

BUSINESS MANAGER

Title	Business Manager
Reports to	Principal
Category	A (PayScale Deputy Principal Cat A)
Time Fraction	Full Time
Terms	5-year tenure 2026 -2030. Reappointment possible on the completion of a positive summative review
Base Campus	St Paul's Campus (Travel required to Notre Campus to fulfil duties of the Role)

About Emmanuel College

Emmanuel College operates within a Catholic ethos based on Gospel values - respect for personal dignity, peace and justice, integrity and reconciliation – as expressed in its Marianist tradition. All leaders bear witness to these values in their interactions with staff, students and parents. Emmanuel College's mission is to support all dimensions of the growth and learning of the students whom the College serves.

All College staff must remain familiar with Emmanuel's [Child Safe Code of Conduct](#) which recognises the critical role that school staff play in protecting the students in our care and establishes clear expectations of College employees, volunteers, contractors and clergy for appropriate behaviour with children in order to safeguard them against abuse and or neglect [Victorian Catholic School Statement of Commitment to Child Safety](#)

All Positions of Leadership at Emmanuel College are underpinned by the Characteristics of Marianist Education: Formation in Faith; Family Spirit; Service Justice, Peace and Integrity of Creation; Integral, Quality Education; Adaptation and Change, the strategic direction of MACS 2030, and our College's Vision for Learning and Vision for Engagement. Leaders are called to foster a faith-filled, inclusive, and dynamic learning environment where every student is known, valued, and supported.

Central to this shared vision is the development and implementation of *Learn Well at Emmanuel*, a College-wide framework that integrates academic excellence with wellbeing and places the needs of each learner at the heart of all we do. Leaders work collaboratively to build a culture of high expectations, strong relationships, and purposeful engagement, ensuring every member of the Emmanuel community is empowered to grow, lead, and contribute to the world with integrity and hope.

The Business Manager reports directly to the Principal and is required to work at both campuses to fulfil the duties of the role.

Business Services

The Business Manager is primarily responsible for all business-related services which includes Finance; Property Maintenance and Capital Works; Digital and Information Technology; Risk and Compliance; Administration; and any Business Operations. More generally, the Business Manager has oversight of the non-academic endeavours of the College.

BUSINESS MANAGER

Having direct reports and generally being responsible for non-teaching staff, the Business Manager will employ successful people management skills to enable delivery of business services to the highest order.

Responsibilities

The Business Manager will hold termly meetings with all the teams and regularly meet with these leaders of teams:

- Reception and Front Office of Notre Dame and St Paul's campuses
- Finance
- Grounds and Maintenance Teams
- Digital Services
- The Business Manager will also convene termly meetings of all administration staff.

The Business Manager takes responsibility for the following:

Financial Leadership

- Optimise college operations, funding and income through a thorough understanding of and implementation of processes linked to Catholic Grants (Vic) Ltd, Federal and State Government, Grant Allocation Committee, and other relevant income options.
- Ensure that the financial administration of the College serves the mission and longer-term goals of the College strategic plan.
- Provide effective financial management and be responsible for policy development to ensure strong systems of internal controls, procedures and segregations of duties where applicable.
- Keep abreast of GST, Fringe Benefits Tax and other tax rulings, including attendance at seminars.
- Prepare and present termly reports for the Finance Committee and College Board.
- Oversee the collection and accounting of school fees and charges.
- Oversee financial controls to maximise integrity of the purchase order system and to ensure the effective use of college resources.
- Support, guide and enable the Finance Manager to undertake their responsibilities.
- Work closely with the Finance Operations Team.
- IN close collaboration with the Finance Manager, ensure the annual and long-term College budgets and financial forecasts are accurate and delivered on time.
- Ensure all College insurance policies are adequate to the needs of the College.
- Oversee the development of Annual Financial Statement.
- Monitor the cash flow and arrange for investment of surplus funds.
- Maintain regular contact with auditors, bankers and legal advisors in relation to the College's financial position and oversee the implementation of appropriate recommendations approved by the College Advisory Committee and mandated by Melbourne Archdiocese Catholic Schools.
- Maintain and monitor College financial records as required by statutory requirements.

