

## ACECQA Position Description

<b>Position Title</b>	<b>Business Coordination Manager</b>	<b>Reports to</b>	Chief Operating Officer
<b>Group</b>	Business Services Group	<b>Team</b>	Business Services Group
<b>Classification</b>	ACECQA Band 7	<b>Direct reports</b>	Nil
<b>Hours / FTE</b>	38 per week ( <i>FT</i> )	<b>PD ID No</b>	P00091

### Purpose of the role

The Business Coordination Manager will support the Executive team to develop and deliver new business opportunities. The position will work closely with the Executive team and internal teams to develop business proposals, establish and assist with the management of new contracts, coordinate resources required for delivery and manage systems for tracking and reporting.

### About the Business Services Group

The **Business Services** group comprises teams and employees with the following major functions:

- Human Resources responsible for recruitment and selection, HR policies and procedures, WHS, performance management, learning and development, workforce planning and payroll services
- ICT responsible for delivering effective services utilising information and technology to streamline internal and external operations, including the National Quality Agenda IT System
- Facilities responsible for infrastructure management, asset management, reception and building and maintenance
- Finance responsible for corporate budgeting, financial management, investments, procurement, accounts receivable and payable and receipt of fees
- Records and Information Management responsible for managing ACECQA's records and information in line with statutory obligations.

Business Services vision is to achieve excellence in the following:

- The delivery of efficient and effective financial solutions to support and promote ACECQA's plans
- The achievement of ACECQA's strategic objectives by providing high quality, reliable and secure technology infrastructure and planning
- The delivery of efficient and reliable online business systems to support the National Quality Framework
- Attracting, retaining and developing quality staff
- The provision of a safe and healthy work environment, ensuring value for money and compliance with all statutory obligations

## Key Duties

- Provide an efficient and streamlined interface between ACECQA's service delivery managers and the full range of corporate support functions required for successful and timely new project development and initiation
- Provide support to the Chief Operating Officer and Executive in the development of proposals (including costing, business plans, funding submissions and tender responses) to deliver new business aligned with ACECQA's functions under the Education and Care Services National Law
- Where required, offer direct support to each of ACECQA corporate services teams to meet short term gaps in capacity due to peaks in demand for services driven by new projects
- Establish and maintain systems to coordinate and monitor the delivery of new business including reporting and information management, intellectual property, contract management, budget management, and the provision of timely advice to internal and external stakeholders
- Liaise and consult with key stakeholders, vendors and service providers both internally and externally to support the development of business opportunities and the delivery and maintenance of business solutions
- Negotiate arrangements and contracts to enable new business with government and sector stakeholders, partners and customers
- Manage contracts in collaboration with local project managers to make sure that all contract requirements, invoices and accounts are raised in a timely manner
- Assist in the coordination of strategic and operational activities within the Business Services Group, including project support, resource management, information management, reporting and data analysis to deliver new business activities
- Manage ongoing operational reporting requirements to support the delivery of new business activities
- Other related duties.

## Selection Criteria

1. Qualifications in business, project management or other related discipline or an equivalent level of relevant experience
2. High level team work and collaboration skills, preferably demonstrated in a business development environment
3. Demonstrated ability to analyse business objectives and to develop, implement, monitor and review governance and planning mechanisms
4. Well-developed communication skills, oral and written, people skills, organisational skills and administrative skills
5. Highly developed problem solving, research, conceptual, analytical skills with the ability to develop business proposals and plans