

## 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.

**17/50063**

Work Unit

**Nominated School**

**Nominated Region**

**Early Childhood and State Schools Division**

Location

**Various locations throughout the State**

Classification

**AO8 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:

- Provide high level strategic advice, analysis and support to the Principal and the senior management team in relation to financial planning and budgeting, human resource management and facility and asset management. You will lead and manage the strategic operations of the school to ensure that day to day financial, physical and school support resources are managed professionally to align with departmental priorities.
- Operate in a sizeable school environment featuring various complexities, promote novel approaches in the business services management of the school, and develop innovative approaches that define best practice for other schools.

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 in a large and complex school environment where novel approaches are required to redefine standards, systems and processes to ensure the integrity of organisational operations; plan, direct and manage the schools operational resources in line with school objectives and priorities; collect and analyse information, policies or procedures to understand the status quo and develop/modify broadly based operational policies which help shape, define and implement business strategy; and engage in extensive risk planning and contingency management.



- Manage the corporate information systems and processes within the school, recommending opportunities to adapt existing approaches and employ technology to drive system improvement. Critically analyse, review and refine systems and processes in line with continuous improvement practices, and shape new policy directions for the school.
- 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 and achieve long-term strategic impact for the school.
- Provide high level strategic 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 and departmental requirements. Manage the school budget (with the support of tools such as OneSchool) to effectively analyse and report on financial performance against agreed objectives through the development of monitoring and reporting systems. Analyse systems and processes to ensure the financial integrity of business operations.
- Manage significant facilities projects, negotiate with external contractors to ensure accountability for school maintenance, develop and implement initiatives for facilities management, asset maintenance and replacement plans.
- Exert considerable influence on, and negotiate with key stakeholders and persuade stakeholders to work towards a strategic vision for the school. Develop and maintain partnerships with parents, other government agencies, community groups, industry and businesses to ensure strategic alignment with learning outcomes for all students. Actively identify opportunities to engage these stakeholders in ongoing school initiatives, address their input and feedback, and therefore promote common goals and objectives for the school.
- Establish local and state (and in some instances national and international) 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.

#### **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.
- Undertake scenario planning to mitigate risk. Identify complexities that accompany the resources available and work with these to achieve the key objectives of the school, managing conflicting expectations and considerable resistance to change.
- Actively manage 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**

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

# Work Profile

## Business Manager (A08)

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:

- Provide strategic leadership as a member of the Executive Management team, in the long term setting of the strategic direction of the school.
- Strategically manage and lead 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.
- Critically analyse, review and refine systems and processes in line with continuous improvement practices to ensure the ongoing alignment with changing business or policy requirements