

AAPP Business Manager (Australian Antarctic Program Partnership)

College/Division	College of Sciences and Engineering
School/Section	Institute for Marine and Antarctic Studies
Location	Salamanca
Classification	HEO8
Reporting line	Reports to Program Leader Australian Antarctic Program Partnership

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.

We are seeking to appoint an AAPP Business Manager in the [Institute for Marine and Antarctic Studies](#) as part of the College of Sciences and Engineering.

The Business Manager position will contribute to the Australian Antarctic Program Partnership (AAPP) activities. The AAPP is a major research program funded through the Antarctic Science Collaboration Initiative of the Department of Climate Change, Energy, the Environment and Water (DCCEEW). The AAPP brings together government and non-government organisations to deliver and lead a significant part of the national Antarctic science program. The partnership is led by the University of Tasmania (UTAS), and includes the Australian Antarctic Division (AAD), CSIRO Oceans and Atmosphere, Geoscience Australia, the Bureau of Meteorology (BoM), the Tasmanian State Government and Australia's Integrated Marine Observing System (IMOS).

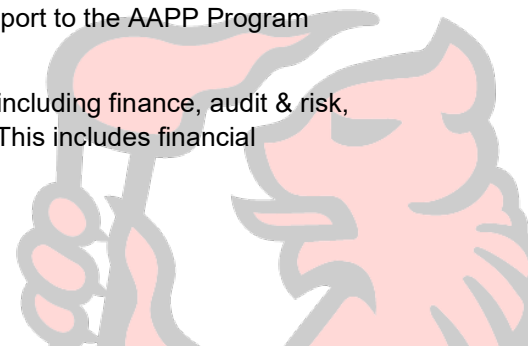
The AAPP carries out research to understand the role of the Antarctic region in the global climate system and the implications for marine ecosystems, by enabling collaborative research aligned with the Australian Antarctic Science Strategic Plan and Australian Antarctic Strategy and 20 Year Action Plan. The AAPP research program includes about 80 cash and in-kind contributed staff members across the partnership and a cohort of higher degree research (HDR) students and student affiliates.

The AAPP Business Manager will operate with autonomy under the broad direction of the Program Leader. With a small team to support you, you will be responsible for contributing to the delivery of a range of operational and strategic AAPP activities. Working closely with key internal and external stakeholders you will exercise management and leadership skills that will effectively support the AAPP.

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

- Provide high-level policy, procedural and business management support to the AAPP Program Leader in support of the Partnership operations.
- Provide high level operational management of administrative needs including finance, audit & risk, work health and safety, record management and human resources. This includes financial



forecasting and planning.

- Assist Program Leader ensure compliance with reporting and contractual needs of the AAPP. This includes co-ordinating the preparation of formal reports, audit reports, and research delivery against contracted milestones under the Commonwealth funding agreement.
- Monitor and manage performance against KPI's to ensure the implementation of strategic initiatives and operational projects. Identify gaps in operational projects and resolve as appropriate.
- Provide high-level support to the AAPP Management Committee to ensure the development, implementation and delivery of operational plans which can include business plans, budgets in accordance with set KPI's.
- Manage the process of new appointments, contract renewals, contract cessations and casual appointments for the AAPP project, including the provision of accurate policy advice and financial and workforce forecasting , and ensuring compliance with relevant UTAS policy.
- Actively contribute to the University's strategic mission through effective working relationships, both internal and external to the University, identifying and developing opportunities to enhance communications and engagement with key stakeholders
- Provide leadership and management of the AAPP professional services team including delivery and oversight of performance conversations, guidance for safety first and appropriate career planning.
- Undertake other duties as assigned by the AAPP Program Leader (and AAPP Management Committee) within the scope and accountability of the role.

What We're Looking For (success criteria)

- Relevant tertiary or industry qualifications and relevant professional competence and experience.
- Proven human and financial resource management experience, including preparation of financial budgets and reports, project design and costing, contract management, and business and strategic plan development processes.
- Experience with policy interpretation and implementation including the commitment to continuously review and improve processes and procedures with the initiative to drive and implement those changes.
- Demonstrated high level oral, written, negotiation and inter-personal skills, along with excellent analytical and problem-solving skills, with an ability to think flexibly and be able to respond to changing needs.
- Excellent organisational skills and a demonstrated capacity to act independently within established guidelines, using discretion and sound judgement.
- Demonstrated operational leadership experience within a complex, partnership environment.
- Practical experience in the application of computer software packages including internet, email, advanced keyboard skills, spreadsheet, database and financial applications.

Other position requirements

- A detailed understanding of university policies and College and Institute Guidelines.

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.

