

POSITION DESCRIPTION	
<b>Title:</b>	<b>Business Performance and Development Manager</b>
<b>Group:</b>	<b>Council Sustainability – Business and Investment Team</b>
<b>Reports to:</b>	<b>Manager Business and Investment</b>
<b>Grade:</b>	<b>19</b>
<b>Position Allowances:</b>	<b>Nil</b>
<b>Hours:</b>	<b>35 Hours Per Week</b>
<b>Number of Direct Reports:</b>	<b>Nil</b>
<b>Number of Indirect Reports:</b>	<b>Nil</b>
<b>Vehicle:</b>	<b>Yes</b>
<b>Position Code:</b>	<b>63008</b>
<b>Pre-placement Medical:</b>	<b>Low Risk – Not required.</b>
<b>National Police History Check:</b>	<b>Not Required</b>
<b>WWCC Check:</b>	<b>Not Required</b>
<b>Date Developed:</b>	<b>March 2018</b>
<b>Date Reviewed:</b>	<b>October 2020</b>
Position Purpose	
<p>This role is responsible for monitoring and improving the performance of Council's businesses and other commercial activities. This includes the development and implementation of business plans, the progression of a range of Council's commercial activities and the assessment of possible new business opportunities for Council. The role also supports other managers and stakeholders within Council to ensure that all areas operate in a commercially viable manner to achieve financial sustainability.</p>	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><b><u>Essential:</u></b></p> <ul style="list-style-type: none"> <li>Degree in Business/Finance/Accounting or related field or equivalent extensive experience.</li> </ul>	

- Demonstrated experience in successfully developing and managing commercial enterprises in a competitive business environment to deliver financially sustainable outcomes.
- Experience in business development and project management.
- Demonstrated experience in providing innovative alternative solutions to complex problems.
- To develop and maintain strong workplace relationships with a focus on collaboration to achieve identified targets and measurable outcomes.
- Ability to manage projects/programs including staff, consultants and contracts as well as budget, outcomes and deliverables.
- Ability to identify new market opportunities and develop plans for effective implementation.
- Extensive experience in building successful business and financial plans and effective commercial strategies.
- Current Class C Drivers Licence.
- Demonstrated experience in development and review of quality management systems or other business improvement systems.

**Desirable:**

- Experience working in Local Government on commercial activities.

## **Main Activities/Tasks**

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

Oversee the operating of the Shellharbour Beachside Holiday Park including guidance to Park Manager on all financial and other reporting requirements.

- Identify and pursue business opportunities for the Shellharbour Airport, Shellharbour Beachside Holiday Park, The Links Shell Cove and other businesses within the Council.
- Manage business planning and develop the future management frameworks for the Shellharbour Airport, The Links, Shell Cove, the Shellharbour Beachside Holiday Park and a range of other Council enterprises.
- Progress the development of business activities within Council.
- Identify opportunities for continuous improvement across Council.
- Provide support and assistance to the Director Council Sustainability and Manager Business and Investment on Council's commercial and business activities, as required.
- Assist in the preparation of all documentation relating to Council's commercial activities, including leases, licenses and other agreements.
- Participate in the planning and implementation of the Council's corporate objectives.

- Ensure that Council's business operations are consistent with the objectives contained within the Community Strategic Plan (CSP).
- Monitor, review and report on projects and other work, as required.
- Attend Council and other meetings to provide reports and receive guidance in order to fulfill the requirements of the role.
- Manage the financial operations of Council's businesses by:
  - Ensuring at all times appropriate financial plans and budgets are in place.
  - Timely and accurate reporting is achieved.
  - Statutory obligations are met.
  - Capital and recurrent expenditure is reviewed and evaluated.
  - The efficiency of financial processes is monitored and improved.
- Identify grant funding opportunities and participate in the preparation of grant applications to assist in the continued development of Council's infrastructure.
- Maintain a high level of customer service consistent with Council's expectations.
- Develop and review procedures for efficient operations and continuous improvement.

#### **Work Health & Safety**

- Required to take reasonable care of self and others in the workplace.
- Cooperate with all health and safety policies and procedures agreed to by management and staff.
- Report any unsafe conditions that are identified.
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

#### **Accountability and Behaviours**

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.
- Contribute to a positive organisational culture.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

#### **Organisational Values**

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.

- Apply and demonstrate the four principles that together form the focus of the organisation, namely the 4C's: Community, Councillors, Customer and Council.