

Business Manager

College/Division	College of Health and Medicine
School/Section	Tasmanian School of Medicine
Location	Hobart (Medical Sciences Precinct)
Classification	HEO10
Reporting line	Director, Operations (secondary reporting line to Head of School)

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 a senior position within the [College of Health and Medicine and is a part of the Tasmanian School of Medicine executive team](#). The successful applicant will support the Tasmanian School of Medicine in all areas of its operations, business development and contribute to developing the strategic direction of the school.

The Tasmanian School of Medicine delivers a large teaching and research program across the state with course delivery in Hobart, Launceston and Burnie and students additionally undertaking clinical training across numerous other communities. The teaching program includes the Medicine Program, the Biomedicine degree and a range of post graduate course offerings that provide interprofessional opportunities in health care systems design, leadership, public health. In addition the school has an active research program.

The Business Manager will work in collaboration with, and in support of, the Head of School, the Director, Operations and other College leaders to manage the operations, strategy and business development of the School aligned to College and University strategy and the central operating environment. The successful applicant will provide business development and operational acumen through the identification of opportunities and continuous improvements which supports financial sustainability, strategic programs and key relationships, and improves the overall performance of the School and the College overall.

The Business Manager will bring a contemporary approach to managing the day-to-day operations of the School, leading change and ensuring the provision of continuously improving systems, standards and operational business processes. They will work closely with the leadership team within the School to implement strategic initiatives and develop, implement, 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 and the Head of School of the Tasmanian School of Medicine. They are required to exercise management and leadership skills, as well as provide regular strategic advice and input to the leadership team.

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

- Identify and lead activities in market research, business planning, business development, strategic planning and budgeting to support the School to perform optimally.



- Support the Head of School to ensure the delivery of the overall College strategy through its interpretation in the School's strategic and operational plans.
- Alongside the Head of School, oversee existing external relationships and industry engagement to drive partnerships, explore new business development opportunities and maximise the School's impact through learning, teaching and research.
- Support the Head of School by leading, and being a trusted advisor across a range of activities including financial, people, infrastructure, safety, risk management and business management, including grant and tender applications.
- Lead the development, implementation and delivery of operational plans and practices for the School, including business plans, budgets, workforce/resource plans and infrastructure management plans in accordance with School, College and University planning cycles and processes.
- Develop and implement monitoring and reporting processes and KPIs in collaboration with the Director Operations and Director Strategy and Business Development to ensure effective implementation of strategic initiatives and operational projects to support overall performance of the School.
- Champion change and innovation and lead a culture of lean operations and continuous improvement ensuring consistent systems, process and practices are in place across the College, in order to drive high quality student and research outcomes, and operational performance.
- Manage the delivery of the School's and College projects and initiatives and coordinate and leverage College staff and central partners (such as College Services and Finance) as required to achieve success.
- Provide operational leadership of Professional teams who support service delivery and drive a high performance culture.
- Prepare and circulate regular reports and information to the Head of School and other College leaders to enable timely and accurate management decision making.
- Support the Head of School and Director Operations to embed a culture of safety and wellbeing, and risk management in accordance with the College and University frameworks.
- Work collaboratively and leverage networks/communities of practice across the institution, as well as key external stakeholders, to achieve School, College and University outcomes
- Undertake other duties as required by the Head of School of the Tasmanian School of Medicine, the Director Operations or the College Leadership Team.

What We're Looking For (success criteria)

- Relevant tertiary or industry qualifications in finance, business, human resources, management or an equivalent level of relevant professional competence and experience
- Demonstrated ability to apply well-rounded strategic and critical thinking skills consistently and proactively
- Demonstrated business acumen, and operational leadership and management experience within a complex commercial environment
- Experience in leading, managing and developing others to deliver consistent, high-quality service to stakeholders
- Excellent interpersonal, communication and negotiation skills, including the ability to effectively liaise with all levels of the organisation and the ability to work in a flexible and collaborative manner to deliver successful outcomes in an effective way
- Strong analytical and problem-solving skills with a demonstrated ability to devise creative and effective solutions and plans for a range of stakeholders
- Demonstrated commitment to continuous improvement and initiative to drive and implement changes to operations where improvements or efficiencies can be achieved
- Proven commitment to service-oriented values and ethical standards both in the provision of services and in working relationships.

Other position requirements

- Regular travel to other campuses and regional centres in Tasmania is required



- Occasional interstate 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>

