

## Work with us.

Thank you for your interest in the role of **Business Manager** at Diversity Arts Australia. Here's everything you need to know to prepare your application.

<b>Position</b>	Business Manager
<b>Location</b>	At the Diversity Arts Australia office in Parramatta, or remotely by negotiation
<b>Reporting to</b>	Lena Nahlous, Executive Director
<b>Working with</b>	Accountant, Development Officer, staff, contractors and volunteers
<b>Position type</b>	Ongoing, 0.8 FTE or four days per week, with a six-month probationary period and standard leave entitlements
<b>Salary details</b>	\$80-90,000 pro rata, plus statutory superannuation
<b>Employment period</b>	From November 2021
<b>Applications due</b>	12:00pm (noon) Monday 20 September 2021
<b>Targeting</b>	Candidates from culturally and linguistically diverse, migrant, refugee and POC backgrounds. First Peoples and people with disability are also encouraged to apply.
<b>Note</b>	Diversity Arts Australia will also be making direct approaches to encourage a diversity of applicants.

### ABOUT US

Diversity Arts Australia (DARTS) is Australia's national voice for ethno-cultural and migrant racial equity in the arts, screen and creative sectors.

Our work is underpinned by a human rights ethic, social justice principles, and the belief that a truly diverse spectrum of creative expression and participation is fundamental to a democratic, inclusive and sustainable creative sector, and society.

Informed by our organisational values of Inclusion, Diversity, Collaboration, Participation and Self-Determination, DARTS advocates for and actively works towards an arts sector that reflects the complex diversity of the Australian population – on our screens and stages; in our audiences, our galleries and books; and within boards, committees, and positions of leadership into the future. We support the creative sector to develop practical and strategic ways to influence the stories and cultural landscape of contemporary Australia.

### ABOUT YOU

The **Business Manager** is a key Diversity Arts Australia executive leadership role, responsible for the smooth operations of all of our work. Working closely with the Executive Director, the role looks after operations, funding and income generation, partnerships, staffing and contractors, accounts and audit, contracts and reporting, and governance and compliance matters.

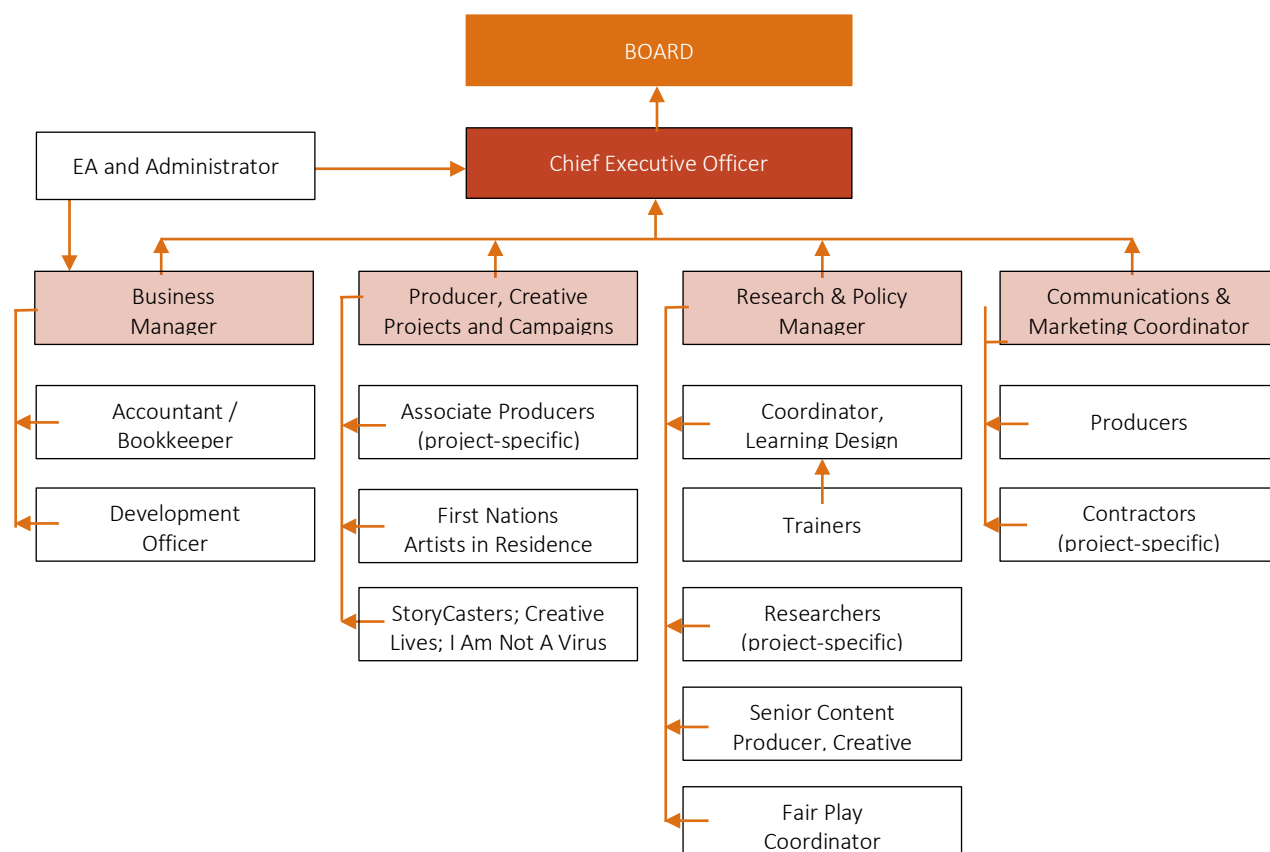
We're looking for a highly organised person with experience working in a senior leadership role. Our ideal new colleague will be rigorous, analytical and a great communicator. You'll have strong financial skills, an eye for income growth and diversification, and a dedication towards cultural and racial equity in the arts and creative sectors.

