



# Position Description

## Business Manager

Biosecurity Training Centre

Faculty of Science and Health

### Classification

Level 9

### Delegation band

[Delegations and Authorisations Policy \(see Section 3\)](#)

### Special Conditions

Frequent travel within Australia required.

### Workplace agreement

[Charles Sturt University Enterprise Agreement](#)

### Date last reviewed

August 2022



# About Charles Sturt University

## Purpose

The Wiradjuri phrase *yindyamarra winhanganha* means the wisdom of respectfully knowing how to live well in a world worth living in. This phrase represents who we are at Charles Sturt University – our ethos. It comes from traditional Indigenous Australian knowledge, but it also speaks to the vision of the university – to develop and spread wisdom to make the world a better place.

## Vision

Charles Sturt University is set to undergo a decade of great reform that will see the university characterised by these key elements:

- An uncompromising drive towards excellence in every aspect of its operations
- A far-reaching strategic re-positioning of teaching, learning, research, and innovation
- A cementing of our position as Australia's pre-eminent rural and regional university

The overarching aim is to consolidate our institution so that it is demonstrably more resilient and sustainable by the end of the decade.

## Goals

To deliver on our purpose and vision, the university has three key goals:

1. Maintain the university's position in the top five Australian universities for graduate outcomes based on employment and salary
2. Embed a culture of excellence across all aspects of the university's operations
3. Exponential growth in research, development, and innovation income in our chosen areas, delivering high impact outcomes for regional Australia

## Our values

Charles Sturt has a proud history and is fortunate to have an outstanding group of diverse, passionate, and engaged people working with us. Our values of insightful, inclusive, impactful, and inspiring guide our behaviours and ways of working to help us achieve our ethos of creating a world worth living in.

## Performance measures

In addition to the principal responsibilities, all staff will be required to contribute to the success of the university strategy including meeting the university's eight key performance indicators:

<b>Our Students</b>	<ul style="list-style-type: none"><li>• Commencing Progress Rate</li><li>• Student Experience</li></ul>
<b>Our Research</b>	<ul style="list-style-type: none"><li>• Research Income</li><li>• Research Quality and Impact</li></ul>
<b>Our People</b>	<ul style="list-style-type: none"><li>• Engagement</li><li>• All Injury Frequency Rate</li></ul>
<b>Our Social Responsibility</b>	<ul style="list-style-type: none"><li>• Underlying Operating Result</li><li>• Community and Partner Sentiment</li></ul>



## Faculty of Science and Health

Charles Sturt University is a community minded organisation with strong links to industry, government and other educational organisations through research and courses. Our vision is to be Australia's leading regional university, advancing the careers of our students, inspiring research excellence and driving regional outcomes with goal impact. We collaborate with our partners on research with global impact.

The Biosecurity Training Centre will be aligned to the Faculty of Science and Health, operating as a unit aligned to the School of Agricultural, Environmental and Veterinary Sciences. The School of Agricultural, Environmental and Veterinary Sciences provides more than twenty undergraduate and postgraduate courses within the Faculty of Science and Health. This includes Agricultural Science, Agribusiness Animal Science, Environmental Science and Management and Veterinary Science. The School has substantial infrastructure of a high standard for training veterinary undergraduates and postgraduates, including access to on-campus veterinary enterprises in Wagga. The School has a strong research profile, including significant numbers of undergraduate honours and higher research degree students. Relevant research strengths include animal health, welfare and diseases, epidemiology, biosecurity, toxicology, animal models of human conditions and animal production.

