

Business & Operations Coordinator

College/Division	College of Science and Engineering (CoSE)
School/Section	Australian Maritime College
Location	Newnham
Classification	HEO 8
Reporting line	Reports to AMC General Manager
Date	January 2023

Position Summary

The University of Tasmania is 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.

A specialist institute of the University of Tasmania, the Australian Maritime College (AMC) is a leading dual-sector maritime institute that is highly acclaimed for undertaking industry focused applied research, education and training in the areas of seafaring, maritime and logistics management, and maritime engineering. Teaching and training include courses ranging from VET certificates to doctoral programs. AMC is arranged into teaching and research centres. The main campus location is at Newnham with training centres at Beauty Point and Bell Bay.

The Business & Operations Coordinator works collaboratively with the AMC General Manager to ensure the efficient operational delivery and financial sustainability of AMC. In conjunction with the University financial services team, the Business & Operations Coordinator is responsible for the development and monitoring of budgets and forecasts and periodical financial reporting to the AMC Executive Leadership Team (ELT).

The Business & Operations Coordinator facilitates the implementation and monitoring of operational performance in accordance with strategic plans, objectives and KPIs. In this role, they will demonstrate a high degree of knowledge and institutional sensitivity in the provision of operational and financial advice and support to the AMC ELT.

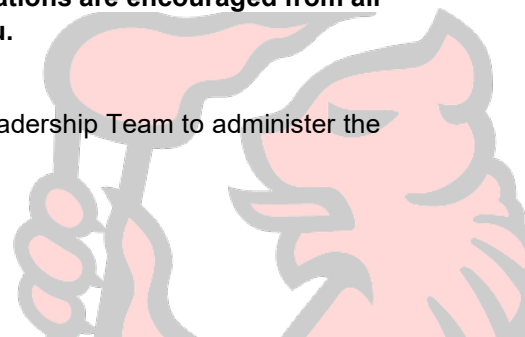
As the Institute lead in the area of Lean principles and methodology, the Business & Operations Coordinator supports the AMC General Manager and the College of Science & Engineering (CoSE) Director of Operations to drive continuous improvement in systems and processes relating to sustainability, operations, infrastructure and facilities, risk and safety and wellbeing in order to improve the overall performance of the College and Academic Unit.

The Business & Operations Coordinator will prepare reports, correspondence, and other documentation communicating often complex ideas or concepts; and provides guidance and advice on institutional governance frameworks, policy, and procedure. The Business & Operations Coordinator is responsible for administering AMC's compliance with external, University, and College planning, review, and reporting schedules.

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

- Support the AMC General Manager, AMC Principal and Executive Leadership Team to administer the day-to-day operations of the Institute.



- Support the General Manager and University financial services team in the provision of financial management to the Institute including:
 - Providing direct contribution to the coordination and development of annual financial budgets including but not limited to Operating budget and casual staff budgets.
 - Monitoring financial performance against approved financial budgets.
 - Provide periodical financial reporting to the AMC Executive Leadership Team.
 - Collating, interpreting, and presenting advice to the AMC Principal and General Manager on financial initiatives and/or remedies.
- Support the AMC General Manager and CoSE Director of Operations in the provision of operational support to the Institute including:
 - Oversight of field, laboratory, and workshop activities associated with AMC's research projects and teaching programs.
 - Ensuring timely, efficient, and effective procurement support and practices.
 - Assisting with capital expenditure and infrastructure planning.
- Seek and drive continuous improvement through the optimisation, re-design and delivery of contemporary administrative operational processes, and practices.
- Support the facilitation of and undertake collation and dissemination of information within the Institute to enable timely and accurate information sharing and build trust and decision-making capacity.
- Under the broad direction of the AMC General Manager, collate, develop, interpret, monitor, and report on Institute level operational, financial and strategic plans.
- Build, manage and coordinate effective working relationships (internal and external), with a particular focus on College Services, identifying and developing opportunities to enhance communications, and improve service provision.
- Plan and manage special strategically aligned operational projects to completion, as allocated.
- Act in the role of AMC General Manager during extended periods of their absence, as required.
- Undertake other duties as reasonably assigned by the AMC General Manager.

What We're Looking For (success criteria)

- A combination of education, training, and experience commensurate with the requirements of the position.
- Qualification and/or relevant experience in business and accounting concepts are highly desirable.
- Demonstrated senior level administration experience within a complex business environment including reporting, analytical and communication/presentation skills.
- Excellent interpersonal, communication, and relationship management skills, including the capability to effectively liaise with all levels of the organisation and to work in a flexible and collaborative manner towards effective delivery of successful outcomes.
- 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 self and operational improvement, with the initiative to lead and implement change that achieve improvements or efficiencies.
- Proven commitment to service-oriented values and ethical standards both in the provision of services and in working relationships.
- Ability to work autonomously and self-directed.
- A high level of computer literacy, including competence in Office 365 applications, Microsoft Excel and Microsoft Word, and in other database operations.

Other position requirements

- Travel may be required between campuses

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.



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>

