

# Job Description

## Business Manager



*This job description outlines the purpose, key responsibilities, measures of success, values and professional behaviours and skills required for success within the role. It also describes the key measures of success of the role and provides focus for recruitment, development, career planning, performance management and remuneration initiatives.*

<b>Position Title:</b>		<b>Business Manager</b>
Location:		Bowhill, South Australia
Current as of:		May 26
Reports to:		CEO
Direct Reports:		HR & Accounts Manager, WHSE Coordinator, Admin Team
Key Relationships:		Admin, HR, Leadership Teams

### Purpose

- **Together we thrive**

### Mission

- **We transform communities & our people, by optimising & building structures that matter**

### Core Values

- We do what we say we are going to do
- We get things done, together
- We work smarter
- We help our clients win

### Core Competencies

- **Smarter together** - optimization specialists in large, welded components
- **Win Before you Start** - cost with certainty
- **Complexity done excellently** - systems and process, refinement
- **Committed to Our Community** - strengthen our region

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#### Role Purpose:

Bowhill Engineering is entering its next stage of growth, and with that comes the need for stronger systems, clearer accountability and a central leader who can support the people, processes and business functions that keep Boweng running well.

The Business Manager will provide leadership across our **HR, Administration, WHSE and Finance support functions**, helping to consolidate these areas under one clear point of coordination. This role will build on the strong foundations already in place, while helping Bowhill transition from a business of around 60 people to a larger, more structured and sustainable organisation of 90+ people and beyond.

This is a key role for someone who is practical, organised, commercially minded and people-focused. The successful person will work closely with the CEO, senior leaders and existing functional team members to improve communication, strengthen systems, support staff, and ensure important initiatives are followed through properly.

This role is not about doing everything themselves. It is about **leading, organising, communicating, delegating well, and holding people accountable** in a way that reflects the Boweng culture: humble, honest, hardworking, respectful, solutions-focused and committed to doing things properly.

#### Key Responsibilities:

The purpose of the Business Manager is to create a stronger internal business structure by providing leadership, coordination and accountability across key business support functions.

- **Collaboration**
- **Accountability**
- **Systems Improvement**
- **Succession**

#### Boweng Culture Fit:

At Bowhill Engineering, culture matters. We are proud of what we build, how we work and how we treat people. We value honesty, humility, practical thinking, safety, teamwork and doing what we say we will do.

The right person for this role will bring professionalism and structure without becoming corporate for the sake of it. They will understand that Boweng is built on trust, effort, care and straight-talking communication. They will help us grow up as a business without losing who we are.

This is a genuine opportunity to step into a key leadership role and help shape the next chapter of Bowhill Engineering.

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### KEY RESPONSIBILITIES

RESPONSIBILITY	EXAMPLES	MEASURES OF SUCCESS (KPIs)
<b>Collaboration</b>	<ul style="list-style-type: none"> <li>provide a Central Point of contact for HR, Admin, WHSE and Finance-related coordination.</li> <li>Support existing staff by improving clarity, communication and follow-through.</li> </ul>	<ul style="list-style-type: none"> <li>Boweng Pulse &gt;8</li> </ul>
<b>Accountability</b>	<ul style="list-style-type: none"> <li>Strengthen accountability across support functions through clarity &amp; clear expectations, without losing the personal, practical Boweng way of working.</li> </ul>	<ul style="list-style-type: none"> <li>PACE &gt; 85%</li> <li>KPI's &gt; 85% Green</li> </ul>
<b>Systems Improvement</b>	<ul style="list-style-type: none"> <li>Help Bowhill implement new systems, initiatives and improvements as the business grows.</li> </ul>	<ul style="list-style-type: none"> <li>OFl completions 1/mth</li> </ul>
<b>Succession</b>	<ul style="list-style-type: none"> <li>the CEO and other senior leaders from day-to-day operational noise.</li> <li>Build a longer-term succession pathway for internal business leadership.</li> </ul>	<ul style="list-style-type: none"> <li>Key Person Risk Profile &gt; 95% capacity</li> </ul>

### About You

You will be someone who enjoys bringing order to complexity. You are not afraid of detail, but you can also see the bigger picture. You communicate clearly, follow through on commitments and know how to get things done through others.

