

## **Business Manager**

### **The Business Manager**

- Interprets and analyses business plans and works alongside the Principal to deliver a range of corporate services
- Manages the timely delivery of organisational executive and administrative support
- Frequently identifies 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, and Curriculum Coordinators.

### **Responsibilities include**

- Demonstrating considerable autonomy, ensuring business service outcomes are achieved
- Leading diverse teams
- Playing a proactive role in modelling service delivery and expectations within a dynamic school environment
- Providing 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)
- Recommending and implementing changes to improve the efficiency and effectiveness of those processes and work practices
- Leading and managing 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).

### **The Business Manager**

- Works 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
- Contributes 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
- Conducts analysis and provides information and advice to the Principal regarding the school's financial situation
- Provides facilities management advice and project management (e.g. evaluate new work and renovation projects in collaboration with the Principal)
- Negotiates with external contractors; makes recommendations and decisions in collaboration with the Principal; manages and reviews the Minor Works, grounds maintenance, and grounds improvement budgets)
- Considers alternative pathways for more effective and sustainable resource utilisation.
- Builds 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 suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.