

### Position Profile

<b>Purpose</b>	The General Manager DLG SHAPE is responsible for the strategic and operational management of the DLG SHAPE business, and for integrating opportunities with SHAPE. The role will lead the business development for DLG SHAPE Opportunities, engaging with a range organisations across government, corporate, not-for-profit and tertiary sectors.
<b>Department</b>	DLG SHAPE
<b>Reporting to</b>	National Projects Director
<b>Direct reports</b>	N/A
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>✓ Tertiary qualifications within property, management or business (preferred).</li> <li>✓ General Construction Industry Induction</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>✓ 5 + years of experience managing a successful business or business unit.</li> <li>✓ You have a strong network of relevant business contacts, particularly Government and Key Top National Clients.</li> <li>✓ You value exceptional customer experience and building relationships.</li> <li>✓ You have experience in solution and business case selling.</li> <li>✓ Your communications skills are an asset and you are comfortable giving presentations at senior levels and managing cross border relationships.</li> <li>✓ You are a constructive leader who enjoys coaching others and building high performing teams, by sharing knowledge and contributing to team goals.</li> <li>✓ You have had exposure to different procurement and head contracting methods and a solid understanding of financial management principles.</li> <li>✓ You're planning and organisation skills mean that you thrive in a fast paced and challenging environment.</li> <li>✓ You value Safety First and EHS&amp;Q principles</li> </ul>

### The What

To be successful at SHAPE your behaviours or HOW you perform is just as important as WHAT you are accountable for achieving.

Objectives	Activities
Promote a Safety F1rst Culture	<ul style="list-style-type: none"> <li>• Execute SHAPE EHSQ SMS, Policies &amp; Procedures.</li> </ul>
Manage key stakeholder relationships and collaborate across the SHAPE business to ensure positive outcomes for all	<ul style="list-style-type: none"> <li>• Establish the objectives, standards and targets within the guidelines set by the board of directors.</li> <li>• Establish strong relationships with General Managers, and State Leadership teams across all SHAPE branches.</li> <li>• Liaise with David Liddiard to ensure focused and strategic planning of BD activities and meetings around opportunities.</li> <li>• Develop resourcing strategy and management with each branch to ensure capacity to deliver.</li> </ul>
Contribute to strategic and business plans	<ul style="list-style-type: none"> <li>• Carry out detailed planning and development activities to further enhance the DLG SHAPE business.</li> <li>• Prepare annual Financial and Strategic plan for DLG SHAPE.</li> <li>• Early identification of IPP opportunities and strategic positioning.</li> </ul>

Develop and manage sales activities	<ul style="list-style-type: none"> <li>• Develop and execute a 'Strategic Sales Activity Plan' aligned to developing IPP relationships.</li> <li>• Liaise with Director National Projects to develop a strategic national approach with the Defence sector.</li> <li>• Generate new sales opportunities from federal and state government clients by engaging early and direct.</li> <li>• Generate repeat sales opportunities from existing federal and state government clients across all sectors.</li> <li>• Lead and develop marketing plan and further brand awareness (including website).</li> </ul>
Participate and drive SHAPE Reconciliation Action Plan initiatives	<ul style="list-style-type: none"> <li>• Lead and chair the RAP working group.</li> <li>• Contribute to the successful development and execution of SHAPE's RAP initiatives.</li> <li>• Ensure the effective promotion and delivery of events nationally to increase engagement and networking with other RAP organisations.</li> <li>• Actively engage Aboriginal and Torres Strait Islander organisations and other external stakeholders to work collaboratively with DLG SHAPE.</li> </ul>
Build Relationships	<ul style="list-style-type: none"> <li>• Relationship Building and development plans in place supporting generation of new and existing relationships.</li> <li>• Lead and further develop strategic relationships with indigenous subcontractors and suppliers.</li> <li>• Develop a reporting mechanism for incorporation on project Indigenous Participation Plans.</li> </ul>

## The How

At SHAPE our values are how we do business, how we recruit and how we expect people to behave.

<b>Behaviours</b>	
<ul style="list-style-type: none"> <li>• <b>Character</b> - Treats others fairly and with respect, builds strong relationships, is flexible/open-minded, shows energy, has good listening skills, promotes a team atmosphere.</li> <li>• <b>Integrity</b> - Deals with others in a straightforward and honest manner, is accountable for actions, maintains confidentiality, supports company values and initiatives, and conveys good news and bad.</li> <li>• <b>Excellence</b> - Understands duties and responsibilities, has necessary job knowledge and technical skills, develops good work procedures, manages time well.</li> <li>• <b>Intelligence</b> - Understands and complies with SHAPE Project Delivery Systems, supports change and encourages innovation, keeps knowledge and skills up-to-date, is a technical resource for others.</li> <li>• <b>Safety</b> - Actively supports SHAPE's commitment to the path to perfect safety. Demonstrates good safety behaviour. Understands and complies with relevant policies and procedures. Constantly reviews existing policies and procedures and puts forward suggestions for improvement.</li> </ul>	
<b>Team Charter</b>	
<ul style="list-style-type: none"> <li>• <b>Pride and professionalism</b> - Protecting our company's image with pride and professionalism at all times.</li> <li>• <b>Industry leading systems</b> - Effectively understanding and utilising our industry-leading systems.</li> <li>• <b>Respect and Fairness</b> - Showing respect and fairness in all my dealings with co-workers, clients, and subcontractors.</li> <li>• <b>Sharing a long-term view</b> - Taking the same long-term view of my actions and decisions as the company as a whole does of its decisions and their consequences.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Work and fun</b> - Working hard and having fun together.</li> <li>• <b>Appreciating others</b> - Appreciating the needs and abilities of others, and recognising their contributions and achievements.</li> <li>• <b>Positive attitude</b> - Maintaining a positive attitude and helping others to do the same.</li> <li>• <b>Honest and open</b> - Always acting in an honest and open way.</li> <li>• <b>Learning through mistakes</b> - Allowing myself and others permission to make mistakes, because this is how we learn and how we are able to surpass our expectations for ourselves.</li> </ul>