

Tasmanian Planning Commission

Business Manager – Statement of Duties

Objective

This position is responsible for assisting the staff and Commissioners of the Tasmanian Planning Commission by providing efficient and effective organisational management, including high level administrative, technical, and financial management support. In the context of the selection criteria, to be successful in the position applicants will have:

- strong administrative skills, with experience in budget preparation and management, preparation of financial reports, records management, coordination of meeting agendas and minute keeping, and the establishment and maintenance of administrative systems;
- management skills, good communication and negotiation skills, with an ability to liaise effectively with both internal and external stakeholders;
- IT knowledge to trouble-shoot and assist staff and to liaise with the Information Communications and Technology Services Branch regarding technical issues and database performance and upgrades; and
- ability to perform duties to a high standard, produce quality outputs and improve business efficiencies and manage change.

Duties

- **Administration/Operational** – Manage and oversee the administrative support functions of the Commission, including the management of a small team. Maintain administration manuals, policies and procedures and assist in the strategic direction of and implementation of changes to the Commission's websites. Be responsible for agenda papers and minutes for monthly Commission meetings.
- **Financial Management** – Be responsible for preparing, managing and monitoring the Commission's budget, including preparation of the Commission's annual financial statements and quarterly reports, coordinate processing of financial transactions and manage procurement. Prepare the Commission's annual report.
- **Business System Administration** – Administer the Commission's records management system (CM9), generate reporting to the Commission and for the Commission's annual report, take a lead role in system development, business improvement and change management and promote best practice.
- **Human Resources** – Liaise with the Human Resources branch on employee relations, industrial relations, payroll and recruitment issues. Coordinate the recruitment and induction of staff and their performance management. Ensure the workplace is OHS compliant.
- **Information Technology** – Ensure the IT requirements are met by providing general IT support, trouble-shooting and liaising with the ICT branch. Be responsible for the development and maintenance of the Commission's website and www.iplan.tas.gov.au including coordination of software solutions.

- **Property** – Provide property management, including building maintenance and security and vehicle management.

Level of responsibility

- The Business Manager has responsibility for managing the administrative elements of the Commission and reports directly to the Executive Commissioner
- Ensure efficient and effective management of work health, wellbeing and safety for the areas of responsibility in accordance with the relevant WHS requirements in the WHS Act.
- Periodically review the work area with your supervisors to assess the WHS aspects of the work done. Review hazard and incident reports, ensuring timely follow up and close out of actions. Overview the risk assessment processes for their activities.
- Our values are we act with Integrity, Respect and Accountability and our workplaces are Inclusive and Collaborative. You are responsible for contributing to our values based workplace culture, leading your team in a values based manner, ensuring your team uphold the values and role modelling the values.

Direction and supervision received

- The position reports directly to the Executive Commissioner.

Selection criteria

The following specific selection criteria must be addressed by candidates by describing their relevant personal and professional skills and abilities; qualifications, training and competencies; past achievements; and potential for development. The position objective and duties can also be used to assist in addressing the selection criteria.

1. **Written and oral communication**

Demonstrated capacity to prepare accurate, well-structured documents in plain English, including Commission agenda items and correspondence. Well-developed oral communication skills, including ability to clearly inform staff and stakeholders about complex issues.

2. **Output management**

Demonstrated capacity to plan, organise, schedule and prioritise work in areas of responsibility, coordinate input from others and negotiate changes to outputs, manage deadlines and resources and contribute to the outputs of other team members.

3. **Conceptual, analytical and judgement**

Demonstrated capacity to use appropriate decision-making strategies to make informed, timely and accurate decisions, with an appreciation of the Commission's statutory roles and functions.

4. **Leadership and people skills**

Demonstrated capacity to lead, inform, guide and mentor others in areas of expertise, promote the objectives of the Commission, actively contribute to a positive team environment.

5. Technical and professional

Demonstrated well developed knowledge, skill and ability (or the capacity to rapidly acquire competency) in relation to:

- budgeting, accounting and financial management practices, policies and procedures, relevant public sector financial management frameworks and practices and experience in the preparation of financial statements;
 - project management, including the ability to facilitate and implement change;
 - the use, development and management of a wide range of computerised systems and specific knowledge of finance systems and databases; and
 - the establishment and maintenance of administrative systems relating to records management and administrative workflows.
6. Be able to demonstrate an understanding of the WHS legislation and responsibilities of managers, as outlined in the Agency's *Roles & Responsibilities Procedure* along with the capacity to apply and uphold that knowledge.
7. Be able to demonstrate an understanding of the WHS legislation and the responsibilities of managers.

Essential requirements

- Nil

Desirable requirements

- Tertiary qualifications in a relevant discipline
- A current motor vehicle driver's licence

Position Summary

Title	Business Manager
Number	355831
Award	Tasmanian State Service Award
Classification	General Stream Band 6
Division	Tasmanian Planning Commission
Full Time Equivalent	1.0 FTE
Output Group	Regulation and Service Delivery
Branch	
Supervisor	Executive Commissioner
Direct Reports	6
Location	Hobart
Position category and funding	A550

