

## POSITION DESCRIPTION

### Business Manager

#### Part-time 0.8 FTE

#### Date of Appointment – 26 June 2026

### POSITION CONTEXT

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Women with Disabilities Victoria (WDV) is the peak organisation for women with disabilities in Victoria. WDV's 2025–2029 Strategic Plan envisions a safe and fulfilling life for all women and gender diverse people with disabilities in Victoria.

Our strategic priorities are to:

- Enhance WDV's operational efficiency and funding resilience.
- Establish research partnerships with a focus on inclusion, health, gendered violence, sexual autonomy, and economic justice.
- Build gender-based accessibility and inclusion expertise across Victoria.
- Work to dismantle ableist and sexist attitudes and systems, develop community understanding of rights and educate and empower members to live safe and fulfilling lives.
- Embed a member and community led approach to advocacy and system change.

WDV values are accountability, diversity, inclusion, impact, equity, respect, accessibility, creativity, collaboration, and empowerment.

### EMPLOYMENT CONDITIONS

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#### Classification:

#### WDV Enterprise Agreement 2022

Based on the Social, Community, Home Care and Disability Services Industry Award 2010, as of 1 July 2025.

Salary Range 7 Pay Point 1-3 plus Superannuation and Salary Packaging available.

<b>Hours of Work:</b>	0.8 FTE (60.8 hours per fortnight) to be worked over Monday to Thursday.
<b>Tenure:</b>	This position is a fixed term contract from date of appointment until 26 <sup>th</sup> of June 2026.
<b>Position Location:</b>	Hybrid – Melbourne CBD and working from home.  This role will be required to work from the WDV office at least 2 days per week, preferably Tuesday and Wednesday.

## PROBITY & COMPLIANCE REQUIREMENTS

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- Current consent to check and release National Police Record with a satisfactory outcome.
- Must possess Australian Citizenship, permanent resident status or applicable work visa.
- WDV meets the special measures requirements of the Equal Opportunity Act (2010) for the remedial purpose of promoting or realising substantive equality for women and women with disabilities.

## POSITION OBJECTIVES

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The Business Manager is responsible for

- Coordinating the effective day-to-day delivery of core business functions, including finance administration, human resource support, compliance processes, and office systems.
- Ensuring internal operations run efficiently and in accordance with relevant legislation, policies, and funding requirements.
- Providing support to senior staff across the organisation.
- Leading the Community Inclusion and Women's Empowerment (CIWE) program including financial oversight and development of documentation to support sustainable funding.

## KEY RESPONSIBILITIES

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### **Operational Management**

- Coordinate day-to-day internal operations, including administrative, financial, HR, and IT support processes.
- Maintain and implement internal procedures to ensure smooth functioning of business operations.
- Support organisation-wide compliance with operational policies, reporting requirements, and funding agreements.
- Liaise with service providers and contractors to ensure efficient office, IT and systems support.

### **Financial Administration**

- Oversee the processing of accounts payable and receivable and payroll.
- Oversee the preparation of financial reports and funding acquittals.
- Monitor expenditure against approved budgets and flag variances or risks to the CEO or relevant manager.
- Ensure financial records are maintained accurately and in compliance with reporting obligations.

### **Human Resources Support**

- Manage recruitment and onboarding processes including contracts, documentation, and induction.
- Maintain up-to-date HR records including leave balances, staff entitlements and compliance with employment conditions.
- Provide oversight of the staff performance and development processes.
- Coordinate payroll processing in liaison with the IT & Business Officer and the Financial Accountant.

### **Compliance & Risk Support**

- Monitoring compliance with relevant laws, regulations, industrial instruments and funding requirements.
- Maintain registers and documentation related to risk, incidents, contracts and compliance.
- Lead policy and procedure reviews and ensure updates are communicated to staff.

