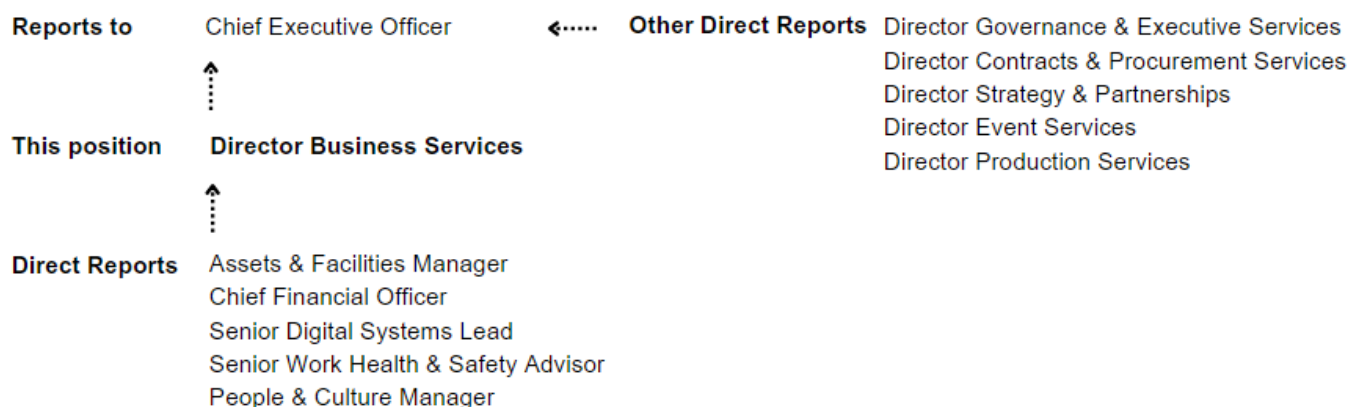


Director Business Services

16648

Level	Level 8	Agreement	Public Sector CSA Agreement 2022
Directorate	Business Services		
Team	Business Services		
Location	Perth Metro Venues		



Purpose

The **Director Business Services** leads, directs and coordinates the support functions critical to the Arts and Culture Trust's (ACT) operations. The Business Services directorate is responsible for financial management, digital systems, people and culture, workplace health and safety and asset and facilities management to support and build capacity of all areas of the ACT. The Directorate works in close collaboration with the Department of Local Government, Sport and Cultural Industries in a shared service delivery model.

Responsibilities

1. Provides leadership to the team by modelling the ACT's values in all interactions to foster an innovative, adaptable and resilient culture.
2. Participates as a member of the Corporate Executive Team, having shared responsibility for the formulation of ACT's direction, policies and strategies.
3. Directs and manage multi-disciplinary teams including finance, digital systems, people and culture, workplace health and safety and assets and facilities management functions.
4. Lead and ensure the ongoing delivery, reporting and improvement of organisational support services for both business success and compliance outcomes.
5. Actively contributes to strategic, operational and business planning activities as well as performance monitoring.
6. Is the Executive Sponsor of the ACT's Culture Program and leads the ACT's Performance Development Planning process.
7. Leads, evaluates and delivers on major corporate projects.
8. Supports change management strategies required to achieve organisational objectives.
9. Provides leadership to the Directorate to achieve ACT's objectives and deliver a customer service focussed Business Services function.

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10. Drives the financial management function and budgeting cycle for the ACT and ensures analysis of financial performance and identification of improvements.
 11. Delivers assets and facilities that are fit for purpose, deliver a positive workplace experience and enable a high performing work environment.
 12. Partners with the business to identify and manage risk including commercial, contractual, operational and other exposure while encouraging opportunity and innovation.
 13. Develops long term human resource business plans for the organisation that build capability and culture to deliver the ACT's strategic outcomes.
 14. Strategic oversight and delivery of all property, building asset and lease management.
 15. Leads insight and advice on trends and issues related to workplace and asset management and incorporates information into strategic workplace planning activities.
 16. Leads and manages ACT's physical security framework and facility access control to ensure safety and security of people, assets and information.
 17. Ensures reporting obligations are met.
 18. Provides management support to ACT in all areas of Workplace Health and Safety.
 19. Directs matters relating to the development and implementation of quality safety services.
 20. Leads, champions and represents Executive in developing, implementing and monitoring safety and wellbeing drivers for the organisation, including psychosocial wellbeing.
 21. Directs the strategic actions in the WHS Management Plan.
 22. Leads the management of the Service Level Agreement with DLGSC, pursuing opportunities for service improvement and proactive relationship management.
 23. Maintain appropriate and effective relationships with relevant government agencies such as the Department of Treasury.
 24. Contributes to the overall customer experience by managing activities relating to people and culture, financial management, assets and ICT systems to provide a reliable, customer-focused and efficient service that meets the needs of stakeholders.
 25. Other duties as required that fall within the parameter of the position.

Compliance and Legislative Knowledge

1. Complies with the Code of Conduct, policies and procedures and relevant appropriate legislation; and
2. Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

Work Related Requirements

Essential:

1. High level skills, knowledge and experience leading a corporate support or business services function, including demonstrated leadership capacity.
2. Inspires a sense of purpose and direction and focusses strategically by establishing goals that align with the organisation's strategic direction; harnesses information; considers opportunities and risks and identifies innovative solutions.
3. Achieves results by building effective teams and creating a flexible environment that enables people to meet changing demands; Implements continuous improvement activities; Adopts a planned approach to the management of work and projects; Drives a culture of achievement by ensuring ideas become actions that result in expected outputs.
4. Builds and sustains productive relationships with a diverse range of internal and external stakeholders; Facilitates cooperation and partnerships and resolves conflicts effectively; Drives a culture which uses diversity to foster innovation and embraces high quality customer service.
5. Exemplifies personal integrity by adhering to and promoting ACT's values and Code of Conduct; Provides impartial and forthright advice, making tough corporate decisions and standing by them; Commits to actions and displays resilience in achieving them; Demonstrates self-awareness and commits to personal development.

6. Communicates confidently, clearly and accurately both orally and in writing; Listens to, understands and adapts their style to their audience; Negotiates persuasively, addresses disagreements and ensures negotiations remain on track.
7. Engages and motivates employees and develops their capability and potential; models and encourages a culture of continuous learning and leadership; engages in strategic workforce planning and strategic resource utilisation to meet organisational goals; and supports, promotes and champions change, leading employees through change processes to build support and commitment.

Desirable:

1. Knowledge and understanding of Public Sector policy, legislation and regulations.
2. Knowledge and experience working in a statutory authority and/or within the arts and culture sector.
3. Knowledge and understanding of WHS legislation and guidelines
4. Knowledge and understanding of the Financial Management Act.
5. Tertiary qualification in Business Management, Information Technology, Risk Management, Human Resources or a related discipline or significant senior level experience.

Other Requirements:

Nil

Qualification and License Requirements

N/A

Organisational Purpose	To grow and support Western Australia's cultural and creative industries through the optimisation of our venues and activation of spaces
Directorate Purpose	Business Services - Ensures that the right resources are in place to deliver. Effective management of SLA with DLGSC. Delivers seamless systems and technology.
Team Purpose	N/A
Position status	Permanent/full-time
Last updated	