Property, Building and Asset Management

BUSINESS MANAGER

- In collaboration with Campus Facility Managers, ensure Essential Services are maintained.
- Oversee the cleaning and maintenance of all College buildings, grounds and assets and ensure they are secured.
- Contribute to planning for facility development.
- Manage relevant contractual/policy requirements such as MOUs, capital works, insurance and ensure correct storage of files.
- Contractor Engagement and all 3rd party contractors, including oversee and ensure OHS compliance for the work of all sub-contractors operating within college premises.
- Oversee management of Facilities Managers.
- Supervise the implementation of identified action by the Facilities Managers.
- Ensure the availability and storage of current Material Safety Data Sheets by the maintenance team and relevant contractors such as canteen and cleaning contractors.
- Liaise with Senior Leaders and the Leaders of Learning as relevant.
- Manage the application process for capital works, including with architects, Council and MACS.
- Represent College at site meetings and project planning meetings with architects, builders and consultants.
- Monitor and report on the financial aspects of college capital projects.
- Oversee the cyclic maintenance program for college buildings and grounds.
- Develop and maintain long term maintenance plan for the upkeep of college buildings.
- Review current contracts, leases and purchasing arrangements to obtain the most cost-effective outcomes for the College.

Digital Services

- Work closely with the Digital Services Leader (DSL) to deliver digital and IT services to the highest standard possible.
- In collaboration with the DSL, manage Continuity of Service and Disaster Recovery Plans.
- Take responsibility for ensuring that all College computer systems are suitably licenced, secured and appropriately backed up.
- Take responsibility for ensuring all computer infrastructure is operational, maintained and replaced when amortised.
- Take responsibility for ensuring personal information is protected including threats relating to cybersecurity.
- Ensure the requisite level of IT service support for the school community.

Compliance and Risk

- Contribute to the formation and management of the College Risk register.
- Generally, oversee compliance with non-academic Statutory Compliance.
- Assist the Principal, Deputy Principals and Senior Director of People and Culture in managing strategic academic risks including VRQA, regulations regarding students with disabilities, delivery

BUSINESS MANAGER

of Victorian Curriculum Programs, Child Safety Policies and implementation of safe work practices for teachers and students within classrooms.

- Work closely with the Compliance and Risk Officer to manage the school's operational risks.

Administration

- Work closely with the campus Office Managers to provide school administration services, including reception, student services, attendance reporting and first aid responsibilities.

Business Operations

- Oversee the external hire of facilities.
- Manage Canteen operations.
- Manage sales of secondhand books and / or uniforms.
- Manage any other Business Operation.

Workplace Health and Safety

- OHS/WHS Compliance.
- Development and implement OHS procedures based on approved MACS policies.
- In conjunction with the OHS committee, conduct safety audits, identify prevention programs and maintain relevant compliance registers.
- Liaise with CECV OHS specialists, as relevant, to ensure relevant OHS functions meet legislative requirements.
- In conjunction with the Principal, prepare and coordinate MACS audits.
- Identify safety training requirements and arrange relevant training.
- Ensure implementation of college policies regarding equal opportunity, OHS, and staff wellbeing.
- Lead compliance with the College professional attire policy by the finance and office teams.
- Arrange staff Workcover insurance.
- Oversee Workcover, staff injury reports and Return to Work claims with Finance Manager.
- Arrange assistance for staff with salary packaging, superannuation, return to work and workers compensation.
- Support Payroll Manager and oversee payroll operation, Annual leave and arrangements for office staff and school services officers with LSL process, including reimbursement.
- Update of staff personnel records.
- WWC check process for relevant staff.
- Coordinate the ARM process for non-teaching staff and conduct relevant ARMs.
- Lead the appointment process for relevant non-teaching staff.
- Coordinate relevant professional learning for non-teaching staff.

The Business Manager direct reports are:

BUSINESS MANAGER

- Finance Manager
- Digital Services Leader
- Facilities Manager SPC and NDC
- Payroll Officer and Office Manager SPC
- Accounts Receivable Officer and Office Manager NDC

The Business Manager meeting responsibilities are as follows:

- Member, Finance and Risk Management Committee
- Member, College Advisory Council
- Member, Leadership Team
- Chair, OHS Committee
- Member, Digital Services Executive

Professional Review

This Position Description is intended as a framework for professional review. As Emmanuel College evolves to meet the changing needs of our learning community, so will the roles required of its entire staff. As such, staff should be aware that this document is not intended to present the role in which the occupant will perform in perpetuity. This role statement is intended to provide an overall view of the incumbent's role as at the date of engagement.

Through mutual agreement some variation in the specified responsibilities may take place during the term of appointment as a part of a normal process of ongoing evaluation of the College's operations.

Conduct

The Business Manager represents the College and must maintain professional presentation and conduct. All interactions with the College community and external stakeholders will be in keeping with the ethos and values of the College.