

POSITION DESCRIPTION

Business Manager



The Business Manager is a senior leadership position in the College. The Business Manager exercises leadership in the Spirit of the Gospel and the College Mission Statement. The Business Manager is responsible and accountable to the Principal to lead business operations and planning of the College. The key responsibilities of this role will include strategic leadership, financial planning and management, administrative services and accounting, property and contract management and overseeing the overall running of the College's facilities and services.

The Business Manager is a member of the College Leadership Team.

LEADERSHIP FRAMEWORK

Educational Leaders at Kolbe Catholic College work within a transformational framework:

- Supporting and promoting the Catholic ethos of the College
- Publicly supporting the Leadership of the College
- Building trust, acting with integrity, coaching people, inspiring others, encouraging innovative thinking

And within the guiding conceptions of the Leadership In Catholic Schools Framework: Leadership Action - in the following five key areas:

- The Faith Community
- A Vision for the Whole School
- Teaching and Learning
- People and Resources
- Community

Through the Performance Development and Coaching program (or otherwise), leaders at Kolbe Catholic College establish annual goals in both their area of leadership and in their professional practice.

LEADERSHIP AS A MEMBER OF THE COLLEGE LEADERSHIP TEAM (LT)

- Promote the Catholic ethos in the life of the Kolbe Catholic College community
- Work in an honest, collaborative, creative and flexible manner that contributes positively to the effectiveness of the LT
- Provide opportunities for staff input into LT considerations and provide appropriate and comprehensive feedback
- Represent the College in external forums
- Model a leadership style and approach that reflects and supports the vision of leadership articulated by the Principal
- Deputise for the Principal and/or other members of LT as required

CHILD SAFETY:

Every person employed or volunteering at Kolbe Catholic College has a responsibility to understand the importance and specific role he/she plays individually and collectively to

ensure that the wellbeing and safety of all students is at the forefront of all they do and every decision they make ([CECV Commitment Statement to Child Safety](#))

Such responsibility requires employees to:

- Providing a child-safe environment.
- Being familiar with and complying with the school's child-safe policy and code of conduct, along with other child safety-related policies.
- Proactively monitoring and supporting student wellbeing.
- Exercising pastoral care reflecting school values.
- Implementing strategies to promote a healthy and positive learning environment.

RESPONSIBILITIES:

1. STRATEGIC LEADERSHIP

- Play an active role in the development and implementation of current and future strategies and objectives, ensuring that the College makes the best use of its resources including consideration of financial implications of planned strategies.
- Assist in the formulation of strategic initiatives of the school by conducting feasibility studies and preparing impact scenarios of proposed changes from the financial/resource perspective.
- Create and be accountable for the implementation of elements of the College business plan as they relate to College goals.
- Promote key strategic objectives to Finance, Administration and Property teams, ensuring that there is understanding, engagement and participation at all staff levels.
- Promote key strategic objectives in the College ICT provision for educational and administrative purposes, via active member of the College ICT strategic governance committee. Ensuring College ICON readiness and other future ICT provision via financial planning and thorough investigation of leasing strategies.
- Develop, recommend and implement contemporary business management practices, policies and procedures, including a sound understanding of taxation reform as it applies to Catholic schools.
- Encourage and maintain a climate of quality and excellence within the College and develop collaborative relationships with internal and external stakeholders.
- Attend Leadership Forum Team and meetings with the Principal to provide reports and information as necessary.
- Oversee Disaster Recovery and Management procedures of the College.
- Model a commitment to innovation, creative problem solving, and a positive approach to change.

2. FINANCIAL MANAGEMENT

- Partnering with the Principal and College Advisory Council in providing strong and sustainable long term financial management of the College, including the

development of financial strategies and goals in conjunction with the Principal and Council.