## POSITION DESCRIPTION: Business Manager

Business planning and income generation	<ul style="list-style-type: none"> <li>• Lead the Business Plan's delivery, ensuring that all work is aligned with its goals and measures</li> <li>• Develop a workplan in compliance with the Business Plan, and guide staff in developing their own workplans</li> <li>• Formulate and lead development strategies to secure target levels of revenue through multiple government and non-government sources including grants, philanthropy, fundraising, subscriptions</li> <li>• Supervise and guide the Development Officer and any grants contractors to achieve business plan income targets</li> <li>• Lead DARTS' funding applications, maintain a grants register and timeline, and ensure that reporting and acquittal funding obligations are met</li> <li>• Actively participate in strategic reviews and planning, anticipating immediate, short- and long-term organisational needs and issues</li> </ul>
Financial management	<ul style="list-style-type: none"> <li>• Prepare and maintain annual and multi-year organisational budgets with effective account structures, and regularly report on organisational performance against approved budgets</li> <li>• Oversee the accountant/bookkeeper's management of effective financial and payroll systems, including invoicing, accounts payable and receivable, and bank reconciliations, ensuring that procedures are compliant with ATO and government regulations</li> <li>• Coordinate the preparation of statutory accounts for reporting, liaising with external auditors</li> <li>• Support the Executive Director with the development of business and sponsorship opportunities</li> </ul>
Office administration	<ul style="list-style-type: none"> <li>• Coordinate the efficient operation of the DARTS office, ensuring that the organisation and its staff have the resources at hand to achieve their aims</li> <li>• Maintain up-to-date resourcing, hardware and software (including subscriptions), and a regularly updated asset register</li> <li>• Liaise with the IT Contractor to ensure smooth, reliable operations</li> <li>• Oversee and maintain the DARTS databases, membership and CRM systems, support staff to maintain the integrity of internal systems, and establish such systems as required</li> <li>• Oversee the effective publication and updating of the website, social media, media releases and other communications priorities</li> </ul>
Human resources	<ul style="list-style-type: none"> <li>• Promote a harmonious working culture, and lead by example</li> <li>• Manage staff recruitment, position descriptions, contracts, induction, and performance reviews</li> <li>• Supervise administrative staff, contractors, and the placement of students and interns</li> <li>• Maintain accurate employee payroll, tax, entitlements, super and workers' compensation records</li> <li>• Lead the professional development program, ensuring that all staff participate, and participate in development and training as required</li> <li>• Oversee and maintain excellent Workplace Health and Safety systems, ensuring compliance</li> <li>• Maintain DARTS' employment policies, ensuring that they attract and maintain an excellent team</li> </ul>

