

## Role Description

## Business Manager

### Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation No.	<b>24599</b>	Content Manager No.	<b>17/263309</b>
Work Unit	<b>Nominated School Nominated Region School and Regional Operations and Performance Division</b>		
Location	<b>Various locations throughout the State</b>		
Classification	<b>AO3 Qld Public Service Officers and Other Employees Award - State 2015 36 ¼ hour week</b>		
Job Type	<b>Permanent / Temporary / Full-time / Part-time Temporary period until XXXX unless otherwise determined</b>		
Salary Range	<b>per annum</b> Salary is reflective of full-time employment (1.0FTE) <i>Plus superannuation contributions of up to 12.75% of your annual salary.</i>		

### Your employer

The Department of Education (DoE) is committed to delivering responsive services focused on equity and excellence to Queenslanders and their communities. We promote equity and excellence by our commitment to respect, protect and promote human rights. Our objectives are: a strong start for all children, every student realising their potential, capable people delivering our vision. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at [www.qed.qld.gov.au](http://www.qed.qld.gov.au)

### Your opportunity

As the Business Manager you will be responsible for the effective and efficient administrative management of the school by providing corporate services and administrative support to the Principal.

You will work within well-defined guidelines to provide advice and offer solutions to key stakeholders (external and internal) on business related problems (e.g. human resources, finance and facilities management), and have responsibility for autonomously delivering on priorities, seeking expert advice, adapting processes, problem solving and providing solutions according to clear outcomes, with regular guidance by the Principal.

The Business Manager reports to the Principal or nominated delegate.

### Your role

Responsibilities include:

- Operate autonomously to undertake day to day office procedures within well-defined policies (e.g. reception, arranging appointments, correspondence, maintaining school records and general administration); and utilise information and management systems (e.g. OneSchool) to support effective and efficient reporting and administration.
- Undertake the day to day supervision and management of school support staff, including monitoring workloads and performance (working in collaboration with the Principal for any difficult performance management situations); identifying workforce capability requirements; and role modelling performance standards.
- Oversee the signatories/approval of timesheets, leave applications, rosters, and arrange relief for school support staff; and organise, undertake and coordinate the recruitment, induction and training of school support staff.



- Assist the Principal with the preparation of the school budget and administer day to day financial matters (i.e. accounts payable/receivable, corporate card monitoring, reconciliations, banking). Input and export data to/from OneSchool for the Principal, to assist with budgeting and financial management.
- Assist the Principal with the management and coordination of school resources, assets and facilities (e.g. maintaining the asset register, organising repairs, facilities and grounds maintenance, planning and review of minor works etc.), engage external advice where appropriate and offer problem resolution support.
- Arrange technical support/maintenance as required with regard to the operation of computers, ipads, digital whiteboards, scanning and other technology/equipment.
- Prepare minutes of meetings, policy documents, reports, forms, newsletters, prospectuses, memorandums, examination papers, class notes and school Annual Reports; draft, check and process correspondence, with guidance from the Principal concerning correspondence of a non-routine nature.
- Prioritise and manage competing tasks and priorities in a sometimes unpredictable environment, address enquiries that may be less routine in nature, adapt to new systems and explore the best course of action to optimise change (in conjunction with the Principal).
- Communicate with internal and external key stakeholders (e.g. school and departmental staff, parents, students, and community members) in a way that encourages cooperation in complying with technical, business and administrative requirements; provides information and advice in line with school policies and/or Principal directives; and demonstrates empathy, emotional understanding and support.
- Network with other Business Managers, departmental and teaching staff and community representatives to ensure school corporate services are appropriate and in accordance with compliance and legislative requirements.

#### **Other responsibilities (as required)**

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

#### **A mandatory requirement of this role is:**

- In accordance with the [Working with Children \(Risk Management and Screening\) Act 2000](#) a person is prohibited from working in regulated child-related employment unless the person holds a current Working with Children Check clearance (blue card) issued by Blue Card Services.

### **Competencies – How you may be assessed**

[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all of our roles within the department.

#### **Vision:**

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

#### **Results:**

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

#### **Accountability:**

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

**Additional information**

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- This role description works in conjunction with the Candidate Information Package.

# Work Profile

## Business Manager AO3

The ability to perform all tasks is dependent on the employee's fractional hours. The following is an indicative, rather than exhaustive list of activities that the role may be expected to lead, in addition to the activities outlined in the role accountability section of this document:

### Finance

- Support the Principal in the administration and management of a school budget valued at between approximately \$0.1Million (M) and \$0.9M for Primary Schools and between approximately \$0.2M and \$0.8M for Special Schools.
- Assist the Principal with Budget tracking and financial processes
- Debt collection at BM/Principals direction
- Administer day to day financial matters (e.g. invoicing, processing payments and orders, banking, reconciling invoices for payment, follow-up on late payments, input and export financial data to/from OneSchool)

### Human Resources

- Assist with the day to day supervision and management of school support staff (for teacher aides this does not include professional supervision). Checking timesheets, allocating work, monitoring workloads, leave, rosters etc. Major staff issues are escalated to the Principal.
- Prepare Senior School students data downloads for Student Data Capture QSA

### Facilities

- Assist in planning and review of minor works projects
- Liaising with external facilities management for advice where appropriate, BM/Principal to oversee and approve this process
- To provide advice and offer solutions to key stakeholders (external and internal) on recurring problems of an administrative nature (e.g. human resources, finance and facilities management); and identify issues and offer solutions consistent with established protocols
- Assist with completing Work Area Access Permits

### School Publications/ Newsletter

- Writing and publishing the school's newsletter via webmail fortnightly
- Liaise with staff and community members for suitable content
- School photography of special events, awards, parades etc.

### Communication

- Contributing to and encouraging an environment where high quality is achieved and supported by quality delivery systems and business improvement
- The Business Manager supports students showing concern for their welfare and development and treating them with respect.
- Relating with the school community, the Business Manager recognises and utilises the formal and informal networks and recognises the role of key people.

### **Outcomes**

- Working with staff, the Business Manager acknowledges and affirms effective performance and is supportive of performance improvement.
- These behaviours facilitate and drive:
  - The development and implementation of work responsibilities to support school personnel;
  - The integration of activity that is connected to future application;
  - The monitoring and review of all services and their operation; and
  - The enhancement of a client service approach.

### **Accountability**

- The Business Manager understands and follows school directions. Knowledge is usually obtained through an established body of knowledge through guidelines, legislations, directives, set departmental policy for the majority of operational areas.
- The Business Manager is accountable only for information provided to colleagues on a variety of settings or on request.