- Manage the preparation of the annual budget, financial plan and annual accounts.
- Manage the financial outcomes of the College through effective engagement in the budget setting process and ongoing monitoring and management of expenditure. The preparation of the Budget for the College, including the monitoring of Budgets for each individual Department within the College, and maintaining an overview of the expenditure in these areas to ensure that the maximum advantage is obtained from the funds available to the College.
- On determining the extent of funding available for a financial year, critically monitoring the budgeting process in the College and devising a control system whereby the cash flow at the College will be adequate to enable funds to be available to meet known commitments as they occur.
- In conjunction with the Finance Sub-committee of the CAC, report at Council Meetings on the current financial position and maintain a procedure whereby such information is readily available to the Principal and Committee members on an ongoing basis.
- Reporting any significant anomalies in administrative and/or accounting matters to the Principal immediately upon detection.
- Responsibility for follow up and receipt of all outstanding student school fees. Conduct regular follow up and manage the collection of school fee accounts including liaising with families and the collection agency where necessary.
- Take an active role in project management and the monitoring of outcomes across major projects, building and maintenance initiatives.
- Understand the effects and implications of Catholic Education Office and government policies, legislation and directives and develop effective solutions for managing their impact on current and future strategies.
- Maintain regular contact with school auditors, bankers, legal advisors, MACS Finance Department, in relation to the school's financial position, and overseeing the implementation of appropriate recommendations.
- Oversee the preparation and maintenance of the payroll for all College Staff.

3. GOVERNANCE, RISK MANAGEMENT AND OCCUPATIONAL HEALTH AND SAFETY (OH&S)

- The Business Manager is responsible for identifying and implementing systems to manage all classes of risk to the College
- Ensure effective risk management practices including OH&S, disaster recovery, employment law and third party contract management.
- With the Manager of Sustainability, Risk and Compliance, ensure occupational health and safety (OH&S) compliance in all areas of the College and develop, implement and review associated policies and procedures and risk management strategies.

- Adopt a leading role on the College Finance Committee including being responsible for agendas, following up agreed actions, all administrative aspects and compliance with legal and regulatory requirements.
- Ensure the College has effective and adequate insurances (including for capital works projects) ensuring that the College is adequately insured against all significant risk, and manage any claims that arise.
- Responsible for ensuring College compliance with all Laws, Acts and Regulations relevant to this area of responsibility
- To implement systems, in conjunction with CompliSpace, to ensure OH&S compliance in all areas of the College.
- Responsible for reporting to, and liaising with, Victorian Work Cover Authority, via their Agent, in all matters of OH&S and in any instances of injury and subsequent work Cover claim
- Maintain College records to comply with State and Commonwealth government requirements.
- Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.
- Ensuring that good public relations are established and maintained with all relevant authorities and the community
- Coordinating the Annual Census and Compliance requirements of the College.
- Ensure the College ICT strategic direction is well governed via active membership of the relevant committee.

4. PROPERTY, INFRASTRUCTURE AND RESOURCE MANAGEMENT

- Be responsible to the Principal and the Board for the oversight, coordination and reporting of all Capital Works planning and construction.
- Through the Principal, advise the CAC of Capital project matters as required.
- Be responsible for the insurance and security of College buildings including Capital Works. Ensure that the College equipment and facilities have adequate insurance coverage for damage, loss etc.
- Arrange all leasing as required including the motor vehicle fleet management.
- Oversee property management activities in relation to the external hiring of College facilities and equipment.
- Be responsible for the preparation of a maintenance schedule for all capital property and oversight of the maintenance works.
- Monitoring the use and condition of all facilities and equipment within the College and advising the Principal on the financial allocation needed for the upkeep and improvement of these.
- Writing submissions for Capital Grants
- Oversee procurement procedures, monitoring all purchases of goods and equipment by the College, in liaison with the College Accountant, ensuring the requirements of relevant regulations and proper business procedures are adhered to in the ordering, delivery and payment for such goods.

- Oversee the College Asset Register in relation to existing assets, new purchases and the disposal schedule, in liaison with the College Accountant.
- Ensuring that an adequate level of security is maintained at the College. This includes the maintenance of the College Key Register.
- Monitoring and maintenance of Essential Services in conjunction with the Property Manager.
- Ensuring fully awareness of the total resources and facilities of the College and assisting the Principal and School Council in establishing their optimum use.
- Liaising with Source Central and Canteen Manager.