### **ICT and Office Systems**

- Provide coordination and troubleshooting of ICT and office equipment issues in liaison with external IT support.
- Manage system access and maintain up-to-date user accounts, licenses and records.
- Oversee office supplies, asset registers and facilities coordination including maintenance requests and lease support.

## **Team and Organisational Support**

- Supervise and support Operations and Communications staff.
- Provide support to the CEO as required.
- Support the preparation of documentation for internal and external stakeholders, including the Board.
- Participate in staff meetings and contribute to organisational planning and improvement activities.

## **Community Inclusion and Women's Empowerment (CIWE) Program**

- Supervise and support the Manager, CIWE and the CIWE staff.
- Lead the relationship with the funder for the CIWE program Including reporting and compliance requirements.
- Actively promote and contribute to the work of the Leadership Hubs, Enabling Women Leadership program and Youth Experts.
- Development of documentation to support sustainable funding for the CIWE program.

## **GENERAL RESPONSIBILITIES**

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The following responsibilities apply to all staff at WDV:

- Contribute to WDV's capacity as a feminist organisation to deliver its goals, enable and support high performing teams and foster productive internal and external relationships.
- Provide verbal and written reports and activities data as appropriate.
- Use WDV's SharePoint and employee OneDrive cloud-based document management system.
- Have an active involvement in a reflective learning organisation committed to strategic and operational planning, setting performance objectives, policy development and review, evaluation, risk identification and risk management.
- Work within organisational policies, procedures and the Enterprise Agreement.

## **HEALTH SAFETY & WELLBEING REQUIREMENTS**

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- Participate in and contribute to Occupational Health Safety and Wellbeing activities to ensure a safe work environment for staff, clients, contractors and visitors.
- Comply with WDV OHS policies and procedures to participate in the

achievement of a safe working culture.

- Follow OHS standards and raise any concerns in the appropriate manner.

## OHS ADVICE FOR THIS POSITION

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This position may require the following duties to be carried out:

- Setting up of IT, audio-visual and accessibility equipment
- Extended time in front of screens and sitting at desks
- Occasional overnight travel for training delivery or attending conference or events
- Coordination of setup and delivery of training, meetings and other events
- This position will require sustained periods of sedentary work.

Adjustable desks are provided in WDV offices.

Work undertaken by WDV will bring employees into contact with information and experiences related to violence, abuse, exploitation of and discrimination against women with disabilities. WDV can offer supports, including our Employee Assistance Program, to women in the organisation who are working in this area.

## ACCOUNTABILITY

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The position will report on the delivery of agreed performance measures to the Acting CEO/CEO.

## ORGANISATIONAL RELATIONSHIPS

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### Internal Relationships

This position has the following direct reports:

- Manager, Community Inclusion & Women's Empowerment
- Financial Accountant
- Marketing Coordinator
- IT & Business Officer
- Membership Communications Officer

The position will work in collaboration with all members of the WDV staff.

### External Relationships

- Build and maintain effective relationships with key stakeholders

## KEY SELECTION CRITERIA

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1. A demonstrated commitment to the values and principles underpinning WDV.
2. Tertiary qualifications in commerce, accounting or a business-related discipline, with an MBA degree held in high regard.
3. Several years' experience in business leadership and development, funding monitoring and compliance, including demonstrated experience in supporting successful funding applications.
4. Significant demonstrated skills and experience in supervising and leading teams for the successful achievement of program goals and tasks, and continued development of a healthy workplace culture.
5. Exceptional skills in development and management of effective and collaborative internal and external working relationships.
6. Demonstrated experience and/or knowledge of the not-for-profit sector and policy areas relating to the organisation's priorities highly desirable.
7. Ethics, integrity and excellent interpersonal and high-level communication skills that support the capacity to lead, inspire and develop staff, and promote and represent WDV.
8. Highly developed conceptual and analytical skills and the ability to write high level reports and submissions.
9. Sound computer skills including use of data base applications.
10. Lived experience of disability is highly desirable.

PD APPROVED: August 2025