

Schedule 1 – Position Description

Commercial Business Manager

Which position does this role report to?

This position reports directly to Pro-Torque’s Director – Travis Hudson

Purpose of this Role:

The role of Pro-Torque's Commercial Business Manager is to implement the strategic and commercial decisions of the business. Designed to work closely with Pro-Torque's directors, finance team, executive assistant and operations manager, this role supports business growth, facilitates financial success, supports client relationships and optimises commercial operations.

Role Responsibilities:

We expect everyone in our team to do what needs to be done to support Pro-Torque’s operations, however, below are some specific aspects of your role for which you will be responsible:

Responsibility Area	A guide of what this may include	What will success look like?
Commercial & Risk Management (Revenue generating)	<ul style="list-style-type: none"> • Coordinate the management of contracts/leases, including negotiation, compliance, legal liaison and administration to ensure favourable terms and risk mitigation. • Identify potential commercial risks and develop mitigation strategies. • Ensure compliance with all legal, contractual, and regulatory obligations. • Manage submission of any insurances for the business i.e. Annual wages estimates, Workers Comp, PI, PL and ML insurances • Manage sub-contractor agreements and any wage/salary reviews in consult with the Directors • Submit written reports and review client and supplier engagement terms • Present to and liaise with stakeholders 	<ul style="list-style-type: none"> • Business growth through well-executed commercial strategies, effective contract management, and financial oversight. • Proactively identifying and mitigating commercial risks while ensuring full compliance with legal, contractual, and regulatory obligations to protect the business and support sustainable growth.
HR	<ul style="list-style-type: none"> • Manage training/Certification registers • Organise and assist in the development of Position Descriptions and job offers on behalf of Directors. • Liaison with external HR advice experts to manage company policies and procedures 	<ul style="list-style-type: none"> • Workforce planning aligns with company needs.
Business Management (Effective operations)	<ul style="list-style-type: none"> • Monitor and review company's financial budgets, profitability, and performance, providing regular reporting to company Directors. • Monitor company tax lodgements, BAS/IAS payments and authorise any aged payables • Authorise company vehicle repairs, maintenance and registrations • Review and monitor IT supply and company subscriptions 	<ul style="list-style-type: none"> • Client compliant KPI reporting supporting productive client relationships and business performance. • Effective financial forecasting meeting budget.
Leadership & Collaboration	<ul style="list-style-type: none"> • Proactively and confidently communicate with team members, managers, contractors and clients. 	<ul style="list-style-type: none"> • Pro-Torque is a collaborative and high-performing team aligned with client

Responsibility Area	A guide of what this may include	What will success look like?
	<ul style="list-style-type: none"> Collaborate with the team to ensure alignment between client expectations, contract terms, and project execution. Lead to foster a culture of safety, accountability, excellence, and profitability within the team. Collaborate to achieve and share learnings in commercial best practices and financial performance management. 	<p>expectations and contract and project deliverables.</p> <ul style="list-style-type: none"> Our team learn about best practices, and cultivating a culture of safety, accountability, excellence, and profitability.

In addition to the above position-specific responsibilities, all members of the Pro-Torque team are required to undertake any other reasonable duties and responsibilities within your capability and skills, when requested to do so.

The capabilities you will need to be successful in this role

Capability	What will this look like?
<i>Business and Commercial Acumen</i>	<ul style="list-style-type: none"> <i>Experience managing operational and commercial aspects of small to medium businesses.</i> <i>Strong understanding of financial management, contract negotiation, and risk assessment.</i> <i>Ability to create and analyse budgets, forecasts, and profitability metrics.</i>
<i>Strong analytical thinking for Risk and Contractor Management</i>	<ul style="list-style-type: none"> <i>Experience in managing supplier or client contracts and ensuring compliance with terms and conditions.</i> <i>Ability to understand work safety systems and documentation.</i>
<i>Strong interpersonal and communication skills</i>	<ul style="list-style-type: none"> <i>Advanced negotiation skills to secure favourable terms in contracts and agreements.</i> <i>Capacity to influence stakeholders and drive consensus in decision-making.</i> <i>Ability to tailor written and verbal communication styles to suit diverse audiences.</i>
<i>Independently driven with a value for team work.</i>	<ul style="list-style-type: none"> <i>Actively listens to and collaborates with the needs of team members, contractors, clients with a focus on the project's ultimate goal and performance standards.</i> <i>Ability to work autonomously while accurately following instruction</i>

Some of our expectations for previous Qualifications & Experience

Qualifications and/or Completed Courses	Experience
<p>Desirable:</p> <ul style="list-style-type: none"> • Degree, certificate, or diploma qualification (or equivalent) in business, accounting, commerce or a related field. • Experience working in a family-owned business and/or a business within the oil, gas or construction industry. 	<p>Essential:</p> <ul style="list-style-type: none"> • At least 5 years’ experience in commercial management or business management • Proven ability to meet deadlines with excellent attention to detail. • Managing communication across a diverse range of audiences including team members, suppliers and clients both in person and via written mediums. • Contract management, financial analysis, and risk assessment. • Demonstrated experience with Microsoft Office and Outlook applications.

Work Health & Safety Obligations

All of our team are required to ensure that they take care to protect their own health and safety as well as the health and safety of others (including fellow team members and customers); this includes on-site at the company’s office, when working from home or the client’s project location, and when off-site for travel purposes. These responsibilities include, but are not limited to:

- Complying with all policies and procedures aimed at protecting their health and safety;
- Reporting hazards as soon as practicable, and assisting with health and safety improvements; and
- Wearing appropriate Personal Protective Equipment, as required.

What Version are we up to?

This Position Description was last updated as follows:

SIGNED OFF BY	STEPHANIE HUDSON
POSITION	DIRECTOR
DATE	01.03.25