
Position Description

Business Manager

Context

THE AGENCY

ADEC

ADEC is a state-wide Victorian organisation assisting people with disability, their families and carers from diverse cultural backgrounds. ADEC's philosophy is empowerment of people with disability and their full inclusion in the broader society. Equality is the over-riding principle, bridging is the method and advocacy is the tool to achieve a common goal.

Vision

Our Vision is for ADEC to be recognised as a leading provider of disability and aged care services in Victoria.

Mission

The Mission of ADEC is to provide equal access to high quality disability and aged care services for all members of the Victorian Community.

OPERATIONS DEPARTMENT

The Operations Department is responsible for the planning and management of necessary finance and business support infrastructure, processes and procedures that enable ADEC to achieve its strategic objectives.

Business

The Business section is responsible for planning and managing the necessary business support infrastructure, processes and procedures that support ADEC programs and service delivery.

Position

ROLE

The role of the Business Manager is to ensure the organisation's productivity and efficiency, implement its business strategies, and evaluate the organisation's performance.

DUTIES

Manage business support services on a day to day basis.

Manage Marketing activities and develop ongoing marketing plans for the organisation.

Manage Legal area and represent the organisation as required.

Manage Quality & Compliance area and report to the ED and Operations Manager as required.

Manage periodic internal audits of financial process and activities.

In conjunction with the Operations Manager and Finance Manager develop the draft annual Business Plan.

Other duties as directed by the Operations Manager or ED.

RESPONSIBILITIES

Provide authoritative advice to the ED and Board as required.

Explore business and income generating possibilities to ensure the future viability and sustainability of ADEC.

Liaise with external service providers including marketing, legal and compliance.

Appointed as ADEC Property Manager for all ADEC property, including leased premises.

KEY PERFORMANCE INDICATORS

The Business Manager's performance will be measured against the following criteria:

- Quality of business management and advice.

- Positive report from external bodies with respect to audits.
- Reputation of ADEC within the Not for Profit sector.
- Identification and development of opportunities for new business and income generating options.
- Quality of support to the Operations Manager, ED and the ADEC Board.

KEY SELECTION CRITERIA

Essential

Tertiary qualification in business or administrative management or a related discipline.

Previous experience in a similar role requiring business analysis and planning, and the provision of high-level business advice.

Understanding and commitment to the objectives and values of the organisation and a capacity to represent ADEC views as required.

Highly developed interpersonal skills, with a capacity to build rapport with a wide range of people.

Demonstrated capacity to effectively communicate, promote and uphold financial administration initiatives and values, including discretion and confidentiality.

Ability to contribute towards the development and implementation of financial administration programs and initiatives to meet the needs of the organisation.

Desirable

Excellent written and verbal communication skills and demonstrated ability to prepare reports and submissions.

The ability to discuss and resolve problems, both internally and externally.

Experience in the business or financial management of a community organization.

Hold a valid and current licence to drive a motor vehicle, issued by the appropriate authority in the jurisdiction in which the holder will drive, and appropriate to the type of vehicle to be driven.

Employment Terms and Conditions

AWARD AND CLASSIFICATION

All ADEC employees are employed under the terms, conditions and entitlements of the Modern Award – Social, Community, Home Care and Disability Services Industry Award 2010 (the Award); and the National Employment Standards (NES).

The classification for this position is Level 6. The terms of employment for any new employee appointed to this position will be stated in a formal Employment Contract.

ADEC EMPLOYMENT REQUIREMENTS

All ADEC employees:

- Are required to sign an Employment Contract.
- Are required to sign a Code of Conduct and a Statutory Declaration.
- Are required to declare any pre-existing medical conditions or injuries that might bear on their ability to perform their role.
- May be required to undergo a pre-employment medical check.
- Must be prepared to work in outlying ADEC sites as required by their program manager or coordinator.
- Must undertake a satisfactory NDIS Worker Screening Check, and have (or be able to obtain) a Working with Children Card.
- Are subject to a dress code, which is smart casual or to the appropriate professional standard.
- Will be expected to display official ADEC photo identification while working or on ADEC business.