

EL 1 - Business Manager

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Company: Department of Defence of Australia

Location: Australia

Category: other-general

\$115,899 - \$130,733 + up to 15.4% superannuation Russell - ACT The Role Navy Headquarters is seeking a motivated, talented, multifaceted individual to perform the role of the EL 1 Business Manager Chief of Staff Navy Headquarters (BM COS NHQ). This position is responsible to manage and provide support to Navy Headquarters, the Office of the Chief of Navy (OCN) and other Navy units as required for unit security, business, administration, business finance and management functions. The successful applicant will need to demonstrate an ability to thrive in a fast-paced environment, have excellent multi-tasking skills, strong abilities to lead, mentor and develop their team and possess a broad range of administrative skills. Applicants should demonstrate their abilities to perform the following functions; Provide high-level specialist and technical advice on finance, human resources (APS and RAN Reserve), contracts, records management and unit security. Interpret, advise and accurately apply policy to achieve business outcomes with a view to identifying strategic risks and opportunities. Perform the role of Assistant Navy Head Resident Unit Manager for Russell Offices and Anzac Park West inclusive of WHS matters. Perform the role of Assistant Defence Accommodation Coordinator (DAC) to manage and coordinate Navy's Canberra based office accommodation. Manage finance corporate and governance functions for all budgets, contracts, and procurements. Manage, implement and oversee the governance and assurance aspects associated with financial and procurement activities. Perform the role of COS NHQ and OCN Security Officer ensuring compliance with the Defence Security Policy Framework. Manage and lead your integrated team with a focus on leadership, mentorship, training and development. Manage COS NHQ Reserve Day Management, APS

human resources and recruitment. In the course of your duties, you are to identify problems, develop solutions and take action as befitting your position and the level of an APS Executive Level 1. Foster good relationships across Navy, other services, groups and Government Agencies. \$115,899 - \$130,733 + up to 15.4% superannuation Russell - ACT

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About our Team The functions performed by the COS NHQ Business Team directly contribute to Outcome 5 - Provide the required enablers and oversight to achieve Navy outcomes. There is a strong focus on governance, compliance, risk management, security and assurance. The COS NHQ Business Team consists of 10 members reporting to the EL 2 Director Business. There are 5 positions reporting directly to the EL 1 Business Manager.

Our Ideal Candidate The ideal candidate will have qualifications and/or experience at

the Executive level relating to the methodology, systems and procedures within the accounting, budgeting and financial systems function. They will have the ability to convert data and information into strategy, have refined and collegiate communication and engagement skills, contract & procurement management skills and expertise; specialist, professional or technical expertise relating APS human resources, knowledge and experience in records management and unit security. Information Pack [Opens in new window](#) Start your application by clicking the begin button.

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