

| | |
|-----------------------------------|---------------------------------------|
| Position Title | Business Manager |
| Classification | Level 8 |
| School/Division | School of Agriculture and Environment |
| Centre/Section | NESP Resilient Landscapes Hub |
| Supervisor Title | Professor (NESP Hub Leader) |
| Supervisor Position Number | 314245 |
| Position Number | 321374 |

Your work area

The Resilient Landscapes Hub is one of four research Hubs under the Australian Government's National Environmental Science Program. The Hub provides research to inform the management of Australia's terrestrial and freshwater habitats to promote resilience, sustainability, and productive practices. The Resilient Landscapes Hub delivers applied research to support the management of Australia's terrestrial and freshwater habitats, including a focus on bushfire recovery, feral animals and invasive species impacts, and accessible science to assist land managers develop and maintain resilient, sustainable, and productive landscapes. The Hub has a budget of \$47 million over 6 years. The Hub includes researchers from universities, CSIRO, state government research agencies, and a range of other partners.

Reporting structure

Reports to: Professor (NESP Hub Leader)

Your role

As the appointee you will, under broad direction, manage and monitor the business activities of the Hub. You will oversee the financial and management accounts, contractual affairs, and reporting requirements of the Hub. You will also liaise with Hub's staff, Steering Committee, funders, and partner organisations.

Your key responsibilities

Plan and prepare financial and management accounts and budgets

Manage and review financial management, budget, and reporting obligations in accordance with Commonwealth-determined requirements

Review and manage contracts/funding agreements

Co-ordinate and contribute to research plans, annual progress, and milestone reports

Monitor and oversee core Hub management systems

Provide high-level advice to the Hub Leader, and the Research Executive on business issues, planning, and policy development

Establish and build relationships with Hub partners, government agencies, and other key stakeholders to ensure the effective delivery of business activities

Other duties as directed

Your specific work capabilities (selection criteria)

Relevant tertiary qualification in Accounting, Business Management, or demonstrated equivalent competency

Extensive administrative, finance, and business management experience

Demonstrate strong leadership and management skills with previous experience in business development, budget, and financial management, and contract management

Excellent written and verbal communication skills with demonstrated ability to problem solve and establish and maintain effective relationships with staff and external stakeholders at all levels

Excellent organisational and time-management skills, with a demonstrated ability to manage and respond to changing priorities and deadlines

Proficiency in a range of computing skills including word processing, spreadsheets, databases, file sharing, task management, and email

Ability to work independently, show initiative, problem solve and work productively as part of a team with internal and external stakeholders

Special requirements (selection criteria)

Occasional interstate and travel within the state may be required

Current "C" class driver's licence

Compliance

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University's Code of Conduct hr.uwa.edu.au/policies/policies/conduct/code/conduct

Inclusion and Diversity web.uwa.edu.au/inclusion-diversity

Safety, health, and wellbeing safety.uwa.edu.au/