

# M&P OCCUPATIONAL GUIDELINE

## **JOB FAMILY: BUSINESS OPERATIONS MANAGEMENT Level B, Pay Grade 7**

<b>LEVEL DEFINITION</b>	This level covers positions of defined scope responsible for managing a localized business operation.
<b>TYPICAL RESPONSIBILITIES</b>	May include: managing a localized business operation; developing and implementing marketing plans and programmes; managing operating budgets; developing plans for custodial services and building maintenance services; negotiating pricing with vendors to supply products and services; developing policies and procedures; managing sales and inventory control processes; and identifying new product lines.
<b>DECISION MAKING /LEVEL OF ACCOUNTABILITY</b>	Makes decisions regarding marketing plans, products and pricing.
<b>SUPERVISION RECEIVED</b>	Works autonomously under general managerial direction. Work is reviewed in terms of sound business practice, profitability and achievement of specific objectives.
<b>SUPERVISION EXERCISED</b>	Manages staff and is responsible for hire, discipline, evaluation and termination.
<b>MINIMUM QUALIFICATIONS</b>	Undergraduate degree in a relevant discipline. Minimum of three years of related experience, or the equivalent combination of education and experience.