



Position Description

Job Title:	Manager Business Enterprises and Innovation
Employment Type:	Full Time – Fixed Term Contract
Reports to:	Chief Executive Officer
Approved:	Gary Uhlmann, Chief Executive Officer

POSITION OBJECTIVE

The Manager Business Enterprises and Innovation plays an integral role as part of the Executive Management Team. Its purpose is to efficiently and effectively manage and help develop the Council's commercial and semi commercial business enterprises. This position is located in Kowanyama.

DUTIES

Management

- Develop and implement an operational strategy and plan for the Business Enterprises entity responding to the priorities outlined in the Council's Strategic Plan, current community demand, State and Commonwealth Government policy and relevant best practice evidence.
- Establish a best practice operating model for each of the individual business areas and ensure these are implemented effectively.
- Establish effective recruitment, development and performance management processes for all business enterprises.
- Establish systems and processes to monitor the changing needs and requirements of the local community and ensure that the businesses can effectively respond to these changes.
- Identify and advocate for the appropriate infrastructure and equipment to ensure high quality service delivery.
- Provide strategic advice to the Chief Executive and Council as required.
- Introduce an innovation program into the operations of all parts of Council.
- Lead by example and ensure that all management decision making is undertaken in alignment with Council processes and delegations.
- Work with the Mayor, CEO and Council to refine the portfolio management process at the Council level.
- Undertake other key strategic and operational projects required by the Council.

Enterprise Management

- Manage the following Business Enterprises for Council:
 - Cattle farming
 - Tourism and arts
 - Bakery
 - Blue Café
 - Training centre accommodation
 - Contractors camp accommodation
 - Carbon Farming
- Work with the relevant executives and managers to refine the operations of the following business entities:
 - Small vehicle workshop
 - Large vehicle and plant fleet workshop
 - Concrete batching plant
 - Airport Operations
 - Car and plant fleet hire
 - Centrelink
 - Post Office

Service Development

- Identify and resolve any existing service delivery and operating issues for all of the business enterprises
- Develop and deliver services and projects that respond to Council's strategic objectives.
- Help identify and source new funding to improve the quality of services to meet community needs.
- Continuously improve the accessibility, range and quality of services delivered within approved budget parameters.
- Research best practice service delivery models and technology and process solutions and implement innovative service improvement opportunities across all enterprises.

Policy Development

- Assist with the development of Policies and Procedures that will provide a framework for the efficient and effective delivery of enterprise services.

Partnerships

- Develop and maintain strategic partnerships to assist in achieving high quality service outcomes for the community.

Quality and Risk

- Create an environment where innovation and achievement are emphasised and recognised.
- Ensure all delegated programs and services are compliant with relevant standards, legislation, policies and procedures and maintain relevant accreditations.
- Ensure systems are in place to drive continuous quality improvement and manage risk.
- Monitor, review and benchmark services to ensure they remain appropriate and effective to meet community needs.
- Ensure that all requirements of external funding & service agreements are met.
- Maintain staff and client confidentiality at all times.

Financial Management

- Ensure that all operations have a focus on financial management matters and that all services are delivered within the approved delegated budget.
- Help all enterprises achieve a break even financial position if at all possible.
- Lead the development and submission of annual operating and capital budgets for the enterprises you are responsible for with an emphasis on efficiency and effectiveness of resource allocation.
- Help negotiate service goals and targets with external funding bodies where applicable.

Organisational Development

- Ensure that all services are staffed appropriately, that systems are in place to support professional development and manage performance.
- Ensure all delegated staff are appropriately supervised and supported in their work.
- Ensure a safe workplace for children, families, visitors and staff.

Reporting

- Prepare and submit timely and appropriate reports for the Executive Management Team, Council and relevant funding bodies as requested.

