

Business Manager

Department for Child Protection

*Nurturing happy, healthy kids so they
can grow up safe and reach their full potential.*

CLASSIFICATION:	ASO5	DIRECTORATE:	Multiple
REPORTS TO:	Manager	FTE:	1.0
ROLES REPORTING TO THIS ROLE:	Various		

ABOUT THIS ROLE:

The Business Manager is a role within the Department for Child Protection (DCP) and is accountable to the Manager for assisting with the leadership of a team of staff to coordinate the delivery of a range of efficient administrative support functions, information technology (IT) and Work Health and Safety (WHS) services, human resources processes and documentation, strategic financial management and reporting including physical resources and asset management. The position also contributes to the development, review and implementation of business planning outcomes.

YOU WILL BE ADDING VALUE BY:

1. Manage the quality, timeliness and relevance of the business support services to the core business activities.
2. Set team goals and plans linked to the strategic vision and departmental values, including the review existing work practices, systems and procedures in the pursuit of best business practice.
3. Assist in the development and support of business process improvement and procedures.
4. Analyse local staffing and financial data to provide strategic advice on business operations and risks.
5. Plan and prepare yearly budgets, salary estimates, cash flow and monthly expenditure reporting requirements.
6. Develop and maintain appropriate systems and procedures governing revenue and expenditure, including relevant financial reporting systems and procedures.
7. Analyse financial reports and preparation of monthly income and expenditure reporting requirements.
8. Monitor compliance against established accounting standards and prepare capital and minor works documentation.
9. Provide HR advice to staff within the Office, establish and maintain working linkages with agency Human Resource Unit on policy and procedural matters.
10. Oversee the preparation of employment contracts, payroll documentation and bonafide reports.
11. Investigate Office workforce data and provide accurate and timely workforce reports and statistics.
12. Manage physical resources effectively and efficiently in keeping with the agency Greening objective and assets in line with agency policies
13. Arrange security, cleaning and maintenance services to the level required within contract.
14. Maintain IT systems within the Office in conjunction with Corporate IT staff and coordinate resolutions to hardware and software problems within the Office.
15. Adhere to appropriate IT systems security and data recovery protocols.
16. Oversee the servicing and appropriate maintenance of fleet Vehicles in line with agency policies.
17. Any other responsibilities in line with the classification level of the role as assigned by Line Manager and/or the Department. The responsibilities as specified above may be altered in accordance with the changing requirements of the role.
18. Contribute to maintaining a safe and healthy work environment by taking personal accountability by identifying and reporting incidents, hazards, and injuries in accordance with DCP policy & procedure and cooperating and complying with reasonable instructions of DCP line management and WHS Officers.



WHO YOU WILL WORK WITH:**Internal**

- Manager (direct line manager)
- Management and staff within the office and across Department for Child Protection

External

- Other government and non-government organisations

QUALIFICATIONS**Essential:**

- Nil

Desirable:

- A tertiary qualification in a relevant field

YOUR CAPABILITIES:

- Ability to develop effective working relationships, and provide advice and communicate effectively with management, staff at all levels and with a diverse group of individuals.
- Proven experience in the planning, preparation and reporting of budget allocations, with knowledge of government accounting standards, policies, and practices.
- Demonstrated ability to work effectively to achieve positive business results by delivering effective outcomes, including displaying competence, initiative and sound judgement to identify service delivery improvement and opportunities, analyse and solve complex problems, and meet deadlines.
- Experience in reviewing existing work practices, systems and procedures in pursuit of best practice opportunities.
- Demonstrated ability to communicate effectively verbally and in writing at all levels, including providing expert advice and reports, conducting successful negotiations, resolving conflict and facilitating the achievement of positive business results.
- Demonstrated knowledge and commitment to promoting and creating a safe and inclusive work environment

OUR COLLECTIVE RESPONSIBILITIES

- Maintain accurate and complete records in accordance with the *State Records Act 1997* and departmental policies, procedures and practice guidance.
- Understand and follow the requirements of confidentiality within the *Children and Young People (Safety) Act 2017*, and whole of government and DCP policies, procedures and practice guidance to facilitate appropriate standards of confidentiality and information sharing practice.
- Actively participate in performance development processes.
- Comply with reporting obligations arising from legislation, professional conduct standards including the Code of Ethics for the South Australian Public Sector, and departmental policies, procedures and practice guidance.
- Undertake mandatory training activities as specified with the DCP Mandatory Training Procedure.
- Actively contribute to Reconciliation, and to the aims and objectives of the Aboriginal & Torres Strait Islander Child Placement Principle.
- Demonstrate a commitment to preventing gendered violence against women consistent with DCP's status as a White Ribbon Accredited Workplace.

SPECIAL CONDITIONS

- You must have, or gain, a current Department of Human Services working with children check prior to being employed and renew this every five years before expiry.
- You must be an Australian resident or provide evidence that you have a current work permit.
- You will need to undertake training in Child Safe Environments – Reporting Child Abuse and Neglect and other mandatory training as required.
- The incumbent will be required to achieve performance targets as negotiated and mutually agreed with the [Line Manager title].
- You may be required to perform duties in other locations/divisions/units dependent upon Departmental requirements.
- Some out of hours work may be required.
- Some intra/interstate travel (including in small aircraft) including overnight stay may be required
- A current Australian driver's licence (P2 or above) and a willingness to drive is essential.



- Maintain the Program Standards of White Ribbon Reaccreditation.
- Actively support DCP's commitment to ensuring a workplace culture that is respectful, safe and inclusive where our employees are free from discrimination and are recognised for the individual and collective skills and perspectives that they bring by virtue of culture, race, gender, disability, age, sexual orientation, gender identity, intersex status and other differences.
- Act at all times in accordance with the Code of Ethics for the South Australian Public Sector and legislative requirements including (but not limited to) the *Public Sector Act 2009* and *Work Health and Safety Act 2012*.

YOU WILL CONTRIBUTE TO



OUR VISION is for all children and young people to grow up safe, healthy, connected and feeling loved so they reach their full potential.



OUR PURPOSE: The Department for Child Protection protects, cares for and empowers children and young people at risk and in care. We do this by working together with our key partners to respond to abuse and neglect, keep children and young people safe from further harm, help them heal from trauma and reach their full potential.



Leaders in practice excellence

Staff in all parts of child protection develop and use best practice in their work to deliver improved outcomes for children, young people, carers, and families.



Closing the Gap

We commit to a transformed child protection system that makes active efforts and where Aboriginal people and communities are empowered to lead decision making about the care and wellbeing of Aboriginal children and young people.



A child protection system that meets the needs of children and young people

We commission and deliver services based on a deep understanding of the needs of children and young people in care and our aspirations for them to heal from trauma and reach their full potential.



A thriving workforce

We are future focused in our workforce strategy, supporting and valuing our staff, proactively recruiting, and establishing sustainable systems, processes and workplaces that enable us to be highly effective.



Active and collaborative partnerships

We work together with our service partners and alongside the community to improve outcomes for children, young people, carers, and families.



Working alongside carers

We respect and value carers as vital partners in keeping children and young people safe and well.



Quality services and safeguarding

We are accountable and transparent, and pursue continuous improvements to promote the safety and wellbeing of children and young people throughout the services we fund and provide.

CERTIFIED CORRECT: 01/04/2026



Government of South Australia
Department for Child Protection