical experience

A minimum of 7 years valuation experience coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Residential Valuation Manager
Position code: Aon.VAA.92821.5
Level: 5

Responsible for

Managing a group of residential valuation officers providing people leadership, people management, mentoring coaching and guidance to direct reports. Inspecting and valuing residential and commercial property.

Report to

General Manager - Residential Valuation.

Supervises

Valuation officers.

Main activities

- Coaching and mentoring direct reports to ensure that they have the skills and knowledge to perform in their roles.
- Ensuring all staff comply with policy and procedure.
- Developing the technical expertise of all valuation staff and effectively managing staff and their performance.
- Negotiating and arbitrating appropriate outcomes for disputed valuations.
- Inspecting and valuing residential properties.
- Maintaining commercial property market awareness.
- Extracting and appropriately analysing comparable sales evidence.
- Liaising directly with external valuers in respect of commercial valuers.
- Establishing guidelines, plans and priorities for monitoring and approving underwriting standards

Key skills

- Good communication skills.
- People leadership skills.
- Negotiation skills.
- Analysis and reporting skills.
- Computer skills.
- Understanding of the valuation process.

Internal contacts

Senior management, sales and marketing manager, acquisition and development team.

External contacts

Real estate agents, councils, clients and consultants.

Typical experience

A minimum of 7 years valuation experience coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Senior Valuer
Position code: Aon.VAA.92801.4
Level: 4

Responsible for

Inspecting and valuing residential and commercial property.

Report to

Valuation Manager.

Supervises

No supervisory responsibilities.

Main activities

- Providing a specialised internal property valuation and inspection service within established parameters.
- Processing timely and accurate value assessments.
- Inspecting properties regularly.
- Assessing current market values for properties.
- Inspecting and valuing residential and commercial properties.
- Maintaining commercial property market awareness.
- Extracting and appropriately analysing comparable sales evidence.
- Liaising directly with external valuers in respect of commercial valuers.

Key skills

- Good communication skills.
- Strong understanding of the valuation process.
- Strong negotiation skills.
- High analytical and reporting skills.
- Excellent computer skills.

Internal contacts

Senior management, sales and marketing manager, acquisition and development team.

External contacts

Real estate agents, councils, clients and consultants.

Typical experience

A minimum of 5 years experience in property industry coupled with relevant tertiary qualifications and accreditation.

Other comments

Position Description

Position title: Valuer
Position code: Aon.VAA.92801.3
Level: 3

Responsible for

Inspecting and valuing residential and commercial property.

Report to

Valuation Manager.

Supervises

No supervisory responsibilities.

Main activities

- Providing a specialised internal property valuation and inspection service within established parameters.
- Processing timely and accurate value assessments.
- Inspecting properties regularly.
- Assessing current market values for properties.
- Inspecting and valuing residential and commercial properties.
- Maintaining commercial property market awareness.
- Extracting and appropriately analysing comparable sales evidence.
- Liaising directly with external valuers in respect of commercial valuers.

Key skills

- Good communication skills.
- Understanding of the valuation process.
- Negotiation skills.
- Analysis and reporting skills.
- Computer skills.

Internal contacts

Senior management, Sales and Marketing manager, acquisition and development team.

External contacts

Real estate agents, councils, clients and consultants.

Typical experience

A minimum of 3 years experience in property industry coupled with relevant tertiary qualifications and accreditation.

Other comments

Position Description

Position title: Residential Valuer
Position code: Aon.VAA.92811.3
Level: 3

Responsible for

Inspecting and valuing residential property.

Report to

Residential Valuation Manager.

Supervises

No formal supervisory responsibilities

Main activities

- Providing a specialised internal property valuation and inspection service within established parameters.
- Processing timely and accurate value assessments.
- Inspecting properties regularly.
- Assessing current market values for properties.
- Inspecting and valuing residential properties.
- Maintaining commercial property market awareness.
- Extracting and appropriately analysing comparable sales evidence.
- Liaising directly with external valuers in respect of residential values.

Key skills

- Good communication skills.
- Understanding of the valuation process.
- Negotiation skills.
- Analysis and reporting skills.
- Computer skills.

Internal contacts

Senior management, Sales and Marketing manager, acquisition and development team.

External contacts

Real estate agents, councils, clients and consultants.

Typical experience

A minimum of 3 years experience in property industry coupled with relevant tertiary qualifications and accreditation.

Other comments

Position Description

Position title: Assistant Valuer
Position code: Aon.VAA.92801.2
Level: 2

Responsible for

Inspecting and valuing residential and commercial property.

Report to

Valuation Manager.

Supervises

No supervisory responsibilities.

Main activities

- Providing a specialised internal property valuation and inspection service within established parameters.
- Processing timely and accurate value assessments.
- Inspecting properties regularly.
- Assessing current market values for properties.
- Inspecting and valuing residential and commercial properties.
- Maintaining commercial property market awareness.
- Extracting and appropriately analysing comparable sales evidence.
- Liaising directly with external valuers in respect of commercial valuers.

Key skills

- Good communication skills.
- Understanding of the valuation process.
- Negotiation skills.
- Analysis and reporting skills.
- Computer skills.

Internal contacts

Senior management, Sales and Marketing manager, acquisition and development team.

External contacts

Real estate agents, councils, clients and consultants.

Typical experience

A minimum of 1 year experience in property industry coupled with relevant tertiary qualifications and accreditation.

Other comments