SELECTION CRITERIA

- Demonstrated experience in managing and developing service based business enterprises.
- Demonstrated expertise in business, financial and operational service delivery management.
- Demonstrated experience, at a senior management level
- Knowledge and understanding of Aboriginal and Torres Strait Islander cultures and demonstrated ability to communicate effectively and sensitively with Indigenous people.
- Demonstrated expertise in building high performing teams.
- Demonstrated ability to work independently and in a team in a professional and positive manner with the ability to be tactful, discrete and maintain confidentiality when dealing with matters of a sensitive nature.
- Highly developed written and interpersonal skills in dealing with a range of internal and external customers with a proven track record of meeting deadlines, exercising sound judgment and initiatives
- Demonstrated experience to meet the requirements of the key performance indicators

OTHER REQUIREMENTS

- Tertiary qualifications/demonstrated extensive experience in business management, financial management or other relevant discipline.
- Demonstrated high level of proficiency in the use of desktop software applications
- Experience working and living in remote areas and/or aboriginal communities would be highly regarded.
- A Police Clearance
- Queensland Open Drivers Licence

KEY PERFORMANCE INDICATORS

Focus	Key Performance Indicators	Key Performance Measures
Effectively manage the operations of Council's Commercial Business Enterprises	<ul style="list-style-type: none"> • Ensure that Businesses operate efficiently and effectively • Services must meet the needs of customers 	<ul style="list-style-type: none"> • Community and customers are satisfied with the services provided • Systems and processes are efficient and staff are trained to use them • All operations comply with Council policies and procedures • Operational plans and programs of priorities exist for all business areas
Implement best practice operating models	<ul style="list-style-type: none"> • Business enterprises have positive reputations • Systems improvements are a key focus 	<ul style="list-style-type: none"> • Operating systems are based on proven high quality business processes • Research is undertaken into system and technology improvements • An investment and improvement forward program exists
Funding Applications and Acquittals	<ul style="list-style-type: none"> • Sustainable finances to support operations. 	<ul style="list-style-type: none"> • Submission of high-quality funding applications in line with Council's budget and operational plan • Timely completion of funding acquittals • Ensuring grant funding is expended as per the funding agreements
Financial Management	<ul style="list-style-type: none"> • Ensure the Business Enterprise department operates within the allocated budget. 	<ul style="list-style-type: none"> • Ensure the skills exist in each service delivery enterprise to effectively manage the financial elements of the business • Manage each business within the parameters of allocated budgets • Ensure all decisions including investment decisions are made giving consideration to financial and budget outcomes

CORPORATE RESPONSIBILITIES

Policy and Procedural Responsibilities

Be aware of, and act in accordance with all council policies and procedures.

Code of Conduct

Adhere to behaviours, responsibilities, and actions identified within Council's Code of Conduct. Staff not adhering to the Code of Conduct will be subject to disciplinary action.

Work Health and Safety

Comply with all work health and safety legislation, codes of practice and procedures. Use appropriate protective clothing and equipment.

Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.

GENERAL

- All employees should start no later than the assigned time and preferably arrive at least five (5) minutes prior for the purpose of setting up their work area;
- All employees should notify their immediate supervisor within 30 minutes of their start time in the event of an unplanned absence.
- Tasks allocated to this position shall be performed to a high standard, in accordance with procedural guidelines and timeframes, and with efficient and effective utilisation of resources
- Duties shall be carried out in accordance with accepted industry standards, compliance with various legislative requirements, standards and Council policies, procedures and local laws
- The employee shall show a spirit of cooperation towards their supervisor/s, other employees and the achievement of Council's aims and objectives;
- It is a requirement that all Council employees maintain a current manual "C" class driver's licence at all times where driving forms part of regular work activities.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Chief Executive Officer.
Internal Liaison:	Chief Executive Officer, Executive Managers, Councillors, and all Kowanyama Aboriginal Shire Council employees.
External Liaison:	Local Government Association of Queensland (LGAQ), Federal and state government agencies, statutory authorities, union organisers, members of the community and other key stakeholders.

MANDATORY REQUIREMENTS

- Possession of a "C Class Drivers Licence
- Relevant Tertiary qualification and or experience
- Maintain a clear Police Check

POSITION DESCRIPTION AUTHORISATION

This position description is subject to change from time to time as Kowanyama Aboriginal Shire Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion and agreement with the position incumbent.