



POSITION DESCRIPTION

Position: Business Manager (SUP.49)
Reports To: Head of Division, Strategy and Support
Classification: Band E

CANCER COUNCIL VICTORIA

Every year, more than 30,500 Victorians will be diagnosed with cancer, and nearly 11,000 will die from cancer. The number of cases will increase as our population grows and ages. Survival will also improve as we get better at [early detection](#) and [treatment of cancer](#).

Since our establishment in 1936, [Cancer Council Victoria](#) has developed an international reputation for our innovative work in [cancer research](#), [prevention](#) and [support](#). As an independent, not-for-profit organisation, we play a leading role in reducing the impact of all cancers on all people.

Our people work and volunteer at Cancer Council Victoria to contribute to an organisation that makes a real difference in people's lives and is valued by the community we serve. In return we are proud to foster a culture that supports individuals to reach their full potential, in an environment that reflects our values of **Excellence, Integrity and Compassion**

DIVISION / UNIT / TEAM SUMMARY

The Strategy and Support Division works directly with people, clinicians, researchers and policymakers. Our purpose is to reduce inequities and improve outcomes for all people affected by cancer, now and into the future. Our division comprises of Cancer Information and Support Services, Research Governance and Optimal Care, Cancer Strategy, the McCabe Centre for Law & Cancer, Marketing and Communications and the Business Management Unit.

We achieve our purpose by:

- Empowering people by delivering trusted, evidenced-based information, training and support
- Promoting optimal cancer care pathways to improve the patient experience
- Using evidence to investigate and evaluate policies and programs to support people affected by cancer
- Funding extramural cancer research of greatest impact and increasing investment into cancers with lowest survival
- Influencing law and policy through advocacy, research, training and capacity building
- Collaborating with partners in Australia and across the world to influence policy change and reduce system inequities

The Business Management Unit ensures optimal operational functions and collaboration across the Division, and with other enabling service providers, through continuous process and systems improvement.

POSITION SUMMARY

Reporting to the Head of Division, the Business Manager is a key role in driving operational effectiveness across the Strategy and Support Division.

Leading a dedicated team of staff, the Business Manager works in partnership with the Senior Leadership Group, managers and divisional teams to identify and define business needs and opportunities. The role builds business capability, ensuring highly effective business operations and supports compliance with business processes and reporting. The role collaborates with Cancer Council enabling service providers to support strategic projects and to drive operational efficiencies.

RESPONSIBILITIES

Vision and Leadership

- Lead the development and implementation of processes and tools for business operations, planning, compliance and resource management
- Champion the implementation of change management activities for organisation wide Enabling Strategy projects
- Foster an environment of collegiality and collaboration including sharing of best practice within and across the Division
- Lead and manage the division business management team, including monitoring progress against priorities, conducting performance reviews and recruitment
- Lead, inspire and motivate staff and volunteers to drive engagement, sustainable performance, deep collaboration and accountability to results
- Demonstrate Cancer Council values and support and encourage employees to apply the values of Cancer Council to the work that they do

Business and Operations Development

- Drive efficiencies and capacity building for whole of Division administrative and operational procedures, systems and processes
- Contribute to divisional strategic planning and financial management activities
- In collaboration with program managers, develop and monitor data collection and reporting systems that will inform program and service development
- Support division-wide legal and contract management compliance
- Contribute to risk analysis and risk management, including coordinating risk management processes with the Head of Division
- Oversee the management of business enquiries from other Divisions and external stakeholders

Capacity Building and Collaboration

- Foster strong relationships with other aligned roles across all Divisions to lead and share best practice to contribute to efficiencies in administrative and operational processes
- Work closely with Corporate Services and People, Leadership and Teams Divisions to support Divisional policy and process compliance

Such other duties as directed and consistent with an employee's level of skill, competence and training.

KEY SELECTION CRITERIA

Essential Criteria

Qualifications, Experience, Knowledge and Skills

- A degree or equivalent qualification in business and/or substantial experience in a similar role managing business and administrative operations
- Proven capacity to introduce and embed new ideas and approaches into existing working practices, together with a strong ability to adapt to change
- Experience building and leading highly effective teams to operate in a fast-paced environment
- Substantial experience in the use of business systems including databases; providing data analysis and reporting
- Strong communication and interpersonal skills, to ensure highly effective relationships with stakeholders at all levels
- Highly effective skills in building capabilities through training and mentoring
- Demonstrated track record in developing, managing and evolving business systems and processes to maximise operational efficiency
- Demonstrated ability to support a culture of quality improvement and innovation
- Advanced skills in office-based computer packages, such as Word, Excel, PowerPoint, Access, etc

Desirable Criteria

- Experience working in a health, community or not-for-profit organisation
- Experience working with Salesforce CRM

Special Requirements

- Non-smoker
- Right to work in Australia
- Satisfactory completion of National Police Check