5. STAFF LEADERSHIP AND HUMAN RESOURCE MANAGEMENT

While it is primarily the responsibility of the Human Resource Manager to address the following, the Business Manager is required to assist the Human Resource Manager to:

- Guide, monitor and evaluate staff performance, succession planning, recruitment, induction and professional learning and relevant training for all Finance, Administrative, Property and IT team staff, in conjunction with designated Line Managers.
- Appoint, via approval from the Principal, lead and manage all Finance, Administration, and Property staff ensuring that legislative and regulatory requirements are met.
- Maintain a complete personnel records system for both teaching and non-teaching staff in conjunction with the Principal's Personal Assistant (PA).
- Ensure that accurate role descriptions exist and are promulgated; in the first instance this will be in the domain of non-teaching staff roles
- Develop all Human Resource Policy and associated plan/s including staff appraisal.
- Identify and monitor training and development opportunities for non-teaching staff.
- Organise staff orientation and training sessions, workshops and activities, in consultation with the Principal.
- Manage daily attendance requirements of non-teaching staff, including absence and extended leave.
- Investigate and understand causes for non-teaching staff absences; recommend solutions to resolve any chronic attendance difficulties.
- Prepare, develop and implement procedures and policies on staff recruitment, in consultation with the Principal.
- Coordinate staff recruitment and selection process in order to ensure a timely organised and comprehensive procedure is used to hire staff.
- In collaboration with the Principal and their Personal Assistant, prepare notices, advertisements for vacant staff positions.
- Schedule and organise interviews in liaison with the Principal's PA.
- Conduct reference checks, as appropriate.
- Conduct exit interviews, as appropriate.

- Have knowledge of and be able to explain employment standards and current legislation. Liaise with MACS IR Staff.
- Promote a strong working relationship between teaching and support staff to deliver strong outcomes for students, staff and the College community.
- Oversee and be responsible for the management of staff under their supervision including rosters for office staff, and holiday staffing for the College.
- Determining salaries and other conditions of employment, including the establishment of new contracts with effective knowledge of current Employment Agreements such as the Victorian Catholic Education Multi Enterprise Award (VCEMEA 2013). Specifically, being responsible for the interpretation of salary and wage awards and conditions of employment relative to the persons employed by the College.
- Being the Return-to-Work Coordinator for non-teaching staff.

6. ADMINISTRATION

The Director of Business must perform the following administrative functions which are not strictly related to finance, personnel or maintenance but which are essential to the day-to-day operation of the College. These include the following duties:

- Ensuring completion of all surveys required by MACS and Government Departments and Authorities.
- Acting as a member of local committees as directed by the Principal.
- Performing any other appropriate duties as directed by the Principal.
- The listed responsibilities/duties above are subject to review given the expanding nature of the school and the subsequent changes that may result to leadership structures including the number, nature and level of Positions of Leadership during the tenure of this position.

POSITION CLASSIFICATION:

- Position: Business Manager
- Tenure: Contract (5 years), renewal will be linked to appraisal process.
- Remuneration: CEMEA 2022
- Classification: Salary to be negotiated
- Review - a performance review process will be developed based on a self and peer appraisal.

KEY SELECTION CRITERIA

Essential Criteria

- Knowledge of, and experience in, financial planning and management (including budget preparation and management), accounting and administrative services, customer services, legal matters and contract management, property and utilities

management, insurance and risk management, compliance, personnel and payroll services.

- Experience in the leadership and management of support staff and input into policy development.
- A proven capacity for strategic planning and development.
- The ability to be able to demonstrate a commitment to the Catholic ethos and education philosophy of the school.
- Understanding or the ability to acquire the understanding of the funding arrangements and reporting obligations surrounding the education sector.
- Highly developed communication and interpersonal skills in order to relate to a variety of audiences. This includes proficiency in the use of information and communication technologies.
- Have a proven ability to work in a collaborative environment as a member of an executive team.
- A proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressures.
- Tertiary qualifications in Accounting, Business or Commerce related field.

Highly Desirable

- Post-graduate professional qualification (CA or CPA) and a commitment to ongoing professional development and willingness to participate in personal and spiritual formation.