

JOB DESCRIPTION FORM			
Job Title:	Business Systems Manager	Hay Grade	
Department/Group:	Administration	Location:	Australia
Reporting to:	CFO	Position Type:	Full time
HR Contact:		Date posted:	
Current Job holder:		Start Date:	

Knauf commitment - “Working together to be our Customer's Best Supplier”

1. SUMMARY OF OVERALL JOB ASSIGNMENT

This role is responsible for:

- Develop strategy to align the business systems with the organisation’s strategic objectives.
- Working closely with the MD and CFO, turn the strategy into an action plan and execute the plan.
- Identify and leverage new and emerging technologies to provide a competitive advantage.
- Managing ad-hoc technology projects including systems upgrades, integrations and migrations.

2. MAIN ACTIVITIES / RESPONSIBILITIES

Immediate Projects Priorities:

- Develop business systems vision, strategy and business case.
- Moving from Lotus Notes to new database and integrated workflow solutions.
- Replacement of Shop Floor Control (SFC) System with a new world class solution.
- Develop Business Warehouse (BW) Reporting Structure and capabilities.
- Online web based platform for all organisational policies and procedures.
- EDI solutions for deeper customer integration.

Strategic alignment

- Engage with MD and Executive team to sign off the vision, strategy and business case
- Coordinate system projects using current project management methodologies.
- The Business Systems Manager is responsible for the optimal regional configuration of SAP whenever system changes are required; this ranges from identifying and implementing regional improvements through to coordinating the major upgrades from Knauf head office.
- Process designs must align to business activities; sometimes, refining the business activity itself is the optimal outcome for reasons of system limitations or improved consistency of business outcomes from lower risk simplified processes. To achieve this, the Business Systems Manager must be able to communicate and influence the business to change.

Process design

- The Business Systems Manager will use a range of tools to ensure the design is optimised including discussions with business area owners, knowledge of SAP, investigation and research of SAP both independently and through KIS, sound commercial acumen and a strong understanding of financial controls and corporate governance.
- The Business Systems Manager will maintain appropriate process design documentation.

Master Data Configuration

- The Business Systems Manager will ensure that Master data is well defined and consistently maintained by developing data dictionaries explaining the fields used by Knauf Plasterboard Australia, their purpose, acceptable ranges and each field's impact on Knauf's processes.

Testing

- Assess the level of risk in implementing any refined process and ensure that appropriate testing is conducted, minimising the risk of business disruption from the change in process.
- Test documentation including test scripts and results must be retained as part of system documentation.

System Documentation

- Establish and maintain a central framework to capture regional system documentation.
- Populate and maintain system documentation, creating a quality up to date reference source, including user guides, process maps and data dictionaries.

Training

- Plan, develop, document and execute training programs for new processes.

Implementation

- Plan, coordinate and closely monitor cutover to new systems and processes.

Process monitoring

- Establish methods to monitor process health, ensuring that when process outcomes vary beyond expected norms, swift problem identification is undertaken along with the appropriate corrective actions.

Reporting

- Foster the use of SAP Standard Reports.
- Improve adoption of Business Objects/Business Warehouse.
- Streamline month end reporting.

Other

- Review and develop in consultation with Knauf IS (KIS) and implement and manage information systems to ensure compliance with Group Controlling and KIS requirements
- Acts in accordance with Knauf policy and procedures and strictly within limits of Authority
- Other duties and activities as assigned from time to time

3. MINIMUM COMPETENCIES REQUIRED FOR THE JOB

Professional and/or technical competencies:

- IT or systems relating degree essential.
- CPA/CA desired
- Advanced SAP and Business Objects/Business Warehouse experience essential
- Previous exposure to a manufacturing environment
- Strong understanding of accounting information systems, financial accounting and compliance issues

Behavioural and/or managerial competencies:

- Takes personal accountability for the results
- Takes ownership of tasks & exhibits strong time management skills
- Self-starter with a “Can do” attitude
- Strong interpersonal / communication skills
- Commitment to the corporate culture and values
- Outcome focused and determined to succeed in an ever-changing environment
- Positive attitude and positive orientation towards the business, its objectives and its customers
- Ability to critically review & provide “sense” check on numbers
- Enjoys undertaking “change management” process & aspires to be a leader
- Enjoys being part of a team & exhibits strong team based values
- Highly skilled in written and verbal communication

Linguistic skills: English

<i>Languages :</i>	<i>Basic knowledge</i>	<i>Moderate</i>	<i>Professional Proficiency</i>	<i>Bilingual</i>
1) English	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DATE OF VALIDATION:

Job Holder Name:	Supervising Manager Name:
Signature:	Signature:

Date Produced:

Authorised by: