

BUSINESS MANAGER

POSITION DESCRIPTION

ROLE DETAILS

Position	Business Manager
Team	Corporate
Reports To	Corporate Director
Salary Range (Level)	\$87,500 to \$107,972 plus (plus 10% superannuation) – APS 6 equivalent
Direct Reports	Nil
Employment Type	Fixed term (12 months with option to extend) Full Time (37.5 hours per week)
Location	Canberra

POSITION SUMMARY

The Business Manager performs key corporate and governance functions for IPAA ACT, supporting the Corporate Director in the management of the business as both a public company and a membership-based organisation.

KEY RESPONSIBILITIES

GOVERNANCE

- Management of the IPAA National Board, IPAA ACT Board, Council and Corporate Governance Committee - coordination of meetings; drafting meeting papers, minutes and reporting
- Supports the Corporate Director in the delivery of governance functions through development and maintenance of processes and policies, risk management, and other governance issues
- Provides general advice to the Corporate Director and CEO on governance issues as they arise
- Leads the development and implementation of onboarding new staff, with a focus on fit for purpose continuous improvement
- Provides general advice and support to the Corporate Director on human resource issues

KEY SKILLS AND ATTRIBUTES (key selection criteria)

- Demonstrated capacity to provide valuable advice, guidance and support to a leadership team and executive governing bodies
- Demonstrated understanding of good governance practices
- Demonstrated ability to initiate, plan and manage projects to completion
- Demonstrated ability to manage key stakeholder relationships
- Excellent verbal and written communication and presentation skills
- Strong organisation, coordination, and prioritisation skills
- Strong critical thinking and risk analysis skills
- High attention to detail and accuracy

DESIRABLE

- Experience in working with not for profits, with a Board of Directors
- Experience in secretariat or governance roles
- Experience in human resource management

Date	May 2022
Approved by	Caroline Walsh
Position	Chief Executive Officer