

SOLUTION FOUND

YOUR BUSINESS MENTOR:

F. Johnson

Business Skills Mentor Job Description

SBSMA1-V2.1

Background:

As part of the Queensland State Government's Smart State Initiative and the Queensland Skills Plan, the Queensland Government has established a Small Business Solutions unit to deliver a range of training services for current and prospective small business owners and operators, in close collaboration with industry and employer organisations.

Small Business Solutions will service small business clients by flexible workplace delivery. Small Business Solutions coaches have successfully run their own small business and are uniquely skilled with business acumen, coaching expertise and the ability to assess accredited competency units and qualifications against the AQTF framework.

Small Business Solutions Business Skills Mentors will couple business health check and business mentoring with the ability to identify existing skills in small business owners.

Duties:

1. Maintain knowledge of Small Business Solutions coaching program, including relevant competency units and qualifications involved and the AQTF standards that apply to accredited VET programs.
2. Provide coaching and related services to Small Business Solutions clients and promote the organisation's products and services in order to maximise market share and achieve targets.
3. Conduct assessment of clients' competencies via a Recognition of Prior Learning process and ensure compliance to organisational and AQTF Standards.
4. Provide referral services to in-depth training programs via the Small Business Solutions website.
5. Conduct Business Health Checks utilising Small Business Solutions templates.
6. Provide advice and business expertise to clients regarding their specific needs as identified through the Small Business Solutions business health check process.
7. Develop and maintain a rapport with small business clients to facilitate repeat business.
8. Complete documentation to support AQTF audit process and maintain and submit thorough client records.
9. Attend monthly briefing sessions with Manager- Small Business Solutions, and provide reports regarding any issues relating to the client
10. Submit reports on client completion and successful attainment of competency as part of invoicing process.

Mandatory Criteria

1. Evidence of owning/managing a successful small business minimum period 5 years.
2. Experience as mentoring/coaching business operators (preferably in the small business arena).
3. Expertise in developing and maintaining long term client relationships.
4. Demonstrated qualifications in Business Management across any industry section.