

Position Description



Position Title	Business Development Associate
Position No	00055734
Delegation Level	006
Job Designation	Developer
Organisational Unit	Sales Regional Operations
Work Centre	Cairns
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Team Member/Tech Prof
Shiftworker	No
Classification (Range)	AS5 .1 - AS5 .4
Pay Scale Type	ASPT
Reports to Position	Manager Sales

QUEENSLAND RAIL VALUES:

- 1 Queensland Rail - We do better together
- Treat others with respect - We appreciate everyone's contributions and differences
- Empower our people - We have confidence in our people
- Act Safely - We work safe, to go home safe
- Make a positive difference - We learn from today, to improve tomorrow

Position Purpose

Manage sales relationships/accounts to increase Revenue and patronage; and to enhance awareness of the Queensland Rail Travel suite of products.

Position Responsibilities

1. Effectively manage client relationships through the provision of support, training, information and guidance in relation to Queensland Rail Travel systems, products and processes.
2. Represent Queensland Rail Travel regionally and provide customer service staff with consistent and effective communication, support and training in relation to the Travel and Tourism Marketing and Sales Strategy, customer service standards and marketing campaigns.
3. Work with the Sales Manager to produce a Sales Strategy and Plan which satisfies the objectives of the Travel and Tourism Strategy.
4. Classify all individual accounts on a growth potential and investment required basis and utilise this information to develop well planned and profitable sales cycles including trade and consumer events.
5. Maintain a database of all accounts, their sales targets, sales results, support activity and all substantial contact.
6. Analyse and interpret market trends to identify new business opportunities; and research, assess and develop these opportunities.

Additional Factors

The appointee will be required to :-

- Comply with Queensland Rail's Code of Conduct;
- Observe all legal and safety obligations of the organisation;
- Work outside of normal working hours;
- Travel interstate and intrastate as required.

Position Description



What is the key selection criteria

1. High level of sales and account management skills relevant to the tourism industry.
2. Extensive knowledge of the Australian travel industry including existing relationships with key retail and wholesale travel companies.
3. High level of skill in customer service and sales promotion to group and individual customers.
4. High level of interpersonal, negotiation and communication skills.
5. High level of skill in organising and conducting sales presentations, trade and consumer exhibitions.
6. Sound analytical and problem solving skills.
7. Knowledge of and willingness to commit to and work within Queensland Rail's Values and behaviours

Pre-employment Checks:

Not Applicable

Pre-employment Qualifications:

What qualifications do I need to hold prior to applying for the position?:

20300281 Nat Drv Lic C (Qld A < 09.04.96)

Health, Safety and Environment Responsibilities

Comply with the overarching document called Health, Safety and Environment Responsibilities MD-11-6843 located in the Safety and Environment Management System.

Personal Protective Equipment needs:

Refer to relevant business instructions.

Safety Publications

Refer to relevant business instructions.

Please Note:

Queensland Rail has a random alcohol and other drug testing program.
Testing can occur anywhere, at any time, on any day.