

BIZLINK JOB DESCRIPTION

Position:	Site Manager
Manager:	Operations Manager
Key Responsibility:	Overseeing contract related operations; management of registration activities; supervision of Coordinators and organisation of job search and support activities all at a site specific level.

1. MANAGEMENT

- 1.1 Reports to the Operations Manager on staff performance, job search, support and registration activities and performance against site-specific targets.
- 1.2 Ensures all employees perform registration, job search and support activities in accordance with procedures, policies, organisational objectives, statutory or contractual obligations and the National Standards for Disability Services.
- 1.3 Assists the Managing Director with recruitment and selection of staff for the site as required and assists with associated inductions.
- 1.4 Identifies the training needs of site staff and liaises with the Operations Manager to coordinate and/or facilitate appropriate training and development.
- 1.5 Ensures all site Coordinators receive regular supervision and performance feedback, including performance appraisals and the assignment and monitoring of caseloads.
- 1.6 Liaises with relevant staff regarding new registrants, vocational development, career development, job starts and job separations and provides information to assist with prioritising and organising job search, job start and support activities.
- 1.7 Reviews feedback from clients and employers on the site's service quality and proposes continuous improvement strategies.
- 1.8 Oversees the day-to-day operations of the site and ensures that any concerns or complaints regarding the site are reported immediately to the Managing Director.

2. MARKETING

- 2.1 Liaises with the Operations Manager regarding site-specific marketing including promotional material and publicity at a local level.
- 2.2 Ensures relevant business networks are developed and that appropriate contact with potential and existing employers is undertaken and maintained.
- 2.3 Ensures relevant referral networks are developed e.g. schools, community organisations, mental health, training and apprenticeship organisations, government agencies, and ensures that appropriate contact with potential and existing referral sources is undertaken and maintained.

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3. JOB SEARCH

- 3.1 Manages the site's Job Search Team to ensure targets are achieved and assists Coordinators as detailed on their job descriptions, with particular attention to:
- Ensuring suitable levels of contact are maintained.
 - Suggesting strategies and interventions to build work-capacity and job readiness.
 - Ensuring Job Plans are current and relevant to individual needs.
 - Identifying appropriate programmes and community supports.
 - Ensuring resumes; job applications; interview preparation; and vocational development activities; Traineeships or Apprenticeships; job creation and/or modified job descriptions; incentives and other initiatives (e.g. SWS, Wage Subsidy, DAAWS) are utilised appropriately.

4. REGISTRATION

- 4.1 Coordinates registration activities for the site and maintains the site's business share and direct registrations as per targets set by the Managing Director.
- 4.2 Delegates and/or undertakes registration activities as appropriate and ensures all reporting requirements are completed on time and accurately.

5. JOB SUPPORT

- 5.1 Manages the site's Support Team to ensure objectives are achieved and assists Support Coordinators as detailed on their job descriptions, with particular attention to:
- Planning and prioritising activities.
 - Ensuring suitable levels of contact are maintained.
 - Suggesting on and off-site strategies and interventions.
 - Ensuring Job Plans are current and relevant to individual needs.
 - Identifying appropriate programmes and community supports.
 - Utilising co-worker training and natural supports to promote worker independence.
 - Ensuring that transport training, vocational development activities, education and training and any other activity related to job readiness, job retention and/or career development are undertaken to meet the client's individual needs.

6. GENERAL

- 6.1 Performs all duties in a manner commensurate with BIZLINK values and the National Standards for Disability Services; represents BIZLINK and people with disability in a positive and professional manner.
- 6.2 Undertakes all activities as detailed in the Policies and Quality Procedures, including: maintenance of records that evidence activities; any reporting requirements; updating data bases.

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- 6.3 Builds a positive team spirit, works collaboratively across departments and sites and balances the needs of the team with individual responsibilities.
- 6.4 Attends Staff and Quality Review Committee meetings or functions as required, chairs and convenes site team meetings and other meetings as required.
- 6.5 Participates in research, staff training and consultancies as required.
- 6.6 Takes appropriate action following any reported complaint or direction from management.
- 6.7 Performs any other job related duties as directed by management.
- 6.8 Maintains contact and involvement with other Disability Employment Services, peak bodies and committees to further the interests of BIZLINK and people with a disability.

Employee Name (Printed)	Signature	Date
Authorised by Managing Director Brian Park		