## Biosecurity Training Centre

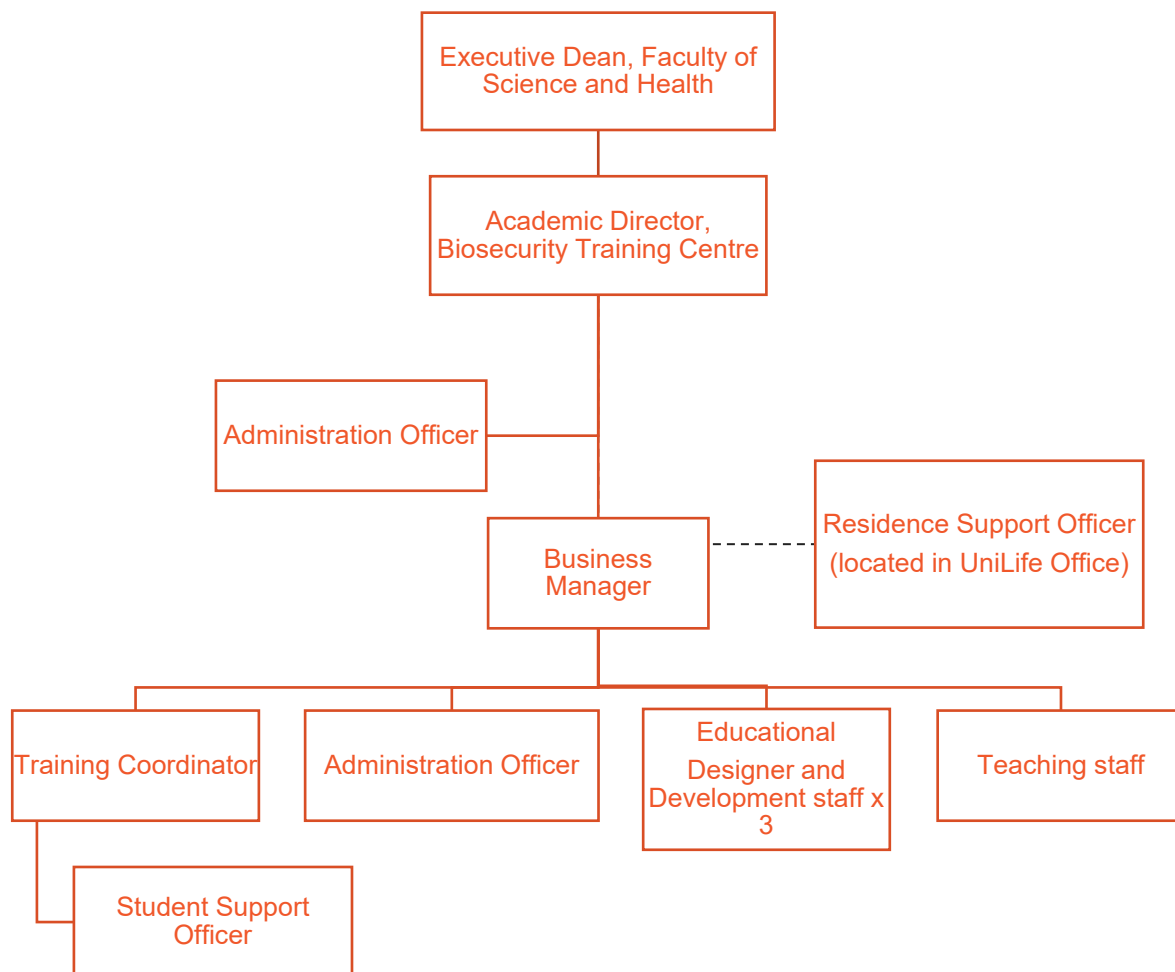
Charles Sturt University is a national leader in biosecurity, with extensive capabilities that align directly with the Commonwealth Government's broader Ag2030 targets, including those outlined in the Biosecurity 2030 Strategic Roadmap.

Charles Sturt University has been successfully awarded the contract to partner with the Commonwealth Department of Agriculture, Fisheries and Forestry (DAFF) to establish and deliver a Biosecurity Training Centre (BTC). Charles Sturt and DAFF will work to achieve the strategic objective of building a highly competent and capable national biosecurity workforce and to become the leading training provider and Centre of Excellence in biosecurity education, innovation and research for the Asia Pacific region.

