

Role Description



Business Manager

Job Ad Reference			
Job Evaluation No.	17079	TRIM No.	17/50053
Work Unit	State Schools/State High School or Other Educational Institution		
Location	Various locations throughout the State		
Classification	A07 Qld Public Service Officers and Other Employees Award - State 2015		
	36 ¼ hour week		
	Permanent / Temporary / Full-time / Part-time		
Job Type	Temporary period until XXXX unless otherwise determined		
Salary Range	per annum		
	<i>Plus superannuation contributions of up to 12.75% of your annual salary.</i>		
Contact Officer			
Contact Telephone			
Closing Date			

Your employer

The Department of Education and Training (DET) is committed to ensuring Queenslanders have the education and skills they need to contribute to the economic and social development of Queensland. The department delivers world class education and training services for people at every stage of their personal and professional development. We are also committed to ensuring our education and training systems are aligned to the state's employment, skills and economic priorities. DET is a diverse organisation with the largest workforce in the state. We provide services through the following service delivery areas:

- State Schools Division delivers high quality education to more than 70 percent of all Queensland school students at prep, primary and secondary levels.
- Training and Skills Division works to meet the current and future needs of the economy through building a world class training system to enhance the skills of Queenslanders and optimise employment opportunities. The division achieves this through the regulation of the state's apprenticeship and traineeship system, strategic investment in training and skills, informing consumers, supporting a quality Vocational Education and Training (VET) sector and providing whole of government leadership on training and skills issues.
- Policy, Performance and Planning Division takes a strategic approach to driving the business of the portfolio, across, schooling, training and employment, early childhood, education and care and Indigenous education policy. The division engages in policy development and intergovernmental relations, legislation, governance and planning, and monitors and reviews the department's performance framework.
- The Early Childhood and Community Engagement Division is responsible for the strategic management and implementation of early childhood reforms, coordination of early childhood education and care programs, approval and regulation of services, supporting assessment and ratings and the quality improvement for all early childhood development and education services in Queensland. The Division is also responsible for the department's community engagement and communication priorities with a specific focus on working with stakeholder to meet government goals, commitments and targets.

State Schools Division is responsible for ensuring Queensland state school students are engaged in learning, achieving and successfully transitioning to further education, training and work.



State Schools Division develops the strategic direction for state schools, supported by operational policies and ensuring their implementation in regions and schools.

Schools are the focus of expertise in learning. They perform a vital role in providing opportunities to students to acquire knowledge and understanding, pursue special interests, strive to achieve excellence and develop social and vocational skills. Their core business is providing a learning program for students to achieve system wide and school based learning outcomes. Schools also aim to facilitate and support participation among parents, students, administrators, teachers and others in the school community and between the school and departmental support structures.

For more information about the department, please visit our website at www.det.qld.gov.au

Your opportunity

As the Business Manager you will provide strategic advice, analysis and planning support to the Executive Principal/Principal and the Executive Management team in relation to financial planning and budgeting, human resource management, and facility and asset management. You will manage the strategic operations of the school to ensure operations are managed professionally to align with departmental priorities.

The Business Manager reports to the Executive Principal/Principal.

Your role

You will have responsibility for leading the following activities and undertaking the following key tasks:

- Lead the delivery of school wide corporate services, and assist the Executive Principal/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 Executive Principal/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 Executive Principal/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 (Executive 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.

Knowledge and experience

Whilst there are no mandatory qualifications required for this position, it would be beneficial for the successful applicant to possess the following to support the successful performance of the role:

- Commercial and managerial expertise, based on considerable experience and sound operational knowledge.

How you will be assessed

Within the context of the role described above, the ideal applicant will be someone who has the following key capabilities:

1. Supports strategic direction

Capacity to provide effective consultancy and strategic advice in the management of business operations, including planning, budgeting and reporting to ensure the achievement of strategic corporate objectives.

2. Achieves results

Proven ability in leading and managing significant school activities and deliverables in order to achieve agreed outcomes within time and budget limitations.

3. Supports productive working relationships

High level ability to build team capability and develop and sustain productive working relationships and partnerships with key stakeholders and client groups.

4. Displays personal drive and integrity

High level capacity to review and redevelop systems and services to deliver quality service outcomes that meet the needs of a changing organisational environment.

5. Communicates with influence

High level interpersonal skills particularly in communication, collaboration, negotiation, conflict resolution in order to balance competing demands and influence outcomes.

Organisational chart



Additional information

- **For temporary positions** - The duration of this position will be dependent on work demands and the availability of ongoing funding. Delete if not applicable.
- The Department has provided Functional Jobs Requirement Reports, providing general information on the physical and psychological demands of certain positions. This should be considered in conjunction with the specific expectations and environments of individual schools. [Primary Administration Staff](#)
- The *Child Protection Reform Amendment Act 2014* requires the preferred applicant to be subject to a working with children check as part of the employment screening process. The department is legally obliged to warn applicants that it is an offence for a disqualified person to sign a blue card application form. Further details regarding the blue card system is available at: www.bluecard.qld.gov.au/
- Confirmation of employment is conditional upon the preferred applicant being issued with a Blue Card from the Public Safety Business Agency (PSBA).
- A criminal history check will be initiated on the successful applicant.
- A serious discipline history check may be initiated on the successful applicant.
- A non-smoking policy applies in Queensland government buildings, offices and motor vehicles.
- If the successful applicant has been engaged as a lobbyist, a statement of their employment is required.
- You may be required to complete a period of probation in accordance with the *Public Service Act 2008*.
- Staff are required to actively participate in consultation and communication with supervisors and management regarding health, safety and wellbeing issues and comply with all provisions of the relevant workplace health and safety legislation and related health, safety and wellbeing responsibilities and procedures developed by the department.
- You will work for an organisation that values its people and promotes leadership and innovation. We respect professionalism, embrace diversity and encourage a balance between work and life commitments.
- Departmental employees are required to acknowledge they understand their obligations under the Queensland Government *Code of Conduct* and the department's *Standard of Practice* and agree to align their professional conduct to these obligations.
- All roles in the department are responsible for creating, collecting, maintaining, using, disclosing, duplicating and disposing of information, as well as managing and using communication devices (for example email, internet and telephone) and public resources (for example computers and network resources). Staff must undertake these tasks in accordance with the department's information management policies and procedures (for example recordkeeping, privacy, security and email usage).
- You will be actively supported as an individual and will have access to a range of flexible work options, an employee assistance program and learning and development opportunities.
- All role descriptions and recruitment and selection processes are required to be aligned with the Queensland Government Capability and Leadership Framework (CLF). For more information about the CLF, visit www.psc.qld.gov.au
- Additional information is available online at: www.smartjobs.qld.gov.au

Work Profile

Business Manager AO7



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.