

## Business Manager

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<b>College/Division</b>	College of Arts, Law, and Education
<b>School/Section</b>	Humanities, Social Sciences, Law, Education, Creative Arts & Media
<b>Location</b>	Launceston / Hobart
<b>Classification</b>	HEO9
<b>Reporting line</b>	Director, Operations
<b>Date</b>	May 2022

### 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 Arts, Law and Education](#) and is a senior position within the College. Working collaboratively with, and in support of Head of School, the Director Operations, and other College and School leaders to manage School operations in accordance with the College and University strategy and the central operating environment. The incumbent is responsible for the implementation of strategy to improve School and College performance and contributes to innovation and business development across the College.

The Business Manager brings a contemporary approach to managing the day-to-day operations of a School/s, leading change, and ensuring the provision of continuously improving business systems, standards, and processes. The incumbent works closely with School/s leadership team/s to implement strategic initiatives and develop 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. The incumbent is required to exercise management and leadership skills, and provide regular strategic advice and input to the School Executive team/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**

- In consultation with the Head/s of School/s, manage the implementation and delivery of School strategy through the delivery, monitoring, and management of performance against operational success KPIs.
- Lead the development, implementation, and delivery of operational plans and practices for the School/s including: business plans, financial budgets, workforce/staffing plans, and infrastructure management plans in collaboration with relevant University service functions and in line with University and College strategic objectives and relevant institutional planning cycles and processes.
- Champion change and innovation and lead a culture of Lean and Agile approaches to continuous improvement that enable high quality student and academic outcomes
- Manage the delivery of School and College projects and initiatives as identified and assigned.
- Coordinate the integration of University functions and services towards achieving School level operational success
- Support the Director Operations to embed a culture of safety, wellbeing, and proactive risk management through input to, development of, and implementation of position relevant programs and processes.
- Actively and collaboratively grow and engage with people networks and communities across the University and externally towards achievement of School, College, and University objectives.
- Undertake other duties as reasonably required.

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

- Relevant qualifications, training, and professional experience.
- Ability to apply strong strategic, systems, and critical thinking skills consistently and proactively.
- Demonstrated people leadership and operational management experience within a complex business environment.
- Effective interpersonal, communication, and negotiation skills across all levels of an organisation.
- A flexible and collaborative approach to achieving success in a fast paced and high-pressure environment.
- Strong analytical and problem-solving skills with the ability to devise creative and effective solutions across technical and adaptive challenges.
- Proven commitment to people centred, relational, and ethical standards in the provision of services and professional relationships.

### **Other position requirements**

- Regular travel to other campuses and regional centres in Tasmania.
- Occasional interstate/ international 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>

