

## Business Manager

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<b>College/Division</b>	College of Health and Medicine
<b>School/Section</b>	School of Psychological Sciences; and School of Pharmacy and Pharmacology.
<b>Location</b>	Hobart
<b>Classification</b>	HEO10
<b>Reporting line</b>	Director, Operations (secondary reporting line to Head of Academic Unit)

### Position Summary

The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social and cultural future of Tasmania, and from Tasmania, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a people-centred University that is values-based, relational, diverse, and development-focused.

The Business Manager is located within the [College of Health and Medicine](#) and is a senior position within the College. The successful applicant will support two of our Academic Units, or Schools: [Psychological Sciences](#), and [Pharmacy and Pharmacology](#). They will work in collaboration with, and in support of, Heads of Academic Units, the Director, Operations and other College leaders to manage the operations, strategy and business development of the two Schools, aligned to College and University strategy and the central operating environment. The successful applicant will provide commercial acumen through the identification of opportunities and continuous improvements which supports financial sustainability, strategic programs and key relationships, and improves the overall performance of Academic Units and the College overall.

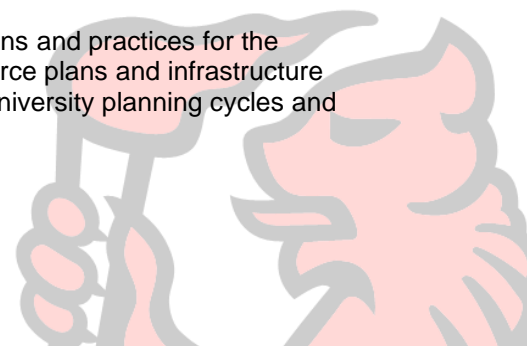
The Business Manager will bring a contemporary approach to managing the day-to-day operations of the relevant Academic Unit(s), leading change and ensuring the provision of continuously improving systems, standards and operational business processes. They will work closely with the leadership team within the Academic Unit(s) to implement strategic initiatives and develop, implement, and manage operational plans and reporting.

The Business Manager is required to operate with a high degree of autonomy under the broad direction of the Director Operations and in close collaboration with the relevant Heads of School. They are required to exercise management and leadership skills, as well as provide regular strategic advice and input to the leadership team within the Academic Unit(s).

**We are an inclusive workplace committed to ‘working from the strength that diversity brings’ reflected in our Statement of Values. We are dedicated to attracting, retaining and developing our people and are committed to inclusive principles. We celebrate the range of diverse assets that gender identity, ethnicity, sexual orientation, disability, age and life course bring. Applications are encouraged from all sectors of the community. Tell us how we can make this job work for you.**

### What You'll Do

- Support the Head of Academic Unit(s) to ensure the delivery of the overall College strategy through its interpretation in the Academic Unit's strategic and operational plans.
- Support the Head of Academic Unit(s) by leading, and being a trusted advisor across a range of activities including financial, people, infrastructure and business management, and provide broad oversight of philanthropic programs and industry engagement.
- Lead the development, implementation and delivery of operational plans and practices for the Academic Unit(s), including business plans, budgets, workforce/resource plans and infrastructure management plans in accordance with Academic Unit, College and University planning cycles and processes.



- Develop and implement monitoring and reporting processes and KPIs in collaboration with the Director Operations to ensure effective implementation of strategic initiatives and operational projects to support overall performance of the Academic Unit(s).
- Identify and lead activities in market research, business planning, business development, strategic planning and budgeting to support the Academic Unit(s) to perform optimally.
- Champion change and innovation and lead a culture of Lean operational continuous improvement in Academic Units, ensuring consistent systems, process and practices are in place across the College, in order to drive high quality student and research outcomes, and operational performance.
- Manage the delivery of the Academic Unit(s) and College projects and initiatives and coordinate and leverage College staff and central partners (such as College Services and Finance) as required to achieve success.
- Provide operational leadership of Professional teams who support service delivery across the Academic Unit(s) and drive a high performance culture.
- Prepare and circulate regular reports and information to the Head of Academic Unit(s) and other College leaders to enable timely and accurate management decision making.
- Support the Head of Academic Unit(s) and Director Operations to embed a culture of safety and wellbeing, and risk management within Academic Units in accordance with the College and University frameworks.
- Work collaboratively and leverage networks/communities of practice across the institution, as well as key external stakeholders, to achieve School, College and University outcomes
- Undertake other duties as required by the Head of Academic Unit(s), the Director Operations or the College Leadership Team.

#### What We're Looking For (success criteria)

- Relevant tertiary or industry qualifications in finance, business, human resources, management or an equivalent level of relevant professional competence and experience
- Demonstrated ability to apply well-rounded strategic and critical thinking skills consistently and proactively
- Demonstrated business acumen, and operational leadership and management experience within a complex commercial environment
- Experience in leading, managing and developing others to deliver consistent, high-quality service to stakeholders
- Excellent interpersonal, communication and negotiation skills, including the ability to effectively liaise with all levels of the organisation and the ability to work in a flexible and collaborative manner to deliver successful outcomes in an effective way
- Strong analytical and problem-solving skills with a demonstrated ability to devise creative and effective solutions and plans for a range of stakeholders
- Demonstrated commitment to continuous improvement and initiative to drive and implement changes to operations where improvements or efficiencies can be achieved
- Proven commitment to service-oriented values and ethical standards both in the provision of services and in working relationships.

#### Other position requirements

- Regular travel to other campuses and regional centres in Tasmania and New South Wales is required
- Occasional interstate travel may be required.

#### University of Tasmania

The University of Tasmania is an institution with an enduring commitment to our state and community, and a strong global outlook. We are committed to enhancing the intellectual, economic, social and cultural future of Tasmania. Our [Strategic Direction](#) strongly reflects the University community's voice that our University must be place based but globally connected as well as regionally networked and designed to deliver quality access to higher education for the whole State.



We believe that from our unique position here in Tasmania we can impact the world through the contributions of our staff, students and graduates. We recognise that achieving this vision is dependent on the people we employ, as well as creating a university that is values-based, relational, diverse, and development-focused.

More information:

<https://www.utas.edu.au/jobs>

<https://www.utas.edu.au/careers/our-people-values-and-behaviours>

