

**BUSINESS SERVICES MANAGER – MATERNITY LEAVE RELIEF
JOB DESCRIPTION FORM – JULY 2017**

POSITION DETAILS

Position Title	Business Services Manager
Position Location	Albany office
Employment Status	0.8 FTE - 1 FTE
Contract Agreement	The contract of employment between employer and employee resides within the Western Australian workplace relations regulatory framework and is bound by the Minimum Conditions of Employment Act 1993 (WA), the Superannuation Guarantee (Administration) Act 1992 and National Employment Standards (NES) of the Fair Work Act (2009).
Classification	Level 6.3 \$105,853pa full time equivalent
Contract Term	4 September 2017 -6 th April 2018
Position approved by and date	
Essential	Maintain a current Class C Drivers Licence Tertiary qualification in business or accountancy, or extensive recognised skills or experience in this area

POSITION RELATIONSHIPS

Responsible to	Chief Executive Officer
This Position	Business Services Manager
Positions Under Direct Supervision	Financial Administrator Business Services Administration Officer Contracts Management Officer Communications, Marketing & Promotions Officer Part Time Cleaner
Department	Business Services

KEY RESPONSIBILITIES

<ul style="list-style-type: none"> • Ensure the CEO, Operations Manager, Board of Management and Delegated Sub-committees are provided with appropriate and timely high-level advice on financial, human resources and business matters as a part of the senior management team • Ensure all necessary organisational business services, related policies and procedures exist and are operating effectively, accountably, transparently and compliantly. Instigate and lead or contribute to reviews where necessary to these follow best-practice methods. • Ensure value for money is achieved in the use of the organisations funds. • Provide financial leadership and technical advice in order for the organisation to meet its corporate and strategic objectives • Ensure all necessary financial reporting is delivered in a timely manner, and maintain all current and historical financial records. • Provide strategic advice and ensure effective human resource systems, policies and procedures are implemented and maintained. Help to encourage and foster environment where staff are supported. • Ensure that sufficient general organisational resources (non-project related) and vehicles exist.

Our Goals	Duties
A resilient environment	<p>Operational Level</p> <ul style="list-style-type: none"> - Nil <p>Strategic Level</p> <ul style="list-style-type: none"> - Assist the Operations Manager to ensure resources are available for the review and update of Southern Prospects and the associated investment plan when required. - As an ex-officio member of the South Coast Environment Fund, strategically contribute to the planning and delivery of the fund. <p>Governance Level</p> <ul style="list-style-type: none"> - Nil
An enabled community	<p>Operational Level</p> <ul style="list-style-type: none"> - As required, enable other not for profit partner groups to improve their business practices. <p>Strategic Level</p> <ul style="list-style-type: none"> - Ensure the Preferred Supplier list and procedure is reviewed and updated annually - Represent South Coast NRM Inc at community events as required. <p>Governance Level</p> <ul style="list-style-type: none"> - Nil
An effective team	<p>Operational Level</p> <ul style="list-style-type: none"> - Provide supervision and guidance of staff under direct supervision, ensuring they have a clear set of duties and responsibilities and are given the resources and assistance needed to succeed. - Ensure sufficient resources (templates, procedures) and capabilities (training, staff) exist for South Coast NRM to successfully deliver staff recruitment and induction. - Ensure processes and systems are in place for the administration and monitoring of employee entitlements (salaries, leave entitlements, superannuation, reimbursements, deductions, salary sacrifice). - Oversee or directly provide a point of contact for workers compensation, and ensure all associated documentation is processed in a timely manner. - Ensure an effective performance management system is in place that supports ongoing improvement of South Coast NRM’s business delivery. - Ensure personnel information/records are maintained and confidential. <p>Strategic Level</p> <ul style="list-style-type: none"> - Provide leadership and high-level advice/solutions to progress the outcomes of the organisations Corporate Plan in collaboration with the CEO and Operations Manager. - Under direction from the CEO, represent South Coast NRM at internal and external meetings and conferences. - Facilitate, implement and monitor human resources requirements in line with the corporate plan. <p>Governance Level</p> <ul style="list-style-type: none"> - Coordinate and monitor compliance with relevant acts and regulations, and recommend and edit changes as needed, so that the Organisation’s Directors and Staff are aware of their legal responsibilities.
Effective resources	<p>Operational Level</p> <ul style="list-style-type: none"> - Provide monthly financial statements and reports to the Audit committee. - Provide financial statements and advice as required to the CEO and other staff, Board and delegated sub-committees of the Board when required. - Ensure that procurement policies and procedures are effective and understood by staff, and identify approaches that encourage compliance by staff. - Ensure that all budgets at a project, program, head contract and organisational level are current and accurate.