You may come from a strong business management, HR, finance, administration, operations or marketing background. The exact pathway is less important than your ability to lead people, understand business priorities, improve systems and fit well with the Boweng way.

You will be:

- Highly organised, practical and reliable.
- A clear and confident communicator.
- Commercially aware, with solid financial understanding.
- Strong at delegation, follow-up and accountability.
- Calm under pressure and able to prioritise effectively.
- Comfortable working with both senior leaders and frontline teams.
- Respectful, humble and honest in your approach.
- Able to challenge constructively without creating unnecessary friction.
- A quick learner who picks up new software, systems and processes easily.
- Someone who takes ownership and sees things through.

**LEADERSHIP BEHAVIOURS**

<b>BEHAVIOUR</b>	<b>WHAT THIS MEANS FOR THE ROLE</b>
<b>Inspiring</b>	<ul style="list-style-type: none"> <li>▪ High level of communication skills – open, clear, transparent and engaging</li> <li>▪ Is engaging and influential to both internal and external stakeholders</li> <li>▪ Ensures others understand their role and how it contributes to the success of business</li> </ul>
<b>Drives Change</b>	<ul style="list-style-type: none"> <li>▪ Leads sustainable change in line with the strategic direction of the business</li> <li>▪ Motivates and inspires team members to embrace change and come on the journey</li> <li>▪ Stretches the boundaries of what is possible and challenges the status quo</li> </ul>
<b>Courageous</b>	<ul style="list-style-type: none"> <li>▪ Proactively confronts difficult issues, particularly to do with performance, engagement and alignment with company values</li> <li>▪ Has tough conversations when needed to move issues forward, even if it means being unpopular</li> <li>▪ Questions how things have been done in the interest of identifying improvements</li> </ul>
<b>Collaborates</b>	<ul style="list-style-type: none"> <li>▪ Creates effective teams who work collaboratively towards common goals</li> <li>▪ Stands unified as a team and supports decisions once they have been made</li> <li>▪ Works with external stakeholders and partners that will grow and develop the business</li> </ul>
<b>Resilient</b>	<ul style="list-style-type: none"> <li>▪ Has a positive, open outlook and views the positive in every situation</li> <li>▪ Demonstrates composure in difficult times and maintains the required energy</li> <li>▪ Communicates in a positive manner and expresses negativity in a constructive manner with a focus on solutions</li> </ul>
<b>Commercial</b>	<ul style="list-style-type: none"> <li>▪ Demonstrates professionalism through high levels of communication (written, verbal and body language)</li> <li>▪ Has a broad and commercial perspective on issues and understands the financial impact of decisions</li> <li>▪ Sees the big picture and makes decisions in the best interest of the business</li> </ul>
<b>Results driven</b>	<ul style="list-style-type: none"> <li>▪ Demonstrates good commercial judgement when making decisions</li> <li>▪ Understands the impact of decisions on business performance and key stakeholders</li> <li>▪ Empowers staff to take responsibility for their actions and be accountable for their results</li> </ul>



**BOWHILL ENGINEERING CODE OF CONDUCT**

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<b>We Expect and Accept:</b>	<b>We Don't Expect or Accept:</b>
▪ Honesty	▪ Dishonesty
▪ Teamwork	▪ Negativity
▪ Respect	▪ Backstabbing
▪ Patience and Tolerance	▪ Intimidation
▪ Work life balance	▪ Handballing

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**DESIRABLE REQUIREMENTS**

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**QUALIFICATIONS**

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- A qualification in Business, Management, Human Resources, Finance, Marketing or related field.
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**EXPERIENCE**

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- Demonstrated experience in a senior business, operations, HR, administration, finance or management role.
  - Strong business acumen, including confidence with budgets, reporting and financial information.
  - Proven ability to lead people, coordinate teams and hold others accountable.
  - Excellent communication, organisation and problem-solving skills.
  - Experience improving systems, processes and ways of working.
  - Strong computer literacy, including Microsoft Office and business management systems.
  - Ability to manage competing priorities in a growing, fast-moving business environment.
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