

Business Manager

College/Division	University Services
School/Section	Office of the Chief Executive, University Services
Location	Launceston
Classification	HEO6 to HEO7
Reporting line	Chief Executive, University Services
Reports	One ongoing; casual staff as required

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 culture 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.

We are seeking to appoint a Business Manager to join the new Office of the Chief Executive, University Services, reporting to the Chief Executive, Lee Whiteley.

The University Services group brings together professional teams including Shared Services, College Services, Procurement, Lean and Simplification and the Office of the Chief Executive. Our support and expertise spans across front line customer support through to detailed and technical administration, and ranges across subject domains including finance, IT, and HR services (including Payroll and Staff Recruitment), contracting and insurance, administration supporting Academic Colleges, and specialist support for Lean methods and practices. Our mission is to support our user community as efficiently as possible, collaborate effectively with our professional and academic partners, and use our collective expertise to drive continuous improvement to services and processes within the University. In addition, we provide the professional leadership to establish the new University Services Network (USN), based in the first instance in the north and bringing together a wide range of service areas across divisions to work and collaborate together in new ways. The role of the Business Manager is to support the Chief Executive by coordinating and delivering whole of group organisational operations spanning communication, budgeting and forecasting, people management and planning support. The Business Manager makes an essential contribution to the smooth operations of University Services, directly supporting the Chief Executive and the senior team, including bringing suggestions for improvements to operations and procedures to support continuous improvement.

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 Will Do

- Actively engage with and support the Chief Executive and University Services group Leadership team to problem solve and deliver administrative and operational priorities, projects, events and support for the University Services group.



- Effectively lead the Office of Chief Executive support team and network effectively with the extended leadership group, ensuring effective work practices, performance outputs, collaboration and high engagement, to deliver uncompromised administrative support and functioning across University Services.
- As part of establishing sustainable and effective operations of a new structure, to initiate or review core organisational processes and procedures to support the Chief Executive and senior management team, documenting and (re)socialising requirements to ensure compliance.
- Provide specific coordination and operational support for annual activities led by the Executive team including budgeting and forecasting, workforce planning, strategic planning and reporting, communications, workplace health & safety and professional development planning.
- Coordinate and deliver governance and secretariat support required by the Chief Executive, including support for UET sub committees chaired by the Chief Executive, University Services, delegating specific tasks as required.
- Coordinate, engineer and refine processes and practices delivered at a whole of group level, to provide executive and portfolio support which improves efficiency and provides arrangements that are agile and robust.
- Compile reporting data and produce reports, papers and presentations required by the Chief Executive or his designee, to support the operations and outreach of the University Services group.
- Drive a positive culture, both within your immediate work team, but across the broader division, which is focused on collaboration, efficiency and engagement.
- Undertake other duties as assigned by the Chief Executive of University Services or designee.

What We Are Looking For

- Completion of a degree level qualification or an equivalent combination of skills, training and experience in executive support in a large complex organisation preferably in higher education. Demonstrated experience in office management.
- Highly developed administration and organisational skills, with demonstrated ability to respond to changing priorities and ability to perform in a high-pressure environment.
- Proven ability to manage projects and competing priorities, as well as work independently and apply continuous improvement principles.
- Demonstrated ability to provide cogent and timely reports, papers, presentations and events to support operations and communications, including familiarity with the latest MS Office tools.
- An inherently aspirational individual with exceptional initiative to problem solve and refine practices, processes and arrangements in a diverse range of functions and work areas, to deliver effective and sustainable operational business practices and frameworks.
- A natural leader who is dedicated to team culture, collaborating and leading others, with experience working and leading the people and operations of a fast-paced work environment, creating a positive, agile and highly productive working environment
- An action orientation with a sound ability to prioritise, delegate and engage others in order to effectively manage complex situations and multiple responsibilities simultaneously, mixing long term projects with the urgency of day to day demands.
- Exceptional stakeholder management and customer service centricity, with a people-focused and collaborative style, who can engage and influence others and manage expectations well, from frontline staff through to senior executives.
- A relational individual who demonstrates effective communication through with highly developed written, and oral communication skills which engages others and facilitates high quality decision making, improvements and outputs across broad range and level stakeholders and workgroups.

Other position requirements

- Current 'C' class driver's licence or manual vehicle licence



- Some travel may be required between campuses to support the University Services Leadership Team in the management of staff members and facilities.

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.

Check out more here:

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

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

The intention of this position description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties above may be altered in accordance with the changing requirements of the position.

