

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 staff perform activities in accordance with procedures, policies, objectives, and contract requirements.
- 1.3 Coordinates and oversees site activities as per contractual and strategic objectives e.g. registrations, job search, job support. Delegates and/or undertakes activities in accordance with procedures, policies, objectives and contract requirements.
- 1.4 Assists with recruitment and selection of staff for the site as required and assists with associated inductions.
- 1.5 Ensures site staff have regular supervision and performance feedback, including performance appraisals. Identifies training needs of staff and coordinates and/or facilitates training and development.
- 1.6 Liaises with 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. Assigns and monitors caseloads.
- 1.7 Proposes improvements to systems, procedures, equipment and training to reduce and eliminate quality breaches or continuously improve as per internal and external audits, COIN's or ICAN's.

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 and referral networks are developed and maintained e.g. employers, schools, community services, mental health services, training and apprenticeship organisations, government services.

3. GENERAL

- 3.1 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.
- 3.2 Undertakes all activities as detailed in the Policies and Quality Procedures, including: maintenance of records that evidence activities; any reporting requirements; updating data bases.
- 3.3 Builds a positive team spirit, works collaboratively across departments and sites and balances the needs of the team with individual responsibilities.
- 3.4 Attends meetings and functions as required.
- 3.5 Participates in research, staff training and consultancies as required.
- 3.6 Takes appropriate action following any reported complaint or direction from management.
- 3.7 Performs any other job-related duties as directed by management.

Employee Name (Printed)	Signature	Date
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NOTE: when acknowledged in Employment Hero (EH) you do not complete the signature panel. EH provides electronic approval.