Department of Natural Resources and Environment Tasmania

 **Statement of Duties**

|  |  |
| --- | --- |
| **Position title** | Business Manager |
| Position numbers | Generic |
| Divisions | Various |
| Business Unit/Branch | Various |
| Award/Agreement | Tasmanian State Service Award |
| Classification | General Stream, Band 7 |
| Position Status | Permanent  |
| Full Time Equivalent (FTE) | 1.0 FTE (minimum 0.80 FTE, by negotiation) |
| Ordinary hours per week | 36.75 hours (minimum 29.40 hours, by negotiation) |
| Location | Launceston or Devonport |
| Reports to | Various  |

**Position Purpose**

To oversee and manage corporate strategic priorities relating to financial, budgetary and business improvement opportunities in collaboration with senior managers across the Divisions in NRE Tas.

The role provides financial, budgetary leadership, direction and support to the relevant Division in NRE Tas to drive business improvement, accountability and performance.

**Major Duties**

* Provide specialist consultative advice to the assigned Business Unit across the Divisions in NRE Tas and senior managers on strategic issues relating to financial, budgetary and business activities.
* Manage the delivery of business and administrative services for the Business Unit in relation to the application of, and compliance with corporate policies and procedures including those relating to the management of human, physical and financial resources.
* Manage and co-ordinate the development and allocation of Divisional budgets; advise and assist senior management and Divisional staff throughout the budget cycle to ensure that revenue and expenditure is appropriately accounted for. Manage financial and reporting obligations under the Division’s externally funded programs, ensuring compliance with audit and acquittal requirements.
* Monitor and report on financial and human resource performance and propose strategies to enable the Divisions across NRE Tas to meet their budget and workforce obligations. Undertake medium and long term financial and business planning to ensure the Division has adequate resources to meet its capital and operational requirements.
* Where required prepare and review a range of correspondence for the assigned General Manager/Executive member, the Secretary and the Minister including submissions, reports; Estimates and Question Time Briefs and letters to all levels of public and private sectors.
* Represent the Division and Agency in consultation and negotiations with other Divisions, various levels of Government and other stakeholders.
* Research, develop and project manage the implementation of Divisional strategies and allocated projects, including re-engineering of Divisional work practices as directed by the assigned General Manager/Executive member. Identify, report and lead the implementation of business improvement opportunities that have the potential to maximise the use of available resources and improve customer services.
* Perform any other assigned duties at the classification level that are within the employee’s competence and training.

**Responsibility, Decision Making and Direction**

The occupant of the position is responsible for:

* efficient and effective program or service delivery including budget management, optimising use of resources and maintaining and/or modifying policy, administrative processes and research projects. This includes planning future activities, negotiating for appropriate resources and determining measures for accountability;
* managing the performance and development of staff;
* the development of strategy, policy or program implementation especially with regard to new developments; with responsibility shared with relevant specialists and executive management for; and
* ensuring a safe working environment by complying with relevant Work Health and Safety (WHS) legislation, codes of practice and policies, procedures and guidelines issued under the Department’s WHS Management System, and for promoting the principles of managing diversity.

The decision making and direction received in relation to the role are that:

* the occupant operates with considerable autonomy and is required to provide leadership regarding the design, development and operation of function and/or program activities;
* guidance and instruction may on occasion be received on the implementation of highly technically complex modification that provide solutions consistent with policy, regulatory and/or technological requirements and developments; and
* the occupant defines core program and service delivery issues to develop options and recommendations for operational change and/or new research projects.

**Knowledge, Skills and Experience (Selection Criteria)**

1. High level knowledge of general accounting practices, financial business reporting and budget control principles.
2. Highly developed management skills and expertise to lead an operational unit. An understanding of contemporary management practices and demonstrated experience and ability in the management of human, physical and financial resources.
3. The ability to communicate and provide authoritative advice on complex matters to non-specialists, high level liaison, presentation and conflict resolution skills and the capacity to represent the Department.
4. Highly developed conceptual and reasoning skills to research, investigate, analyse, evaluate and integrate relevant solutions from related disciplines or fields in the area of activity. Flexibility, creativity and innovation associated with research, investigative, analytical and appraisal skills.
5. Demonstrated capacity to plan, organise, schedule and deliver, own outputs and those of a team, within set timeframes to achieve results particularly in a changing environment; project management experience with a knowledge and understanding of contemporary project management practices.

**Position Requirements**

**Pre-employment**

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion, or transfer.

The following check is to be conducted:

* Conviction check for crimes involving dishonesty.

Desirable Qualifications and Requirements

* Relevant tertiary qualifications in Accounting, Business Finance Management or equivalent.
* Equivalent experience.
* A current motor vehicle driver’s licence.

**About Us**

**The Department of Natural Resources and Environment Tasmania (NRE Tas)** is responsible for the sustainable management and protection of Tasmania’s natural and cultural assets for the benefit of Tasmanian communities and the economy. The Department’s activities guide and support the use and management of Tasmania’s land and water resources and protect its natural and cultural environment. The Department is also responsible for delivering the services that support primary industry development and the protection of the State’s relative disease and pest-free status.

Under Tasmania’s emergency management arrangements NRE Tas is the management authority (lead agency) for various aspects of the management of biosecurity emergencies (includes exotic animal, plant and marine disease and pest emergencies), fire in national parks and other reserves, and sea inundation from storm surge. In regard to those types of emergency prevention, preparedness and response activities are core business of this agency and potentially may involve all staff in some way.

The Department’s website at [www.nre.tas.gov.au](http://www.nre.tas.gov.au) provides more information.

# **Working Environment**

# Employees work within an environment that supports safe work practices, diversity and equity with employment opportunities and ongoing learning and development. We are committed to valuing and respecting each other as colleagues and peers. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our customers with respect. We do not tolerate discrimination, harassment or bullying in the workplace.

# NRE Tas has a culture of zero tolerance towards violence, including any form of family violence. We will take an active role to support employees and their families by providing a workplace environment that promotes their safety and provides the flexibility to support employees to live free from violence.

# There is a strong emphasis on building leadership capacity throughout NRE Tas.

# The expected behaviours and performance of the Department’s employees and managers are enshrined in the *State Service Act 2000* through the State Service Principles and Code of Conduct. These can be located at [www.dpac.tas.gov.au/divisions/ssmo](http://www.dpac.tas.gov.au/divisions/ssmo).