

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.

17/50053

Work Unit

Nominated School

Nominated Region

Early Childhood and State Schools Division

Location

Various locations throughout the State

Classification

A07 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

Your opportunity

As the Business Manager, you will:

- Provide strategic advice, analysis and planning support to the Principal and the Executive Management team in relation to financial planning and budgeting, human resource management, and facility and asset management.
- Manage the strategic operations of the school to ensure operations are managed professionally to align with departmental priorities.

The Business Manager reports to the Principal.

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:

- Lead the delivery of school wide corporate services, and assist the Principal to plan, direct and manage the schools operational resources in line with school objectives and priorities. Provide advice which is critical in dealing with significant issues or matters, providing recommendations and input that contributes to the strategic direction of the school.
- Work in a specialised environment, characterised by a regular requirement to modify and adapt established systems or business plans to deliver optimal outcomes; analyse a variety of options before choices can be made; and resolve problems within established management systems, operational standards and budget parameters.
- Manage corporate information systems and processes within the school, adapting where necessary to ensure that systems reflect the school's evolving needs. Analyse, review and refine systems and processes in line with continuous improvement practices and considered assessment of alternatives to ensure ongoing alignment with changing business or policy requirements.



- Lead and manage human resources for school support staff (including the identification of emerging talent, promotion of excellent performance outcomes and mentoring individuals to achieve their professional potential); and provide advice on a diverse range of human resource management practices (e.g. employee relations, recruitment, payroll anomalies, workplace health and safety, performance management, etc.). In collaboration with the Principal, lead change management and provide strategic solutions to human resources issues that are non-routine in nature.
- Provide strategic and specialist advice to the Principal and Executive Management team regarding the development and ongoing management of the school's annual budget in accordance with operational plans, departmental requirements and changing legislative requirements. Analyse and report on financial performance against agreed objectives through the development of monitoring and reporting systems.
- Manage conflicting priorities in relation to budgetary demands and ensure the financial integrity of business operations; present to key stakeholders on proposed financial strategies for the school; provide complex data-informed decisions based on an analysis of financial information from OneSchool; and adapt existing processes when appropriate.
- Manage facilities projects, negotiate with external contractors, develop and implement initiatives for facilities management, asset maintenance and replacement plans; and modify and adapt existing approaches to promote innovative directions for facilities management.
- Provide direct input on the school's business plan and strategically lead as a member of the Executive Management team, in the long term setting of the strategic direction of the school based on sound operational knowledge and a sophisticated understanding of the dynamic and complex school environment.
- Maintain established networks and liaise with other Business Managers, central office and corporate personnel to enhance individual school operations and provide advice and feedback for improvements in communication protocols and systematic services.
- Lead, influence and negotiate with a variety of stakeholders (Principal, parents, government, community groups, industry and businesses) that possess a diverse range of needs, modelling best practice and inspiring change that is strategic and informed by stakeholder input.

Other responsibilities (as required)

- Scan the external environment for novel techniques and processes that could be implemented within the school to foster innovative operational approaches that bring considerable value to the school. (e.g. this may include the application and management of additional funding opportunities).
- Develop differentiated marketing strategies that utilise contemporary technology (e.g. apps, social media) to promote and uniquely position the school to the wider community and build relationships with key partners.
- Actively support and review the management of school commercial endeavours (e.g. school facilities hire), 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 (A07)

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 \$1Million (M) and \$3.7M for Primary Schools and between approximately \$1.1M and \$4.8M for Secondary Schools.
- Manage the school budget and strategically manage the school support staff at the school, including recruitment and selection, workforce planning, training, performance management and appraisal – so as to provide a high level of appropriate corporate services support to the school and community.

Human Resources

- Provide an advisory service for a diverse range of human resource management practices, including employee relations, payroll anomalies, workplace health and safety, contractual procurement, purchases and project management.
- Provide strategic and specialist advice to the Executive Principal/Principal and Executive Management team on a broad range of human resource management policies, systems and practices.

Facilities

- Develop and implement project plans related to assigned projects and ensure objectives are implemented within established timelines and budgets.

Management

- Analyse, review and refine systems and processes in line with continuous improvement practices to ensure the ongoing alignment with changing business or policy requirements.

Leadership

- Develop and implement project plans related to assigned projects and ensure objectives are implemented within established timelines and budgets.
- Provide leadership and model exemplary conduct through continually seeking better ways to enhance business operations.

Communication

- Develop marketing strategies to promote the school to the wider community and build relationships with key partners.
- Develop and maintain partnerships with parents, other government agencies, community groups, industry and businesses to ensure strategic alignment with learning outcomes for all students.
- Where required, prepare submissions, briefs, reports and correspondence of a complex nature.

Outcomes

- Actively contribute to an organisational culture that encourages the development and maintenance of internal and external client relationships and networks to facilitate strategic alliances and minimise barriers.
- Contribute to the Annual Operational Plan, including the development of business plans, to support the positive outcomes for students.

Accountability

- Foster an environment that values accuracy, high performance, exceptional customer and client service, continuous improvement and innovation in the delivery of high quality services.
- Identification of the developmental needs of staff and coordinate the delivery of staff training and development.