



BUSINESS MANAGER

- Redfern, Salary Sacrificing available
- Full Time, Fixed Term to December 2020 with possible extension

This is an exciting opportunity for an experienced and innovative professional.

This role will provide senior level administrative, operational and business advice to the Community Services Director and the Residential Services Director by anticipating issues to improve the efficiency and effectiveness of all non-clinical aspects of service delivery.

Key Duties and Responsibilities

- Provide advice to improve the efficiency and effectiveness of all non-clinical aspects of service delivery.
- Develop business cases in conjunction with finance for new service delivery models which provide high quality, best practice, and culturally appropriate services.
- Prepare reports, data, budgets, tenders and recommendations based on needs of service.
- Provide comprehensive high level, quality advice on matters and developments relating to business.

Closing Date: 24th November 2019

ESSENTIAL SELECTION CRITERIA:

- Tertiary qualifications in health management, business, or similar.
- Proven experience in managing business processes, including preparation of high-level documents and requirements of external funding bodies.
- Advanced MS Office skills.
- Demonstrated effective networking and negotiation skills to develop and sustain productive working relationships and partnerships with a range of stakeholders, service providers, professionals and community groups across all levels of government and non-government.
- Demonstrated organisational skills with the ability to think and act strategically, analyse data, initiate and adapt to change.
- High level ability to deliver outcomes in a politically sensitive, and time pressured environment that is specialist in nature and subject to media interest and scrutiny.
- Understanding of government strategic direction, legislation, policies and procedures relating to the area of Alcohol and Other Drugs and Mental Health.
- High level interpersonal and communication skills, including negotiation and problem solving, using sound judgement and discretion to identify and escalate confidential issues.
- Well-developed written communication skills to produce reports and correspondence.
- An ability to interact effectively with people of diverse cultures.
- Understanding of the principles of the Privacy Act and its practical implementation in service delivery.
- Commitment to the Odyssey House NSW Mission and Values, WHS, EEO and continuous quality improvement.
- Hold a current NSW Driver's Licence.
- Hold or have the ability to obtain a current Criminal History Check and Working With Children clearance.
- Unlimited right to work and live in Australia.

ABOUT US:

Odyssey House NSW is a not for profit, multi-site organisation that offers a diverse range of residential and community services for those impacted by the complexities of alcohol and other drug dependency. The Odyssey House NSW teams are made up of experienced, skilled and motivated professionals who understand the challenges that may be impacting the life and health of individuals, their families, friends and the wider community due to alcohol and other drug dependency.

If you are interested in this role, meet the above criteria and believe you are a great fit for our organisation, apply as per below.

Only shortlisted applicants will be contacted. Respectfully, this position is not open to Agency support.

To apply:

- Include an updated copy of your Resume
- Address the Essential Criteria briefly in a Cover Letter to Jennifer Frendin (HR101)
- Email your application to Jennifer.frendin@OdysseyHouse.com.au

Odyssey House NSW
www.odysseyhouse.com.au



ODYSSEY HOUSE
NEW SOUTH WALES