



Job Description Form

Business Manager

Position Number:	100213-100214	Portfolio:	Approvals
Classification:	Level 6	Reports to:	Lead Business Manager, L7
Location:	Joondalup	Direct Reports:	Nil

Description

The Business Manager provides across agency support to Senior Leadership, implementing business improvement initiatives, business planning, budgetary management, service development and capacity building activities across the directorate.

Responsibilities

In context of above description, the role:

- Supports Senior Leadership in planning and managing directorate operations and resources.
- Assists directors and managers across the agency to deliver business outcomes.
- Coordinates business planning, performance reviews and reporting.
- Oversees directorate budget management and financial reporting.
- Prepares reports, briefings and correspondence on directorate matters.
- Provides central coordination between branches and other directorates to support consistent service delivery.
- Delivers key business improvement initiatives aligned with corporate priorities.
- Advises managers on effective management practices to strengthen accountability and performance.
- Reviews policies, processes and practices to identify opportunities for improvement.
- Promotes continuous improvement, customer focus and innovation across the agency.
- Maintains awareness of business management, governance and sector trends.
- Undertakes policy development and review on behalf of the Executive Directors.
- Supports workforce planning, capability building and training needs analysis across directorates.
Undertakes additional duties as required within the skills and scope of the position capabilities and departmental needs.

Our people, our leaders, our values

At DWER, every employee is a leader. To support this, we have established clear [Leadership Expectations](#). For this role, you will be a [Personal Leader](#). Demonstrating the expected behaviours is crucial and aligned with the role's requirements.

Our culture is shaped by our [values](#). All employees are expected to uphold equity, diversity and inclusion, work health and safety, and ethical principles in all aspects of their work. This includes demonstrating cultural responsiveness by valuing diverse perspectives and contributing to culturally safe, inclusive, and trusted services – particularly for Aboriginal people and communities.

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Work Related Requirements

Read these requirements in context of the above contents.

1. You have substantial operational experience and demonstrated strategic capability, applying your knowledge and judgement to deliver high-quality outcomes aligned to the responsibilities of the role and the agency's priorities (*you deliver on high-leverage areas*).
2. You have experience in public sector financial management and budget preparation, using analysis, evidence and sound decision-making to manage resources responsibly and support effective planning (*you think through complexity*).
3. You have well-developed conceptual, analytical and problem-solving skills that enable you to interpret information, respond to emerging issues and adjust your approach as operational needs evolve (*you lead adaptively*).
4. You have the ability to apply innovative and solution-focused thinking, contributing as a change agent and supporting whole-of-agency improvements by recognising emerging issues and adopting approaches that strengthen service delivery (*you dynamically sense the environment*).
5. You have high-level oral, written and interpersonal communication skills that enable you to collaborate effectively, share information, and build strong working relationships to achieve collective outcomes (*you lead collectively*).
6. You have a proven ability to build, influence and maintain strong business relationships and networks, supporting others and contributing to high-quality, client-focused service delivery (*you build capability*).

Special Requirements

The department will conduct a national police check before offering employment.