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| **Position Description**  |
| Position Title: | Director  |
| Location: | BlueRock HQ  |
| Entity: | BlueRock division |
| Term: | Full Time (Ongoing) |
| Reports to: | Managing Director  |
| Direct Reports: | Peer Directors, HR Manager, Head of Specialisation, Team Assistant |
| Date Prepared: | TBC |

**About BlueRock**

We're a specialist entrepreneurial advisory firm, and we're doing things differently. We look after business owners by providing holistic solutions in all areas relating to accounting, finance, technology, wealth management and law. We work alongside our clients, speaking with them almost every day to ensure that we become not only their accountant or lawyer, but a trusted friend and business advisor.

We live by our culture, and firmly believe that having fun is the rule, not the exception and we want our clients to be having fun with us. We are creating a community of innovators, one team where successes are recognised and celebrated, where near enough is never good enough.

**Our Vision**

To partner with entrepreneurs and business owners who want to do exceptional things with exceptional people. Creating opportunities all the time.

**Our Mission**

Helping business owners be inspired, be successful, be BlueRock!

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| Scope of Position |

This role is responsible for leading the ongoing growth, strategic vision and profitability of the BlueRock division and the wider Bluerock Group.

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| **Key Internal Relationships** | **Key External Relationships** |
| * Directors
* Managers
* Operations
 | * Clients
* Networking groups
* Industry bodies
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| Key Requirements  |

**Core Duties**

* Responsible for leading and growing a team & client base
* Executing/implementing the business strategy for your individual team, linked closely to the overarching vision and objectives of Blue Rock division and the Blue Rock Group;
* Be accountable to the ‘Blue Rock Board’ for the financial performance, success and direction of your division;
* Responsible for working collaboratively with the Blue Rock Operations team to ensure all business operations for the division are effectively managed;
* In conjunction with the Blue Rock Operations team, execute the Human Resource strategy for the division and be responsible for developing the technical capability of your team and maintaining the Blue Rock culture;
* Take ownership and responsibility for all people management duties for your team and division, including but not limited to recruitment & talent management, performance management, employee engagement and training and development;
* Be relied upon as a subject matter expert in your field within the Blue Rock Group and ensure that adequate training and professional standards are maintained in order to deliver exceptional client outcomes, provide internal training and development, and minimize compliance risk;
* Responsible for all client outcomes delivered via your division including the oversight of other division advisers as your team grows;
* Drive the growth of the division via internal and external business development activity; Manage and drive sales opportunities through strategic selling and negotiation;
* Engage with clients on a holistic manner, to leverage the value proposition of the wider Blue Rock service offering for the betterment of client outcomes and the success of the Blue Rock group;
* Accountable for, and drive interdivision business development.
* Drive the division to be successful, efficient and profitable, whilst maintaining high levels of client satisfaction and retention;
* Carry out performance appraisals

**Values Drive**

* Be **Relentless** in finding great solutions and being the best you can be.
* Be **Pro-active** to support each other and our clients.
* Be **Responsible** for your decisions and your mistakes.
* Be **Honest** in the way you communicate. Be a straight talker.
* Be **Innovative** in how you think. Strive to be innovative in how you live.
* Be **Positive** look for opportunities to have fun and have strong meaningful relationships.

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| Key Selection Criteria |

**Specialist Expertise**

* Current or previous experience as a Director or Lead Director
* Demonstrated ability to grow an existing client base
* Demonstrated ability to oversee the strategic growth of an entire division with multiple Directors
* Demonstrated ability to oversee the efficient running of operations of a division
* Strong technical knowledge across your discipline
* Strong focus on stakeholder relationships and the highest level of client service
* Demonstrated ability to develop new business opportunities

**Personal Qualities & Behavioral Capabilities**

* A natural leader, with the proven ability to lead senior stakeholders and teams
* A self-starter with the hunger to achieve results autonomously along with proven history of achieving growth targets;
* Excellent communication skills, a professional consultative approach and strong business acumen;
* Stakeholder management and experience in dealing with a wide range of decision makers and business owners;
* Thrives on identifying potential clients, developing and implementing account management strategies, and delivering exceptional customer service;
* Energetic, enthusiastic, driven and tenacious with the natural desire to achieve in a competitive climate.

**Qualifications/Education**

* Degree qualified

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| Other Relevant Information  |

* The successful applicant will need to disclose any pre-existing illness or injury known that could reasonably be foreseen to be affected by the work duties described. Pursuant the Accident Compensation Act, failure to disclose such a condition may mean that if employed the successful applicant will not be paid compensation for that condition.
* BlueRock is an equal opportunity employer and welcomes applicants from a diverse range of backgrounds. BlueRock will provide reasonable adjustments for people with disabilities who are employees or applicants for employment. If you need assistance or adjustments to fully participate in the application or interview process please contact the relevant contact person.
* Applicants must be an Australian Citizen, Permanent Resident or hold a valid work permit or visa.
* The successful applicant must comply with the requirements of the relevant employment agreement/contract they are employed under.
* Some out of hours work may be required that will involve evening or weekend work including occasional travel throughout Victoria.
* A current driver licence is essential.
* The successful applicant will be required to undertake background screening including a criminal history check.

**Privacy Notification**

BlueRock affirms that the collection and handling of applications and personal information related to your employment will be consistent with the requirements of the Information Privacy Act 2000.

**OH&S Responsibilities**

The Occupational Health, Safety & Wellbeing of employees, contractors and visitors is of paramount importance to The BlueRock and an integral part of each activity we perform. The Occupational Health and Safety (OHS) legislation (2004) Sections 21 to 25 provide for OHS responsibilities to managers and employees. It is everyone’s responsibility to be familiar and adopt their responsibilities.

* **Managers:** must, so far as reasonably practicable, provide and maintain for BlueRock employees a working environment that is safe and without risks to health and safety.
* **Employees:** must take reasonable care for your own health and safety, and for any person who may be affected by your acts or omissions, and co-operate with BlueRock with any action to comply with health and safety legislation.