

Position Description

Business Manager, Early Years Curriculum and Learning

Why work with us

Every child and young person deserves a great education.

We have a strategy that aims to unlock every child’s potential now and into the future, one that in partnership with learners, students, parents and the wider South Australian community will build a world-leading public education system. One that is equitable and prioritises learning and wellbeing.

Together we will make our education system the best it can be.

When our children and young people thrive, so do our communities and our state.

Our values

We are part of the South Australian public sector and share the values of:

							
SERVICE	PROFESSIONALISM	TRUST	RESPECT	COLLABORATION & ENGAGEMENT	HONESTY & INTEGRITY	COURAGE & TENACITY	SUSTAINABILITY
We proudly service the community and the South Australian Government.	We strive for excellence.	We have the confidence in the ability of others.	We value every individual.	We create solutions together.	We act truthfully, consistently, and fairly.	We never give up.	We work to get the best results for current and future generations of South Australians.

About this role

The Business Manager is responsible for providing a range of specialised system administration, data management, report production, HR and finance services that ensure effective implementation of Curriculum and Learning division priorities. In this capacity the officer is required to apply knowledge of government policy and department procedures to coordinate priorities, produce collated data reports, and maintain program communication and consultation across the Early Years, Curriculum and Learning directorate and the Curriculum and Learning division, and with Local Education Teams and schools and pre-schools where relevant.

The Business Manager leads and manages the administrative support team within the Early Years, Curriculum and Learning directorate. The role contributes to meeting the Early Years, Curriculum and Learning directorate's goals and objectives through leadership and coordination of high-quality administrative support services through the development, delivery and maintenance of efficient work practices and processes within the directorate and across the division.

The Business Manager plays a key role in providing advice in relation to administrative, HR and finance policy and procedures to the directorate including collaborating with key officers ensuring the consistency and ongoing integrity of the division’s programs. The Business Manager also leads the preparation, review and maintenance of documentation, records management and resources relating to the administration of the directorate, and division where relevant.

Position title	Business Manager
Classification	ASO6
Division	Curriculum and Learning
Directorate	Early Years, Curriculum and Learning
Location	Milner Street, Hindmarsh
Reports to	Director, Early Years Curriculum and Learning
Direct reports	Business Support Officer, Early Years (ASO4) Administrative Support Officer (ASO2)
Role description date	April 2026

What you will do (key outcomes)

1. Manage the implementation and maintenance of relevant systems and provide a range of specialised system administration, data management, report production and technical support services that ensure the continual secure and effective provision of Curriculum and Learning priorities.
2. Lead and manage an effective, efficient and collaborative administration team.
3. Provide specialised information, analysis and expert advice to Early Years, Curriculum and Learning leaders to support planning, monitoring and effective operation of directorate priorities and services.
4. Establish and regularly review the operations and practices of the Early Years, Curriculum and Learning directorate to ensure high quality service to clients and stakeholders.
5. Prepare, review and maintain a range of clear and detailed reports, briefings, documentation and resources relating to Curriculum and Learning priorities.
6. Consult with leaders, teachers, and Curriculum and Learning division staff to identify and address complex problems and functionality requirements that impact on the integrity and efficiency of programs.
7. Provide advice, training and presentations where necessary for relevant staff and stakeholders, in order to promote and support the strategic directions of the Early Years, Curriculum and Learning directorate and contribute to the development and implementation of policy, procedures or standards, as required, to support the achievement of Curriculum and Learning divisional goals and objectives.
8. Proactively develop and maintain key communication networks within the department, and across agencies, to ensure ongoing access to critical information sources, including providing a key contact point for the Curriculum and Learning directorates, and networking closely with relevant

stakeholders to ensure the conduct of effective consultation that supports directorate business goals and objectives.

9. Leading and overseeing the finance, budget and human resource requirements of the directorate, including induction and support for new administrative support officers.
10. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

The capabilities you will bring (key competencies)

- **Communication Skills:** Proven highly effective communication and interpersonal skills, with the ability to provide exceptional customer service, consult, liaise and relate effectively and negotiate successful outcomes while maintaining a high standard of professional competence leading both within the team and independently within an ethical approach.
- **Planning:** Extensive ability to plan, implement, evaluate and manage complex systems, taking into account operational business and strategic issues within the directorate.
- **Initiative:** Proven ability to use initiative and judgement to resolve problems, prioritise and coordinate workloads and ensure that critical deadlines are met by the administrative team.
- **Business Skills:** Proven experience in the provision of comprehensive business, financial management and human resources advice to senior/executive levels, preparation of financial statements, business reports, resource plans and the management of and reporting on these.
- **Discernment:** Proven ability to work independently, as well as collaboratively in a team, under broad direction, make well informed and timely decisions, be flexible and operate effectively in an environment of complexity and change and ensure that the required standards of accuracy and quality are met within tight timeframes.
- **Knowledge of Government:** Knowledge of relevant government policy and procedures and comprehensive knowledge of government compliance requirements relating to records management, budget and finance and human resources.
- **WHS:** Demonstrate knowledge and commitment to promoting and creating a safe and inclusive work environment, and the legislative requirements of Equal Opportunity and Work Health and Safety legislation.

Who you will work with (key relationships)	Qualifications
Direct working relationship: <ul style="list-style-type: none"> • Director, Early Years Curriculum and Learning • Works closely with leaders and officers within the directorate and across the division. Internal Working Relationships: <ul style="list-style-type: none"> • Director, Executive Lead and Leaders within the Early Years, Curriculum and 	Essential: Nil Desirable: Tertiary qualification/s relevant to the role.

<p>Learning directorate</p> <ul style="list-style-type: none"> • Project Officers within the Early Years, Curriculum and Learning • Staff at all levels across Curriculum and Learning Division, and other departmental divisions /units. <p>External working relationships: Staff within other government agencies and external organisations including contractors</p>	
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Corporate responsibilities	Special conditions
<p>Keep accurate and complete records</p> <p>Act appropriately in line with the Public Sector Code of Ethics at all times</p> <p>Support diversity and promote an inclusive workplace for everyone</p> <p>Maintain a commitment to Work Health and Safety legislative requirements</p>	<p>You may need a current driver’s licence and be willing to drive</p> <p>You may be asked to work out of hours</p> <p>You may need to travel within or outside South Australia</p> <p>You need to achieve mutually agreed performance goals</p> <p>You must have a current Working with Children Check</p> <p>You must do Responding to Risks of Harm, Abuse and Neglect – Education and Care training</p> <p>You must be an Australian resident or provide evidence you have a current work permit</p>

<p>Assessed by: Hannah Matthews, P&C Consultant</p>		<p>Approved by: Kate Ryan Director, Early Years, C&L</p>	
<p>Date: April, 2026</p>		<p>Date: April, 2026</p>	