Industry engagement	<ul style="list-style-type: none"> <li>• Maintain a sound awareness of industry awards and best practice, attending relevant forums</li> <li>• Work closely with the Executive Director, ensure that DARTS builds and maintains strong relationships across our diverse range of sectors including arts, screen, academia, business, government and philanthropy sectors</li> <li>• Coordinate the annual membership drive</li> </ul>
Governance and compliance	<ul style="list-style-type: none"> <li>• Provide secretariat services to the Board, coordinate meetings, AGMs/SGMs and planning days, and annual reporting, and take reliable and accurate minutes</li> <li>• Develop and maintain policies and procedures, and oversee compliance of all contracts and MOUs</li> <li>• Manage ASIC and ACNC compliance and legal obligations for companies limited by guarantee, in collaboration with accountant</li> <li>• Maintain all ROCO obligations, including timely reporting of donations</li> <li>• Maintain the currency of all insurances and any workers' compensation obligations</li> <li>• Provide regular written reports as required.</li> </ul>
Responsibilities shared among all staff	<ul style="list-style-type: none"> <li>• Advance DARTS' Strategic Plan</li> <li>• Participate in strategic reviews and planning</li> <li>• Ensure compliance with Diversity Arts' policies, procedures and Work Health and Safety process</li> <li>• Assist with the coordination of presentations, meetings and functions</li> <li>• Participate in development and training</li> <li>• Work harmoniously as part of a small dynamic team to support year-round work of DARTS</li> </ul>

## Organisational chart



## KEY SELECTION CRITERIA

To succeed in this role, you will have:

- Excellent organisational management skills with particular strengths in business planning, finance, human resources and people management
- Excellent office management skills across administrative coordination, resourcing and IT in a small organisation, with the ability to oversee hardware and software maintenance (including cloud-based systems)
- A strong understanding of the operational, regulatory and compliance framework in which DARTS conducts our business
- A record of success in strengthening company finances in a non-profit organisation, including growing and diversifying income
- Strong interpersonal skills and excellent communication skills, with the ability to manage people sensitively
- Alignment with the values that inspire Diversity Arts Australia

Desirable

- Abilities in languages other than English are highly valued at Diversity Arts Australia, as is a lived experience of cultural diversity.

## ELIGIBILITY FOR EMPLOYMENT

Applicants must have the right to work in Australia. The successful applicant will undergo referee checks and a Police Check prior to commencement, and must have a record eligible to secure a Working with Children Check. Employment is subject to a 6-month probationary period.

## APPLICATION PROCESS

1. If after reading through this document and visiting the Diversity Arts Australia website, you have further questions, please email [jobs@diversityarts.org.au](mailto:jobs@diversityarts.org.au) and nominate three blocks of availability for a phone call, so that we're sure to catch you at a good time to discuss the role.
2. Your application should consist of your one-page letter pitching your interest and fit for the role, your statement responding to each of the selection criteria, your brief CV, and the names and contact details of three professional referees – **emailed as a single PDF document with your name and the position title as the document's name**. Please keep in mind that if you don't address the selection criteria, we won't be able to assess your application.
3. Please email your single-PDF application document to [jobs@diversityarts.org.au](mailto:jobs@diversityarts.org.au) with subject line "APPLICATION – Business Manager" by 12:00pm AEST on **Monday 20 September 2021**.
4. After the close of applications at **noon on Monday 20 September 2021**, shortlisting will quickly take place, and to maintain the integrity of the process, no late applications can be accepted.
5. While all applications will be acknowledged by email, only shortlisted applicants will be contacted personally – and we appreciate your patience during this time.
6. The first round of Zoom interviews will be held at **2:30-7:00pm AEST Thursday 30 September 2021**. If you already know you have some unavailability at this time, you must mention this in your letter.
7. If shortlisted, we will contact you by phone to let you know the interview time, outline anything you may need to prepare, and request your accessibility requirements and preferred pronouns.
8. All applicants will be contacted via email at the conclusion of the process and offered a window in which to request feedback.

## ABOUT POSITION DESCRIPTIONS

As Diversity Arts Australia evolves to meet the changing needs of our working environment, so too will the roles required of all its staff evolve. As such, candidates should be aware that this document is not intended to represent the role that the incumbent will perform in perpetuity. This position description is intended to provide an overall view of the role as at the date of this statement. Position descriptions are reviewed annually as part of the Diversity Arts Australia performance review and professional development program.