

## Role Description

### 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.



## Business Manager

Job Evaluation No.	<b>17079</b>	Content Manager No.	<b>17/50022</b>
Work Unit	<b>Nominated School Nominated Region Early Childhood and State Schools Division</b>		
Location	<b>Various locations throughout the State</b>		
Classification	<b>AO5 Qld Public Service Officers and Other Employees Award - State 2015 36 ¼ hour week</b>		

### 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 interpret and analyse business plans and work alongside the Principal to deliver a range of corporate services. You will manage the timely delivery of organisational executive and administrative support; frequently identify opportunities to adapt processes; supervise the support staff workforce; and encourage an environment in which quality services are delivered by demonstrating best practice, inspiring change and influencing key stakeholders.

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

### 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:

- Demonstrate considerable autonomy, ensuring business service outcomes are achieved; leading diverse teams; and playing a proactive role in modelling service delivery and expectations within a dynamic school environment.
- Provide support and leadership in the provision of a range of executive and administrative support services (e.g. manage multiple tasks and diverse/multidisciplinary work groups with conflicting priorities and timeframes; interpret departmental policies and oversee training and professional development for school support staff), and recommend and implement changes to improve the efficiency and effectiveness of those processes and work practices.



- Lead and manage human resources for school support staff (through the identification of emerging talent, promotion of excellent performance outcomes and mentoring individuals to achieve their professional potential); undertake workforce planning; and oversee a breadth of activities (e.g. recruitment, induction, training, vacancy processing, skill gap analysis, performance management, rehabilitation processes). Work with the Principal in leading change within the school support staff, ensuring human resource practices conform to current standards and awards/conditions, and individuals thrive in a transforming work environment.
- Contribute to financial planning processes including developing, planning, monitoring and reviewing the annual school budget, regularly reporting to the school management team and ensuring that financial activities comply with legislation and policy. Conduct analysis and provide information and advice to the Principal regarding the school's financial situation.
- Provide facilities management advice and project management (e.g. evaluate new work and renovation projects in collaboration with the Principal; negotiate with external contractors; make recommendations and decisions in collaboration with the Principal; manage and review the Minor Works, grounds maintenance, and grounds improvement budgets). Consider alternative pathways for more effective and sustainable resource utilisation.
- 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.

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

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.
- Support (when required) with the management of school commercial endeavours, including recruitment of staff/volunteers.

#### **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 (A05)

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 \$0.4Million (M) and \$1.9M for Primary Schools; between approximately \$0.6M and \$1.5M for Secondary Schools and between approximately \$0.4M and \$1.4M for Special Schools.
- Provide financial management strategies to the school management team to ensure the management and application of school financial activities are in accordance with school operational plans, legislation and departmental guidelines.

### Human resources

- Provide advice in the formulation of a support staff workforce planning and manage implementation to ensure availability of appropriately trained staff to support the school operations.
- Manage the day to day activities of school support staff comprising recruitment, induction and training, organising vacancy processing, chairing recruitment and selection panels, identify future staff skills requirements and organise skills development.
- Collaboratively implement Managing Unsatisfactory Performance (MUP) processes and assist with rehabilitation processes for school support staff personnel.
- Work with the principal in leading change within the school support staff team ensuring human resource practices conform to current standards and practices and that awards and conditions are met for all school support staff.

### Facilities/asset management

- As required, provide facilities management advice to principal, school management team and community. Principal manages the overall decision making process.

### Administration

- Develop and manage provision of administrative support to school operations in accordance with school guidelines.

### Management

- The Business Manager seeks to understand key work and people issues and opinions by observing activity, reviewing programs and through interactions and analysis to inform planning. Working with the school community, the Business Manager accesses the knowledge and skills of people and coordinates the provision and application of resources to support goal achievement.
- These behaviours facilitate and drive:
  - The management of services to achieve school and system objectives.
  - The maintenance, coordination and optimal use of resources.
  - The development and monitoring of budget to enhance efficient and effective resource support to achieve quality outcomes.
  - The participation in the development of relevant systems that contribute to effective management.
  - The utilisation of information and technology for effective administration.

### Leadership

- The Business Manager plays a key role in leading organisational change within the school by keeping school support staff informed of decisions, procedures and policies that impact on their role and contribution to the achievement of organisational goals.

### Communication (people and partnerships)

- Participate in the decision making activities of the school management team, particularly with regard to providing input about financial management issues and the efficient and effective provision of corporate services to support school operations.

- Liaise with departmental officers and community representatives to ensure the provision of corporate services within and to the school is appropriate and in accordance with equity, probity and legislative requirements.
- Establish and maintain relationships with other Business Managers, internal and external stakeholders, and community representatives to ensure efficient and effective corporate services in a school environment.

### **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 a client service approach.

### **Accountability**

- The Business Manager promotes corporate services, aligns activities to relevant departmental policy and procedure, utilises experience, knowledge, best practice and historic data to improve business services within the school.
- Identification of the developmental needs of school support staff and coordinate the delivery of staff training and development.