



Job Description Form

Strategic Business Manager Finance

Position Details

Position Number: 012681
Classification: Level 7
Award/Agreement: Public Sector Award and Agreement
Organisational Unit: Housing Policy and Development / Portfolio and Asset Services / Portfolio Performance
Location: Perth Metropolitan Area
Classification Date:
Effective Date: May 2026

Reporting Relationships

This position reports to:

Manager Portfolio Performance, 015818, Level 8

Positions under Direct Supervision:

This position may supervise a small team.

Role Statement

This position has the following key responsibilities:

- leads and manages the delivery of financial information and reporting for remote communities;
- supports the Manager Aboriginal Housing Central by managing the development, analysis, improvement and administration of financial management systems, and monitoring, evaluation and reporting processes, and
- forges strong business relationships and ensures that the Department's executive and agreement partners receive clear, accurate and timely information and recommendations to support decision making and long-term planning.

Position Duties and Responsibilities

1. Performance Management and Reporting

- 1.1 Manages data, processes and systems relevant to Directorate activities and performance, and the analysis and release of information and reports.
- 1.2 Manages financial information and reporting for the Directorate, including budgets, forecasting and compliance with relevant standards and policies.
- 1.3 Directs the development of financial and statistical reports, and related information on Directorate performance in compliance with departmental, State and Commonwealth reporting obligations.
- 1.4 Monitors and analyses financial and business performance of the Directorate against project and program targets and priorities, including capital works and housing management delivery.
- 1.5 Identifies opportunities for framework, process and performance improvement and makes recommendations to guide improved delivery.
- 1.6 Performs acquittals as projects and agreements close, in line with relevant funding agreements and standards.
- 1.7 In conjunction with the Strategic Business Manager - Delivery, develop and implement a Performance Management framework for the business, and State and Federal Agreements.

2. Systems Development and Management

- 2.1 Manages Directorate specific systems.
- 2.2 Manages data capture and analysis to realise efficiencies and promotes decision-making capabilities.
- 2.3 Identifies and manages data, analysis, reporting and system improvements to meet stakeholder needs, planning outcomes and agreed outputs.
- 2.4 Provides expert advice on remote communities system's needs.

3. Relationship and Team Management

- 3.1 Leads and manages staff toward effective delivery of financial management, information and reporting.
- 3.2 Builds and maintains effective relationships with Directorate and Department managers, corporate support areas and external stakeholders to understand, prioritise and improve their operational practice, process and reporting requirements.
- 3.3 Consults and negotiates with stakeholders at all levels to develop and effect changes to processes, systems and performance.
- 3.4 Provides expert advice and guidance to key stakeholders in relation to the use and interpretation of data, information and reports, and to inform strategic decision-making and departmental planning.
- 3.5 Represents the Directorate and Department at meetings and conferences.

4. General Management

- 4.1 Contributes to the leadership and management of the Directorate by participating in branch planning and delivering effective outcomes.
- 4.2 Undertakes research, projects, Ministerial responses and other priority tasks as required.
- 4.3 Applies and promotes the principles of equity, diversity, Work Health and Safety in the workplace and behaves and manages staff in accordance with relevant standards, values and policies.

Corporate Responsibilities

1. Exhibits accountability, professional integrity and respect consistent with the Department's Values, the Code of Conduct, and the public sector Code of Ethics.
2. Actively participates in the Department's performance development process and pursues professional development opportunities.
3. Participates in emergency or critical event response management duties as required.
4. Undertakes other duties as required.

Work Health and Safety Responsibilities

All Employees (and Volunteers / Trainees / Contractors)

1. Take reasonable care for your own health, safety and wellbeing at work, and that of others who may be affected by your actions or omissions; and comply and cooperate with safety and health policies, procedures and applicable legislated requirements.

Supervisors (if applicable)

2. In addition to the Employees WHS responsibility, ensure as far as practicable, the health, safety and wellbeing of staff under your supervision through the provision of a safe workplace in accordance with health and safety legislation.

Essential Work-Related Requirements (Selection Criteria)

1. Well-developed leadership and team management skills.
2. Substantial experience in data analysis and the use of information reporting software applications, particularly in terms of evaluating financial performance, preparing budgets and developing management reports.
3. Demonstrated ability to analyse and interpret information for the provision of advice and reports that contribute to the overall strategic management of an organisation.
4. Strong interpersonal skills, including consultation, negotiation, and the ability to identify and maintain business and customer relationships.
5. Excellent written expression skills, with the proven ability to prepare complex reports and convey information clearly.

Desirable Work-Related Requirements (Selection Criteria)

1. Qualifications and/or equivalent experience in a relevant discipline.
2. Knowledge of Aboriginal Housing issues.

Essential Eligibility Requirements / Special Appointment Requirements

1. Appointment is subject to a satisfactory Criminal Record Check conducted by the Department.
2. Candidates possessing international qualifications must provide assessment by the Overseas Qualification Assessment Unit (OQU) from Department of Workforce Development and Training WA or OQU assessment from another state for approval as an equivalent by the Executive Director, Department of Commerce.