

Position Description

Organisation:	Shore Regional Organisation of Councils (SHOROC)
Role:	Business Manager
Classification:	\$ 95-100.000 p.a., subject to skill level and experience
Reports to:	Executive Director SHOROC
Hours:	Full-time
Status:	Three year contract position that may be renewed
Location:	Brookvale
Approved / updated:	December 2009

Job Purpose

- Delivering value for SHOROC members by achieving economies of scale across a range of service delivery areas, preparing and managing tenders and contracts.
- Effective and efficient identification, development, coordination and implementation of collaborative resource sharing and service provision for SHOROC councils in order to deliver cost efficiencies and improved effectiveness of service delivery across the region.
- Identifying and implementing income generating strategies for SHOROC which can then be invested into projects to improve the environmental, social and economic sustainability of the region.

Key Accountabilities/ Major Responsibility Areas

	Objectives & Accountabilities	Activities	KPIs
1	SHOROC Business Plan Contribute to formulation of the SHOROC business plan, in order to ensure the realization of defined strategic SHOROC objectives	<ul style="list-style-type: none"> ■ Engage with the Executive Director and other relevant in- and external stakeholders to develop the Business Plan and continuously improve the high quality delivery of services and processes within the organisation ■ Attend and contribute to General Managers Advisory Committee (GMAC) and team meetings, share information relevant to agenda items and follow up action points as required ■ Ensure that councils are kept informed and understand broad SHOROC-wide developments 	<ul style="list-style-type: none"> ■ Business Plan developed that delivers value for SHOROC members ■ Council staff and Senior Management is up-to-date on SHOROC-wide developments
2	SHOROC Action Plan Translate SHOROC business plan into action plans and implement priority projects to contribute to the development, growth and sustainability of SHOROC and its members	<ul style="list-style-type: none"> ■ Translate overall SHOROC strategy into achievable and measurable action plans ■ Maintain and share detailed knowledge of all relevant SHOROC services as well as other council services 	<ul style="list-style-type: none"> ■ Action Plan is approved by the Executive Director ■ Annual objectives developed and agreed with Executive Director
3	SHOROC Council Resource Sharing Develop, coordinate and implement all cost saving initiatives at SHOROC council level, working collaboratively with General Managers, Directors and Senior Management, to achieve increased productivity and decreased expenditure through analysis of business development initiatives	<ul style="list-style-type: none"> ■ Seeks to identify and implement strategies to deliver cost efficiencies and improved effectiveness of service delivery for councils and/or generate income for SHOROC which can then be invested into projects to improve the environmental, social and economic sustainability of the region ■ Plan, implement and manage council initiatives designed to maximise productivity and to improve community relationships ■ Use specialist knowledge and experience to generate and develop insights, new ideas, approaches and performance improvements that impact SHOROC councils ■ Prepare regular reports for the Executive Director and Board on key SHOROC issues 	<ul style="list-style-type: none"> ■ Regular communication to Councils ■ Council feedback

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4	Tenders Manage all service provision tenders and contracts	<ul style="list-style-type: none"> Work with key staff to ensure preparation of tender documentation on behalf of SHOROC for delivery at the local Council level and regionally Oversee all tenders impacting the Councils and ensure these tenders are delivered within acceptable timelines and costs 	<ul style="list-style-type: none"> All tender timelines met All costs remain within allocated budget
5	Relationship Management Develop and maintain strong and mutually beneficial relationships with and between SHOROC councils to support the achievement of cost and productivity targets for the SHOROC councils	<ul style="list-style-type: none"> Build and manage effective and mutually beneficial relationships between SHOROC councils and other relevant stakeholders throughout the region Clearly articulate regional SHOROC strategies and their rationale to the Councils in order to develop understanding and gain support Directly encourage and demonstrate a strong community service focus 	<ul style="list-style-type: none"> Positive stakeholder feedback
6	Safety and Quality Actively implement, adhere to and comply with safety policies and procedures in order to maintain and ensure a safe and clean working environment for all staff and visitors	<ul style="list-style-type: none"> Ensure that safe working practices and procedures are implemented and adhered to in accordance with SHOROC policies Report all incidents (including dangerous occurrences) in a no blame manner. Investigate all reported events. Identify and recommend corrective actions as required. Keep the Executive Director informed of all matters relating to OHS 	<ul style="list-style-type: none"> Facilities compliant with OH&S requirements
7	Professional Development	<ul style="list-style-type: none"> Participate in professional development activities Maintain detailed knowledge of all relevant SHOROC services, relevant legislation and current developments in the Local Government field Participate in ongoing professional development activities and training programs 	<ul style="list-style-type: none"> Manager feedback

Essential Selection Criteria:

The candidate must have:

- Relevant tertiary degree (i.e. Business, Finance Accounting or Marketing).
- Outstanding understanding of business models, development and management or contracts and tenders.
- Highly developed communications, negotiation and conflict resolution skills
- Good understanding of local government processes, services and systems.
- Ability to think strategically and innovatively and is able to translate strategies into real business outcomes
- High level analytical and problem solving skills.
- Ability to build constructive working relationships.