

POSITION DESCRIPTION



Business Operations Coordinator



POSITION DETAILS

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|------------------------|---------------------------------|
| Position Title | Business Operations Coordinator |
| Classification | Level 7 |
| Position Number | Various |
| School/Office | Faculty |
| Division | Provost |

POSITION PURPOSE

This role leads the coordination of day-to-day business operations across the Faculty and designated schools, ensuring efficient administrative processes, financial oversight, and team leadership. It contributes to the University's strategic goals by enhancing operational effectiveness and supporting high-quality service delivery.

This role forms part of the broader professional staff Faculty team, and as such may be required to collaborate and support across multiple schools, and other teams within the Faculty as needed.

KEY ACCOUNTABILITIES

1. Coordinate operational workflows across designated schools to ensure consistent and efficient service delivery.
2. Oversee procurement and purchasing activities, ensuring compliance with University policies and optimising value for money.
3. Monitor and report on school budgets and expenditure, providing insights to support financial decision-making.
4. Supervise and develop the business administration team, fostering a collaborative and high-performance culture.
5. Ensure administrative processes are streamlined and aligned with University standards and strategic priorities.
6. Implement continuous improvement initiatives to enhance operational efficiency and stakeholder satisfaction.
7. Maintain accurate records and documentation to support compliance and audit requirements.
8. Collaborate with academic and professional staff to support school operations and service excellence.

9. Support recruitment activities including PD development, role establishment, and on-boarding.
10. Oversee workplace health and safety initiatives.
11. Undertake other associated duties (commensurate with the level of this position) as reasonably required from time to time.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Tertiary qualification in Business, Administration, or a related field.
- Extensive experience in operational coordination, procurement, and financial monitoring.
- Proven ability to lead and manage teams in a dynamic environment.
- Strong stakeholder engagement and relationship management skills.
- High-level organisational and problem-solving capabilities.
- Proficiency in Microsoft 365 and financial systems.

KEY RELATIONSHIPS

- **Reports to:** Operations Manager
- **Supervises:** Operations Team (various HEW levels)
- **Key internal relationships:** Faculty/School Operations Teams, Faculty Associate Deans, Deans, School Directors, Heads of Discipline, Academics, Divisional Teams, HR and Finance
- **Key external relationships:** Regulatory bodies, vendors, and service providers (as relevant)

CHALLENGES

- Balancing competing priorities across multiple operational areas.
- Navigating complex procurement and financial compliance requirements.
- Leading change and improvement initiatives within established systems.
- Supporting diverse stakeholder needs while maintaining service consistency.

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by: Office for People

Date: 10 October 2025