



Department of Biodiversity,
Conservation and Attractions

**ROTTNEST
ISLAND
AUTHORITY**

Job Description Form

Position Details

Position Title: Business Improvement Manager	Position Number: RIA3157320	Level: 6
Division: Rottnest Island Authority	Branch: Corporate Services	Section: Corporate Advisory
Employment Agreement: PSA 1992/ PSCA 2024	Location: Fremantle (commuting to Rottnest Island as required)	Effective Date: 16 January 2026

Our Values

Our values drive the way we make decisions, interact with each other, and work together to achieve results.



Reporting Relationships

Position Title Manager Corporate Advisory	Level/Grade 7	⇐	Position title Risk Advisory and Governance Manager	Level 6
			Work Health & Safety Manager	6
Responsible to			Facilities, Fleet & Insurance Officer	4
This position				

Officers under direct responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Business Improvement Officer	5	

About the Role

The Business Improvement Manager leads the agency’s business improvement portfolio, contributing to the strategic roadmap, governing delivery, and ensuring benefits realisation. The role provides leadership in change management, stakeholder engagement, and continuous improvement, while supervising the Business Improvement Officer and coordinating resources to achieve measurable outcomes.

Individuals undertake their duties and responsibilities in accordance with the department’s [Code of Conduct](#), policies and procedures, and relevant Government legislation.

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Responsibilities

- Develop and manage the agency's business improvement plan, prioritising initiatives and ensuring they support organisational strategy.
- Lead and govern the design, development, implementation and reporting of improvements to business processes, systems and frameworks, ensuring alignment with agency strategy and stakeholder expectations.
- Provide strategic analysis and insights to inform decision making, including reviewing project performance and identifying opportunities for continuous improvement across the organisation.
- Oversee and manages project interdependencies at a portfolio level, proactively engaging senior stakeholders and resolving complex issues, and ensuring risk and resource alignment.
- Drive organisational change by championing improvement initiatives, and applying best practice change management principles to achieve sustainable outcomes.
- Establishes and maintains effective communication channels with project teams, internal and external stakeholders to support collaboration and transparency. Manage allocated resources and the Business Improvement Officer to ensure efficient delivery of improvement initiatives
- Prepare and present Executive, Board and Ministerial papers or presentations.
- Undertakes other duties as directed.

Selection Criteria

Applicants should address the following essential criteria. These should be addressed in no more than three (3) pages in total. Desirable criteria will be assessed as required.

Essential

1. Demonstrated experience in leading and governing business improvement programs, including developing strategic plans and delivering measurable outcomes.
2. Proven ability to lead and coach staff, ensuring quality delivery and capability development.
3. Highly developed strategic thinking, conceptual and analytical skills, with the ability to provide high level advice and insights to senior stakeholders.
4. Excellent oral and written communication skills, including the ability to prepare and present complex documentation such as Executive, Board and Ministerial papers.
5. Proven skill and experience in change management and stakeholder engagement, with the ability to influence and drive organisational change.
6. Strong project and portfolio management skills, including the ability to prioritise initiatives, manage interdependencies and mitigate risk in a complex environment.
7. Applies and promotes the principles of work health and safety, equity and diversity in the workplace.

Desirable

8. Experience in strategic advisory, organisational change, or professional services consulting, with a focus on business improvement and transformation.
9. Relevant qualification in business management or related discipline, and/or formal training in continuous improvement methodologies (e.g Lean Six, Sigma, Agile).

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10. Familiarity with benefits realisation frameworks, governance, and performance measurement in a complex organisational environment

Behaviour Expectations [Leadership Expectations](#) provides a common understanding of the mindset and expected leadership behaviours for all public sector employees. The expected behaviours for this role is [Leading Others](#).

Other position-related information (only relevant ones will be populated)

Position Status - Permanent <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No FTE: 1.0
National Police Check <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No For more information refer to the department’s guidelines on National Police checks .
Current WA Driver’s Licence or equivalent (only specify yes if a drivers licence is required for appointment to the position) <input type="checkbox"/> Yes <input type="checkbox"/> No
Medical Assessment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Working with Children <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If this position works with children, refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/
Allowance and Special Conditions <input type="checkbox"/> District Allowance <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Ranger Leave (Rangers only) <input type="checkbox"/> North West Leave <input type="checkbox"/> No Fixed Hours (Rangers only) <input type="checkbox"/> Other (Please specify)

Certification

The details contained in this document are an accurate reflection of position.

Division Head	A/Executive Director
Signature: 	Signature: 
Date: 16 January 2026	Date: 16 January 2026