



Business Manager – Inclusion Advisory Group (IAG)

Full time

A fantastic opportunity for an experienced Business Manager to lead the program operations team to support the effective and efficient implementation of the IAG.

About us

CBM Australia is Australia's only International Development organisation focussed on improving the quality of life of people with disabilities in the poorest countries. As a global leader in inclusive development, CBM partners with local organisations to build and promote an inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential. It does this because it is a Christian organisation committed to ending the cycle of poverty and disability. It does this through field programs, inclusive development advisory, social justice advocacy and fundraising. CBM Australia is key member of the CBM Global network.

About the role

Reporting to the Director of IAG, the Business Manager will work collaboratively with the Australian and Global teams to support and contribute to overall coordination and management of the IAG.

Key priorities of the role are as follows:

- ensure that necessary processes and systems are in place to support effective, efficient, accountable and compliant business operations
- lead departmental strategy, budget and planning processes
- monitor and review the IAG's Australian and international business models to ensure they are fit for purpose
- provide high quality project management to selected IAG projects
- Coordinate and lead cross-departmental projects and activities on behalf of the IAG
- periodically represent the IAG with external partners including procuring relevant operational support functions from outside of CBMA
- proactively manage change and risk across the IAG
- ensure direct reports have the resources, training and support required to meet performance expectations
- Lead annual budget preparation and reforecasting

About you

The successful candidate will bring the following:

- Significant project and contract management experience
- Experience leading a similar work area in a relevant NGO, manager contractor and/or donor organisation
- Core skills and/or qualifications in relevant disciplines
- Demonstrated adaptive people management experience
- Exceptional planning and organisational skills demonstrating attention to detail with the ability to manage time and resources to see projects through to completion
- Sound analytical and problem solving abilities
- Excellent communication skills – verbal, written and interpersonal
- Capacity to manage a complex workload in a team environment
- Commitment to and ability to demonstrate and display CBM Australia's values and behaviours
- A willingness to contribute to the growth and development of CBM Australia and its work

Apply

CBM Australia offers competitive salary packaging, flexible working conditions and professional development opportunities.

If you would like to join our organisation please [Click Here](#) and include a cover letter addressing your interest and what you have to offer. For further information a full Position Description can be obtained from our website www.cbm.org.au. Applications close 16th August 2020.

Background checks

CBM Australia is committed to workplace equity and diversity and encourages applications from Australian Residents with diverse cultural backgrounds and people with a disability. CBM Australia is committed to the safety and best interest of all children accessing CBM supported services, programs and workplace. Relevant background checks including working with children, police and reference checks will be completed prior to the preferred candidate's employment being confirmed.