

## 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.

**17079**

Content

Manager No.

**17/50005**

Work Unit

**Nominated School**

**Nominated Region**

**Early Childhood and State Schools Division**

Location

**Various locations throughout the State**

Classification

**AO4 Qld Public Service Officers and Other Employees Award - State 2015**

**36 ¼ hour week**

### Your employer

The Department of Education (DoE) is committed to giving all children a great start, engaging young people in learning, creating safe and inclusive workplaces and investing in communities for a stronger Queensland.

Our human rights commitment is to create a stronger, fairer Queensland by respecting, protecting and promoting human rights in everything we do. Our objectives are: A great start for all children, Every student succeeding, Building Queensland communities, Safe and capable people delivering our vision, Fair and safe workplaces and communities. 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 manage the delivery of a range of corporate services, support educational management activities and lead the development of systemic change by actively supporting the school management team and school community. You will oversee the delivery of administrative, financial and human resources support, including the supervision of lower level school support staff and influencing stakeholders on sensitive issues.

The Business Manager reports to the Principal and liaises with Deputy Principals, Heads of Department or Curriculum Coordinators where applicable.

### Your role

Appointments in the public sector are merit-based and will be assessed by looking at what you have done previously—the knowledge, skills and experience you have built, your potential for development, and your personal qualities.

Responsibilities include:

- Operate autonomously in the provision of business services to the school, in an environment that at times exhibits a degree of complexity and frequently requires the interpretation of information and adaptation of processes.
- Provide a comprehensive range of administrative support (e.g. preparation of reports, and correspondence) and identify problems, conduct research, seek expert advice, recommend solutions.
- 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. In addition, this role will oversee for school support staff the signatories/approval of timesheets, leave applications, rosters, arrange relief; and organise, undertake and coordinate the recruitment, induction and training of school support staff.



- Support the Principal with the preparation and administration of the budget, undertaking day to day financial activities (e.g. reviewing school expenditure, managing payroll and purchasing, producing financial reports from OneSchool); seeking external expert financial advice when appropriate; proposing alternatives for managing the school's financial resources; and suggesting courses of action to routine and non-routine financial matters that comply with legislation and policy.
- Monitor and provide advice to the Principal on facilities and ground maintenance (e.g. advising on minor works and repairs schedules, negotiating with contractors, facilitating repairs, and overseeing expenditure of planned and unplanned maintenance budgets). Manage the purchase, maintenance and repair of resources/equipment in accordance with guidelines, and identify opportunities to generate greater resource sustainability.
- Build networks with other Business Managers, staff and community representatives to ensure the provision of corporate services meets best practice, and act as a role model for talent within the network.
- Demonstrate well-developed interpersonal skills, empathy, self-awareness and the ability to build trust when dealing with sensitive situations. Interpret the likely reactions of others to emotional situations and recognise opportunities in which students may be better supported in their school environment.

#### **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**

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

# Work Profile

## Business Manager (A04)

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 \$0.2Million (M) and \$1.7M for Primary Schools; between approximately \$0.5M and \$0.6M for Secondary Schools and between approximately \$0.3M and \$1M for Special Schools.
- Implement and administer the budget developed by the principal/finance committee, ensuring procedural integrity, seek external expert advice and recommend solutions to the principal.
- Identify alternative options for managing the school's financial resources and assist the principal and/or schools management team where appropriate to determine appropriate courses of action.
- Monitor and review school expenditure, application of school funds, payroll and purchasing process.
- Assist the Principal with Budget tracking and financial processes
- Debt collection at BM/Principals direction
- Administer day to day financial matters (e.g. process payments and orders, banking, reconciling invoices for payment, follow-up on late payments, input and export financial data to/from OneSchool).
- Coordinate invoicing staff/students/external providers

### Human Resources

- Coordinate and oversee 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.
- Undertake recruitment, induction and training of support staff including vacancy and application processing.
- Prepare Senior School students data downloads for Student Data Capture QSA

### Facilities

- Assist in planning and review of minor works projects
- Monitor facilities and ground maintenance activities including determining minor works and repairs schedules, engaging contractors or facilitating repair projects.
- Oversee the purchasing, maintenance and repair of resources and equipment in accordance with government guidelines and departmental policy and procedures.
- 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

### Administration

Oversee publication of 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

- The Business Manager builds trust through empathy and identifies and deals with the content and emotions of interactions.

- Establish and maintain relationships with other Business Managers, staff and community representatives to ensure the provision of corporate services within and to the school is appropriate and in accordance with legislative requirements.
- Relating with the school community, the Business Manager recognises and utilises the formal and informal networks and recognises the role of key people.

### **Outcomes**

- The Business Manager supports students showing concern for their welfare and development and treating them with respect.
- Working with staff, the Business Manager acknowledges and affirms effective performance and is supportive of performance improvement.
- These 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 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. Advice and council is also relied upon as guidance and partial justification for adopting a particular line of action.
- The Business Manager is accountable only for the information provided to colleagues on a variety of issues or on request.
- Assist in the identification of the developmental needs of staff training and development.