



Position Title:	Business Manager
Role Type:	Part Time
Position Located:	Brisbane
Background	
<p>Palliative Care Queensland (PCQ) is a leading charity and independent peak body representing palliative care providers, consumers and their families and those with an interest in palliative care in Queensland. PCQ was established in 1988 and is a membership-based organisation, supporting the individuals, families, carers, community members, as well as specialist and generalist health care professionals working with Queenslanders experiencing serious illness, dying, death and grief. Collectively, the PCQ membership body holds tremendous knowledge and wisdom about the challenges the sector faces and the opportunities those challenges can bring. PCQ is a founding member of Palliative Care Australia.</p>	
Position Summary	
<p>This position will support the CEO in relation to PCQ business and operations. Particularly in relation to contract and reporting requirements, HR, quality and risk, office and fleet management, as well as partnerships and fundraising.</p>	
Main Tasks and Responsibilities	
<ul style="list-style-type: none">• Oversee PCQ contracts, agreements, and reporting requirements• Work with all Managers to ensure their activity plans meet their contract requirements and they complete their reporting requirements (internal and external)• Develop, implement, and report on the PCQ Operational Plan and ensure operations align to the PCQ Strategic Plan• Work with the Quality and Risk Manager to promote a continuous quality improvement culture in the organisation, ensure all compliance areas are managed, office requirements are in place and risks are mitigated• Work with Managers and the Payroll & HR Coordinator to ensure all HR requirements are managed and completed (including contractors)• Work with Partnerships and Fundraising Manager to ensure a relevant plan is developed, implemented, and reported• Identify funding and cost saving opportunities for PCQ• Work with the Volunteer and Administration officer to ensure PCQ volunteers are managed, and enquiries are tracked, and administration requirements are completed• Lead the implementation of the PCQ Reconciliation Action Plan (RAP)• Oversee the budget and financials in relation to fundraising and operations (including office rent, equipment, supplies, stationary, insurances, fleet and HR)• Work with the CEO on new funding or tender proposals• Demonstrate a strong commitment to a quality culture, implementing standards of excellence and a continuous improvement focus (including contribute towards systems and process improvement)• Other ad hoc support for the team as required within the scope of the relevant award.	



Key Attributes

Essential

- Experience in Leadership roles and management of staff
- Experience in contract management (including reporting) and project implementation
- Highly developed project management skills
- Excellent interpersonal skills with the ability to build strong relationships with key stakeholders
- Highly developed ability to successfully communicate complex information to a wide audience
- Strong understand of Human Resource management systems and requirements
- Post Graduate qualifications and/or extensive experience in a relevant field
- Understanding of risk management, WHS processes, continuous Quality Improvement (CQI) and Standards (Including QIP and Volunteer Standards)
- A strong understanding of the range of lived experiences of people with life limiting conditions and their carers/family and the capacity to inspire people to embrace person and family centered approaches to care
- A shared passion and determination to play a key role in delivering the mission and vision of the organisation
- Previous experience in a similar role

Desirable

- Experience in a membership and/or not for profit health related organisation
- Experience working in a small team environment

Our Inclusivity Statement

Palliative Care Queensland values diversity and is committed to creating an inclusive work environment. Recruitment and selection decisions are based on merit and not affected by irrelevant personal characteristics. We encourage people who identify with any of the following groups to actively seek employment with Palliative Care Queensland: Lesbian, Gay, Bisexual, Transgender, Intersex and Queer (LGBTIQ); Aboriginal and Torres Strait Islander (First Nations); people from Culturally and Linguistically Diverse (CALD) backgrounds and people with disability.

Benefits of working at PCQ

- Salary packaging benefits
- Employee Assistance Program
- A collaborative team environment that encourages new ideas and contributions
- An organisation that promotes an inclusive culture, work-life balance, and flexibility
- Brisbane office is located near public transport (close to central station)



TERMS AND CONDITIONS OF EMPLOYMENT

Requirements:

For acceptance of this position the employee must hold a current:

- National Police Check
- Queensland Blue Card or relevant AHPRA registration
- Right to work in Australia

Evidence of the required documents must be provided during orientation or before.

EMPLOYEE ACKNOWLEDGEMENT (To be signed by the successful candidate)

By signing below the Position Holder confirms:

- Receipt and understanding of the duties required
- Agreement to fulfil the role to the best of his/her ability that he/she is not aware of any pre-existing conditions/impairments that might be affected by or impose limitations on the work to be performed; that failure to disclose any such conditions/impairments will mean ineligibility to claim workers' compensation on those conditions/impairments which subsequently recur or worsen
- Awareness of the requirement for the position

This signed document will be kept on the position holder's personnel file.

Employee Full Name		Signature		Date	
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Position Description (PD) Approved by CEO

CEO Full Name	Shyla Mills	Date	11 June 2021	PCQ PD Code	
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