

## POSITION DESCRIPTION

POSITION TITLE:	Business Manager
DIVISION / SECTION:	Wellbeing and Preventable Chronic Diseases
SUPERVISOR:	Division Leader
CLASSIFICATION LEVEL:	GSL 9
SALARY RANGE:	\$114,827 - \$122,448
STATUS (FTE):	1.0 FTE
DIRECT REPORTS:	0
INDIRECT REPORTS:	0
SPECIAL PROVISIONS:	<ul style="list-style-type: none"><li>- The ability to obtain a National Police Check.</li><li>- Willingness to travel for up to a week at a time as agreed by the Director or WPCD Division Leader.</li></ul>

### SUMMARY OF POSITION:

#### Job Context

The Wellbeing and Preventable Chronic Diseases (WPCD) Division oversees a range of projects which explore ways to improve and strengthen health and wellbeing of Aboriginal and Torres Strait Islander people, families and communities. The Division currently has a range of research programs: mental health, renal health, diabetes across the lifecourse, nutrition, tobacco control, primary health care and cancer research. Our researchers conduct public health and clinical research in urban and remote First Nations communities to develop and implement solutions to promote wellbeing and to reduce the impact of chronic conditions and mental illness.

The Wellbeing and Preventable Chronic Disease Team is spread over a number of Menzies sites, with staff at Royal Darwin Hospital Campus, Charles Darwin University Campus, Alice Springs, Brisbane, Cairns, Broome, Adelaide and Melbourne.

#### Job Purpose

The Business Manager's role is to work closely with the WPCD Division Leader to ensure effective coordination of the Division's activities and provide research management support across the range of current and emerging research programs. This key strategic position will also assist in the development of new funding opportunities and build synergies with other research groups and across the Corporate Support areas within Menzies to encourage more effective and efficient outcomes.

### PRIMARY RESPONSIBILITIES:

1. Manage the business operations of the WPCD Division including financial oversight, policy compliance and contractual management obligations.
2. Develop, monitor and provide advice to Division's Leadership on quality assurance, risk management and business continuity plans.
3. Work with the Division's Leadership to develop program strategic direction including strategic planning of funding, staffing and activities in-line with Menzies priorities and strategic plan.
4. Contribute to monitoring and evaluation of program activities through oversight of project planning, development and review of reports.

5. Provide high level advice and assistance to program leaders for the organisation and coordination of WPCD operations to ensure maximum productivity and efficiency.
6. Work with Divisional leaders, project managers and Menzies Human Resources unit to assist with staff recruitment and other workforce related matters.
7. Oversee the financial management of the Division's projects and cost centres in accordance with Menzies guidelines and funding body rules.
8. Work with the Division's researchers in developing budgets for the Partnership's grant applications, tenders and contracted research, including advising on budget and resource requirements to achieve the program of work.
9. Routinely monitor expenditure against program budgets and provide lead researchers, project managers and relevant stakeholders with financial status and other reports as required.
10. Play an active role in growing and diversifying the funding base of the Division by scanning the funding landscape, pursuing opportunities and preparing related submissions in collaboration with relevant stakeholders.
11. Supervise any direct and indirect reports, including planning and allocating staff resources, recruitment, developing, coaching and mentoring employees, managing performance to deliver service outcomes and continuous improvement.
12. Build and maintain productive relationships with stakeholders internally and externally and ensure regular effective communication across the Partnership's broad geographical area, including follow through of actions arising from meetings to integrate support to the Partnership and facilitate effective and efficient program outcomes.
13. Contribute to improvements in policies, systems and processes within the Division and more broadly across Menzies via active participation and membership on committees and working groups as required.
14. An understanding and awareness of relevant Workplace Health and Safety as well as Equal Opportunity principles and legislation along with a commitment to maintaining a healthy and safe workplace for all Menzies staff, students, volunteers and visitors.
15. Any other tasks as reasonably required by the supervisor, manager and/or Director.

## **SELECTION CRITERIA:**

### **Essential:**

1. Postgraduate qualifications in business, commerce or a highly related field and/or extensive and proven program management experience.
2. Demonstrated senior level management skills including the ability to provide strategic advice, lead teams and implement policies and procedures to produce high quality results, deliver on key objectives and meet associated timeframes.
3. Demonstrated experience related to the financial management of significant grant funding budgets (>\$5M) including budget preparation, expenditure monitoring, acquittal requirements and supporting colleagues interpreting financial reports of externally funded research programs.
4. Exceptional organisational and project planning, monitoring, evaluation and reporting skills.
5. Highly developed written and oral communication skills, with experience in writing reports and applications from a variety of different funding sources, including government tenders and contracted research.
6. Demonstrated experience supervising employees, including planning and allocating resources, overseeing recruitment activities, coaching and mentoring and managing performance.
7. Excellent interpersonal skills and ability to interact effectively with and influence a wide and diverse range of internal and external stakeholders, including people from diverse cultures and organisational backgrounds.
8. Experienced user of Microsoft Office Suite of products such as Excel, Teams, SharePoint, etc., and other contemporary collaborative systems, with the ability to learn new systems quickly.

9. Strong level of self-motivation, integrity and the ability to work autonomously and achieve results with minimal direction.

**Desirable:**

1. An understanding of, and an interest in, relevant contemporary issues to the national health research agenda, particularly as these relate to the health of Aboriginal and Torres Strait Islander peoples.

**Covid-19 Vaccination Requirements:**

1. Menzies encourages all staff to be fully vaccinated in accordance with the latest guidance and recommendations for COVID-19 vaccination as issued by the Australian Technical Advisory Group on Immunisation (ATAGI).
2. Menzies requires all staff to implement, as directed, risk control strategies that provide them with protection from Covid-19 in the workplace such good hygiene practices, mask wearing, physical distancing and any other reasonable direction.

As a recognised national leader in Aboriginal and Torres Strait Islander health research, education and research training, Menzies is committed to providing a culturally inclusive and supportive work environment, and ensuring our workforce is representative of the people with and for whom we work. We seek to amplify First Nations voices in all aspects of our work, and **we strongly encourage Aboriginal and/or Torres Strait Islander people to apply for this position.**

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Approved by: Menzies Human Resources

Date: 19/09/2022