The initial role of the BTC will be in the development and delivery of the Biosecurity Foundation Program for frontline Biosecurity Officers within DAFF, with a longer-term goal of developing and delivering new training programs, informed but impactful research, and engaging industry and near-neighbour partners in the training offerings as well.



## Organisational chart



## Reporting relationship

**This position reports to:** Academic Director, Biosecurity Training Centre

**This position supervises:** Training Coordinator

Administration Officer

Educational Designer and Development staff (x3)

BTC teaching staff

## Key working relationships

- Academic Director, Biosecurity Training Centre
- Executive Dean, Faculty of Science and Health
- DAFF BTC Director
- Chief Development Officer and Business Development Team



- Pro Vice-Chancellor, Learning and Teaching
- Head of School and CEO, Centre for Customs and Excise Studies

## Position overview

The purpose of this role is to provide business and operational management in the conduct of the Biosecurity Training Centre that Charles Sturt is co-delivering with the Commonwealth Department of Agriculture, Fisheries and Forestry (DAFF) (previously Department of Agriculture, Water and the Environment (DAWE)).

Working directly with the Charles Sturt Academic Director of the BTC, the Business Manager will be responsible for the management, coordination and direction of the BTC's administrative and financial functions. The incumbent will be responsible for ensuring that the BTC's operations demonstrate sound practice and process and that they are compliant with the overarching contract and University rules, policies and processes, where applicable to BTC activities. The position has advisory and management responsibilities with respect to the BTC budget and with respect to business management of the Centre and staff.

The Business Manager will also prepare for and contribute to relevant BTC committees as required per the contract.

## Principal responsibilities

- Manage the Charles Sturt operations of the Biosecurity Training Centre, including budget and staff management to ensure contract deliverables are met.
- Work with the Charles Sturt Partnerships team to manage the BTC contract and ensure compliance and services meet the needs of the partner.
- Provide advice to the BTC Operational Management Committee regarding the activities of the Centre as per reporting requirements within the contract, including student records, completion reports and so on.
- Prepare reports and other relevant documentation for the BTC Operational Management Committee and attend as a committee member.
- Coordinate required activities with relevant Charles Sturt teams and divisions to ensure client expectations are met and that a high-level of customer service is provided.
- Coordinate subcontractor and service provider contracts, e.g. experienced VET providers, to ensure delivery of high-quality vocational courses and outcomes, as/if required.
- Ensure efficient and effective student enrolment systems and processes are developed.
- Oversee the development of thorough evaluation for BTC activities and education delivery.
- Other duties appropriate to the classification as required.



## Role-specific capabilities

This section comprises capabilities from the [Charles Sturt Capability Framework](#) identified as essential or critical for success in this role.

<b>Innovative</b>	With creativity at our core, be open to new ideas and seek to find better ways.
<b>Adapt to change</b>	Explore the reasons for change and be willing to accept new ideas and initiatives.
<b>Network</b>	Bring people together and build relationships that deliver desired benefits and outcomes.
<b>Analyse</b>	Analyse information, probe for clarity, produce solutions, make judgements, think systemically.
<b>Formulate strategies and concepts</b>	Work strategically, set strategies, have a vision, think broadly about the organisation.

## Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments beyond your base campus, such as other campuses.
- On occasion drive a vehicle distances up to 500km per day within the terms of the university's [Driver Safety Guidelines](#)



## Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

### Essential

- A. Extensive management expertise and supporting experience; or postgraduate qualifications and extensive relevant experience; or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- B. Demonstrated experience in operational planning and team management, including process development and continuous improvement initiatives.
- C. Demonstrated experience in stakeholder engagement, including with Government Departments, in a complex regulatory environment, to develop and manage a collaborative culture.
- D. Demonstrated strategic thinking in complex operational matters while maintaining a focus on business improvement, innovation, contract implementation and sound governance.
- E. Excellent written, oral, and visual communication skills and high quality analytical skills.
- F. Experience in delivering commercial client projects with a focus on high-level customer experience.



## New South Wales

