

Role Description



Business Manager

Job Ad Reference			
Job Evaluation No.	17079	TRIM No.	17/50005
Work Unit	State Schools/State High School or Other Educational Institution		
Location	Various locations throughout the State		
Classification	AO4 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 manage the delivery of a range of corporate services, support educational management activities and lead the development of systemic change by actively supporting the school management team and school community. You will oversee the delivery of administrative, financial and human resources support, including the supervision of lower level school support staff and influencing stakeholders on sensitive issues.

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

Your role

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

- Operate autonomously in the provision of business services to the school, in an environment that at times exhibits a degree of complexity and frequently requires the interpretation of information and adaptation of processes.
- Provide a comprehensive range of administrative support (e.g. preparation of reports, and correspondence) and identify problems, conduct research, seek expert advice, recommend solutions.
- Undertake the day to day supervision and management of school support staff, including monitoring workloads and performance (working in collaboration with the Principal for any difficult performance management situations); identifying workforce capability requirements; and role modelling performance standards. In addition, this role will oversee for school support staff the signatories/approval of timesheets, leave applications, rosters, arrange relief; and organise, undertake and coordinate the recruitment, induction and training of school support staff.
- Support the Principal with the preparation and administration of the budget, undertaking day to day financial activities (e.g. reviewing school expenditure, managing payroll and purchasing, producing financial reports from OneSchool); seeking external expert financial advice when appropriate; proposing alternatives for managing the school's financial resources; and suggesting courses of action to routine and non-routine financial matters that comply with legislation and policy.
- Monitor and provide advice to the Principal on facilities and ground maintenance (e.g. advising on minor works and repairs schedules, negotiating with contractors, facilitating repairs, and overseeing expenditure of planned and unplanned maintenance budgets). Manage the purchase, maintenance and repair of resources/equipment in accordance with guidelines, and identify opportunities to generate greater resource sustainability.
- 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.
- Demonstrate well-developed interpersonal skills, empathy, self-awareness and the ability to build trust when dealing with sensitive situations. Interpret the likely reactions of others to emotional situations and recognise opportunities in which students may be better supported in their school environment.

Other responsibilities (as required)

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the Principal or nominated delegate.

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:

- Considerable experience and/or vocational training, applying knowledge and skills in a broad range of situations.
- Practical experience in administration, financial processes, human resource practices and facilities management with demonstrated knowledge of planning, directing, resource allocation and workforce management.
- Demonstrates experience of the following capabilities at a fundamental level—delivering results, effective decision making, innovation and change, and people development.
- Demonstrates ability to communicate with empathy and influence in order to address problems and obtain cooperation and assistance in meeting required objectives.

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

Demonstrated capacity to provide effective knowledge and experience in administrative, financial, human resource and facilities management practices relevant to an educational institution environment. Ability to interpret and apply legislation, regulations, policies, guidelines, standards and procedures within a financial and human resource management environment.

2. Achieves results

Demonstrated organisational skills with the ability to oversee and astutely manage numerous tasks, prioritise work and meet deadlines, be accountable for the performance outcomes of the financial and administrative service component of the school.

3. Supports productive working relationships

Works collaboratively and operates as an effective team member.

4. Displays personal drive and integrity

Demonstrated capacity to review and redevelop systems and services to meet the needs of a changing organisational environment with skills in the application of current software packages including word processing and spreadsheets, and information and management systems.

5. Communicates with influence

Well-developed communication and interpersonal skills including the ability to liaise, consult and negotiate with internal and external stakeholders.

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 AO4



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 \$0.2Million (M) and \$1.7M for Primary Schools; between approximately \$0.5M and \$0.6M for Secondary Schools and between approximately \$0.3M and \$1M for Special Schools.
- Implement and administer the budget developed by the principal/finance committee, ensuring procedural integrity, seek external expert advice and recommend solutions to the principal.
- Identify alternative options for managing the school's financial resources and assist the principal and/or schools management team where appropriate to determine appropriate courses of action.
- Monitor and review school expenditure, application of school funds, payroll and purchasing process.
- Assist the Principal with Budget tracking and financial processes
- Debt collection at BM/Principals direction
- Administer day to day financial matters (e.g. process payments and orders, banking, reconciling invoices for payment, follow-up on late payments, input and export financial data to/from OneSchool).
- Coordinate invoicing staff/students/external providers

Human Resources

- Coordinate and oversee the day to day supervision and management of school support staff (for teacher aides this does not include professional supervision). Checking timesheets, allocating work, monitoring workloads, leave, rosters etc. Major staff issues are escalated to the Principal.
- Undertake recruitment, induction and training of support staff including vacancy and application processing.
- Prepare Senior School students data downloads for Student Data Capture QSA

Facilities

- Monitor facilities and ground maintenance activities including determining minor works and repairs schedules, engaging contractors or facilitating repair projects.
- Oversee the purchasing, maintenance and repair of resources and equipment in accordance with government guidelines and departmental policy and procedures.
- Liaising with external facilities management for advice where appropriate, BM/Principal to oversee and approve this process
- To provide advice and offer solutions to key stakeholders (external and internal) on recurring problems of an administrative nature (e.g. human resources, finance and facilities management); and identify issues and offer solutions consistent with established protocols
- Assist with completing Work Area Access Permits

Administration

- Oversee publication of School Publications/Newsletter
- Writing and publishing the school's newsletter via webmail fortnightly
- Liaise with staff and community members for suitable content
- School photography of special events, awards, parades etc.

Communication

- The Business Manager builds trust through empathy and identifies and deals with the content and emotions of interactions.
- Establish and maintain relationships with other Business Managers, staff and community representatives to ensure the provision of corporate services within and to the school is appropriate and in accordance with legislative requirements.
- Relating with the school community, the Business Manager recognises and utilises the formal and informal networks and recognises the role of key people.

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 client service approach.

Accountability

- The Business Manager understands and follows school directions. Knowledge is usually obtained through an established body of knowledge through guidelines, legislations, directives, set departmental policy for the majority of operational areas. Advice and council is also relied upon as guidance and partial justification for adopting a particular line of action.
- The Business Manager is accountable only for the information provided to colleagues on a variety of issues or on request.
- Assist in the identification of the developmental needs of staff training and development.