	<ul style="list-style-type: none"> - Assist budget holders to understand and manage their budgets, and coordinate/deliver training that ensures staff have the ability to use, interpret, change and acquit budgets. - Liaise with the Operations Manager and staff to ensure that the financial allocation and use of funding complies with contractual commitments, and that necessary program level audits are completed to an acceptable standard within a timely manner. - Oversee or directly negotiate and manage leasing arrangements including fleet vehicles, office equipment, premises, and other assets as required or directed by the CEO. - Manage and oversee the maintenance of leased office spaces and surrounds, assets, building access and security, cleaning, and waste disposal. <p>Strategic Level</p> <ul style="list-style-type: none"> - Provide leadership and high-level advice on financial management issues and risks, consistent with Corporate Plan and South Coast NRM’s broader operating environment, to the board and its delegated sub-committees, CEO and Operations Manager. <p>Governance Level</p> <ul style="list-style-type: none"> - Instigate and oversee the completion of the annual financial report for presentation to members at the AGM, including coordinating the provision of information to financial auditors. - Ensure that the constitution of the organisation is compliant with any changes to state or federal acts. Direct the Executive Support Officer to undertake reviews and prepare verbal or written information to remain compliant. - Develop and maintain organisational level budgets, including revision when required. - Ensure that an appropriate level of Directors and Officer’s insurance is in place at all times.
Effective processes	<p>Operational Level</p> <ul style="list-style-type: none"> - Oversee or directly deliver the review of existing organisational business processes (as needed) to ensure they are current, effective and being complied with. - Oversee or directly review policies and procedures relating to business services and human resources ensure compliance by staff, and where required develop and introduce new policies and procedures <p>Strategic Level</p> <ul style="list-style-type: none"> - Provide high-level advice to the CEO and Operations Manager on alternative strategies to improve business functioning. Contribute to the identification, development/improvement and implementation of the business systems, practices and tools needed for organisational success. <p>Governance Level</p> <ul style="list-style-type: none"> - Review the performance of internal and external auditors and make recommendations to the Audit Committee and/or Board of Management on the appointment of auditors. -
Effective Communication	<p>Operational Level</p> <ul style="list-style-type: none"> - Oversee the provision, maintenance and improvement of all information technology and communications hardware, software and other necessary infrastructure and services. - Ensure organisational information/data, assets and software are physically and electronically protected. <p>Strategic Level</p> <ul style="list-style-type: none"> - In collaboration with the CEO and Operations Manager, contribute to the reviewing the organisation’s Information Technology and Communications capabilities and capacity.

	Governance Level - Ensure communication with Board of Management and delegated sub-committees is provided in a timely manner and in a form that maximises understanding of key issues for discussion and/or resolution.
Other	Perform other duties as directed by the CEO or within the scope and competence of experience and qualifications.

Special conditions related to this role

- During peak work periods, this role may require periods of work outside normal hours
- Potential for driving long distances alone including occasionally at night
- Potential for regular periods away from home including interstate travel

Note: The occupant of this role will be expected to comply with and demonstrate a positive commitment to all South Coast NRM policies and procedures.

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I have read and understand the requirements of the role as detailed in this job description form. I will undertake the role as described to the best of my ability and hereby accept the responsibilities and duties for the position as described on this job description form.

Signed by: (Appointee's signature) Date:/...../.....