

POSITION DESCRIPTION



Commercial Manager



POSITION DETAILS

Position Title	Commercial Manager
Classification	Senior
Position Number	NEW
School/Office	Office of Strategy & Transformation
Division	Vice-Chancellor & President

POSITION PURPOSE

The Commercial Manager provide strategic financial leadership to ensure effective implementation of the strategy through robust commercial and financial management. The role oversees financial governance, investment planning, portfolio budgeting, forecasting, cost control and variance analysis. The position works collaboratively across the University to ensure commercial risks are identified and mitigated, while driving value for money outcomes to achieve strategic priorities. The position plays a critical role in enabling informed decision-making and sustainable financial performance aligned with strategic objectives.

KEY ACCOUNTABILITIES

1. Lead the financial planning, budgeting, and forecasting process, in partnership with the Finance team, to support delivery of the strategic plan, ensuring funding strategies support long-term organisational goals and transformation activities.
2. Monitor and manage financial performance across the strategic portfolio of programs and projects, providing strategic insights and recommendations to optimise investment decisions and resource allocation.
3. Establish financial management frameworks, metrics and tracking mechanisms to assess strategic tangible benefit outcomes against project costs to maximise return on investment.
4. Identify, assess, and mitigate financial and commercial risks across the portfolio, ensuring contingency plans are in place, and financial governance frameworks are complied with.
5. Provide high-quality financial reporting and analysis to senior executive, governance forums, and key stakeholders, translating complex financial information into strategic insights to support decision making.
6. Oversee the development and management of business cases, project budgets, and financial control mechanisms, to ensure financial outcomes are achieved and are aligned to strategic priorities.

7. Implement and maintain robust financial controls, policies, and procedures within the Office, ensuring compliance with budget, forecasting, cost control, and variance requirements defined by the Finance team.
8. Drive improvements in financial management practices, building financial literacy and commercial capability within project teams, and across the University.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. A relevant qualification in business, economics or finance, or an equivalent combination of relevant professional experience, education/training and achievement. Professional membership of the Chartered Institute, Australian Society of CPAs, or equivalent will be favourably considered.
2. Demonstrated knowledge and understanding of financial systems and processes and extensive experience in financial analysis and planning and production of financial reports, including high degree of computer literacy with demonstrated skills and experience in using Microsoft Office software to an advanced level with Excel.
3. Strong stakeholder engagement skills, with the ability to effectively respond to client needs, issues and expectations.
4. Excellent written and verbal communication skills, with experience presenting financial concepts and insights to varied audiences.
5. Well-developed organisational and analytical skills including the proven ability to problem solve, maintain attention to detail, meet timelines and ensure quality outcomes across diverse portfolios.

KEY RELATIONSHIPS

- **This position reports to:** Director Strategy & Transformation
- **This position supervises:** None
- **Key internal relationships:**
 - Strategy and Transformation team
 - Chief Financial Officer, and Finance team
 - Chief Operating Officer
 - Deputy Vice-Chancellors and Divisional Staff
 - Provost, Executive Deans, and Academic Staff
 - University Senior Leaders and Managers
- **Key external relationships:**
 - Suppliers and vendors
 - Other Universities
 - External organisations and partners

CHALLENGES

- Enabling flexibility for innovation to support the ambitions of the strategic plan, while maintaining rigorous oversight of budgets, forecasts, and commercial risks, ensuring compliance with financial management frameworks.
- Coordinating agreements, performance, and interdependencies across a wide and varied portfolio, multiple vendors, delivery models and funding sources.
- Managing stakeholder expectations, evolving business needs, and shifting market conditions and regulatory environment, with desired financial sustainability goals.

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:

Date: