

# Job & Person Description

## PORT AUGUSTA BUSINESS CENTRE



<b>Role Title</b>	Business Support Officer	<b>Location</b>	Port Augusta	<b>Salary</b>	Package to be negotiated with successful applicant
<b>Start Date</b>	March 2022	<b>Term of Tenure</b>	12 month period	<b>Governance</b>	Not-for-profit Committee

### FOCUS

The daily management of the commercial operations of the Port Augusta Business Centre, including tenant liaison (both existing and potential), maintenance coordination and financial management. The position reports directly to the Board of Management of the Business Centre providing executive officer support for all dealings of the Board. This role also provides a key connection with the local Chamber of Commerce through to provision of administrative support to the executive and their committee. The role will work with the PABC Board of Management in the identification, development and roll out projects which meet the remit of the Business Centre and benefit the business community of Port Augusta.

### KEY RESULT AREAS

- Manage the daily business operations of the Port Augusta Business Centre including its finances
- Regular reporting to the Port Augusta Business Centre Key Stakeholder Group and Board of Management Committee
- Provision of executive officer support to the Port Augusta Business Centre Board of Management and Business Port Augusta Executive and Board
- Identify and advocate projects for consideration of the Port Augusta Business Centre Board of Management and if supported design and roll out of projects.

### COMPETENCIES

- Proven experience in commercial management, strategic planning, and financial management.
- An understanding, in practical terms, of managing an organisation with resource limitations together with a thorough knowledge of organisational, corporate, and budgetary planning.
- Demonstrated understanding of Business Management practice, techniques and systems and their application including knowledge of the concepts and practices of new business and Incubator management.
- Understanding of Governance processes as they relate to not-for-profit and volunteer Boards, including meeting procedures, planning, reporting, legislative requirements, and Board strategic planning.
- Project management experience with the proven ability to manage financial resources and to achieve stated objectives, including the development, implementation, and evaluation of strategies.
- Advanced verbal and written communications skills and well defined conceptual and evaluation skills which lead to sound and timely decision making.
- Broad understanding of business and industry across Port Augusta and the ability to communicate and effective with these.
- Initiative, creativity and commitment and ability to work productively with minimal supervision with excellent time management skills, stamina, and adaptability to maintain work output in times of pressure
- A high level of interpersonal skills in public relations, problem solving, negotiation and networking and ability to establish and maintain strong working relationships with key stakeholders.
- Proven highly developed managerial, administrative and leadership skills together with the capacity for flair and innovation with highly effective influencing and negotiation skills.

### SPECIAL CONDITIONS

- Understanding of Work, Health and Safety including employer and employee responsibilities.
- Understanding of a not-for-profit organisation managed by a Board.
- Preference for successful candidate to reside in the near vicinity.

### KEY RELATIONSHIPS

REPORTS TO: Port Augusta Business Centre Board of Management Chairperson  
 INTERNAL LIAISONS: Port Augusta Business Centre Board of Management, Business Port Augusta nominated person, Regional Development Australia Far North and Port Augusta City Council  
 EXTERNAL LIAISONS: Local businesses and other appropriate organisations within Port Augusta