

## POSITION DESCRIPTION

<b>Position Title:</b>	Business Manager
<b>Reporting to:</b>	General Manager
<b>Classification /Salary:</b>	HEW9/\$84,531 base salary (as at July 2020)
<b>Location:</b>	TUU Hobart or Launceston Campuses
<b>Employment Type:</b>	Permanent Part time (Negotiable)
<b>Date:</b>	TBC

### Organisation Description

The Tasmania University Union (TUU) was founded in 1899, is one of the oldest Student Unions in Australia, and is recognised as the peak student body representing all students attending the University of Tasmania.

The overall responsibility for the TUU is overseen by our Board of Management (BoM), which consists of elected student representatives, external/lay members (appointed by BoM) and university representatives (appointed by UTAS), and is the employer of staff, who work with us to be an organisation 'run by students, for students'.

The TUU is focussed on mobilising and enabling UTAS students to have their voices heard, and to be part of a community beyond the confines of the classroom. The TUU aspires to facilitate this through student representation, the provision of clubs and societies, initiatives and independent student advocacy. We are an organisation focussed on realising the potential of our student base and providing opportunities for the cultivation of unique and exciting ideas that create meaningful and sustainable impacts for UTAS students.

### Position Summary

As a result of a strategic review in 2018/2019, the TUU has redefined its strategic direction and is currently undergoing a significant transformation with the goal of creating a vibrant & contemporary student representative organisation that enables UTAS students to have a voice and shape their

university experience. The Business Manager (BM) is a significant change leader of this work and will champion and lead opportunities for continuous improvement and positive change.

In addition, the BM is responsible for the financial management and compliance requirements for the TUU in accordance with overall strategic plan. The Business Manager will ensure the provision and effectiveness of the systems, standards and business processes (inc. reporting) as well as provide guidance on budgetary management and analysis, risk & compliance, digital capability, service agreements and other general administrative issues to achieve the TUU objectives.

The Business Manager has a direct reporting relationship to the General Manager but is expected to work closely with the State President, Vice President and Board of Management.

## Key Performance Areas

- Work closely with the General Manager and other members of the TUU team in the development and delivery of a strategic plan for TUU that sets the future direction for the organisation, meeting current and future needs of students and the wider University.
- Support delivery of the TUU's operations through management of the financial resources, including: the development of processes and guidelines that support the financial budgetary agenda, preparation of budget submissions, reporting and monitoring progress in reaching budget targets and, instigating control mechanisms as deemed necessary.
- Develop and disseminate information, mentor and educate student leaders, staff and Board of management to facilitate timely and quality decision making, as well as transparency and accountability in relation to the TUUs finances and expenditure, investment and funding, compliance and general administration.
- Ensure compliance with legal, TUU and University requirements, and resources including compliance with the TUU's planning, policy and procedure, audit (including workplace health and safety), risk registers, budgetary agenda, monitoring of achievement and reporting to Board of Management.
- Provide leadership, mentoring and career development support to both student representatives and staff members, ensuring an organisational culture where people thrive.
- Establish and manage TUU asset management framework to ensure all assets and resources are appropriately managed and maintained.
- Facilitate regular performance and development discussions with direct report ensuring appropriate skills, training, professional development and support is provided in all areas, including OH&S.
- Maintain all offices and facilities for safe, efficient and effective operations, including maintenance, cleaning, security and communications channels.
- Negotiate and monitor, in collaboration with the General Manager, the delivery of third party services including UTAS services.

- Support the General Manager in the delivery of Board of Management related activities.

#### All Staff

- Work with all members of the TUU team in the development and delivery of the strategic plan for TUU that sets the future direction for the organisation, meeting current and future needs of students and the wider University.
- As part of the TUU team, incumbents may be required to plan and/or assist with varied programs that promote and enhance student life, and be available to help their colleagues and student representatives where necessary.
- Practice and demonstrate safe work practices to ensure the wellbeing of staff, students and other stakeholders.
- Undertake other duties commensurate with the level of the post as required and which the General Manager shall from time to time determine.

## Success Profile

### Attributes & Behaviours

- Passionate & High Drive – seeks to use their attributes to their utmost to enable the TUU to be a student led organisation, give students a voice and enable TUU student leaders
- Student Focussed – understands and empathises with the needs and aspirations of students; maintains constant focus on improving student experience and makes decisions informed by student insight and based on creation of value for the students.
- Relationship Builder – demonstrates drive to develop open, honest and mutually beneficial relationships with all stakeholders in order to positively impact the organisation
- Mentor & Coach – builds capacity by listening and building an understanding of others and then investing in their development.
- Delivers results - sets clear direction and standards, and delivers performance by empowering & developing others and recruiting talent
- Adaptive & Responsive to Change – seeks opportunities to transform the business and supports others through the change process. Able to adapt own interpersonal style and show sensitivity to different cultures or backgrounds

### Experience

### & Qualifications

#### Essential:

- Completion of Diploma of Accounting or higher and extensive experience or an equivalent combination of extensive experience and expertise
- Proven leadership in financial management and business compliance to achieve strategic & operational goals

- Demonstrated ability to work effectively with and meet the delivery needs of a Board of Management as well as a sound knowledge of governance practises
- Demonstrated flexibility to work with a diverse range of team members and employment arrangements i.e. employees and volunteers
- Demonstrated analytical, project management and problem solving skills and the initiative to develop and apply innovative solutions
- Highly developed written, oral and interpersonal skills, including demonstrated ability in policy & process development
- Proven experience in use of current and emerging technologies including Microsoft Office and online management tools

Desirable:

- Demonstrate understanding of the current and future needs of students within Higher Education
- Demonstrated knowledge of higher education sector governance and management processes

## Role Dimensions

<b>This Position Manages:</b>	One direct report – Finance & Administration Officer
<b>Expenditure Authority:</b>	TBD
<b>Expense Budget:</b>	NA
<b>Revenue Budget:</b>	NA
<b>Assets Under Control</b>	NA

## Relationships

<b>Key Relationships Internal:</b>	Chair, TUU Board of Management President of State Council State Council Student Representative Council TUU General Manager TUU Staff
<b>Key Relationships External:</b>	UTAS Vice Chancellor & COO UTAS

Student Experience & Other Divisional UTAS Teams  
Professional and accreditation bodies (including legal,  
financial, and audit bodies).  
University of Tasmania Students  
TUU Suppliers

## Other Requirement