



# Catholic Regional College Melton

Responsible to: **PRINCIPAL**  
 Report to: **PRINCIPAL**  
 Tenure: **Contract (5 years), renewal will be linked to appraisal process.**

The Business Manager is expected to commit to the Catholic Ethos of the College and carry out the role in a manner that reflects the vision and values articulated in the College Mission Statement in accordance with the College Strategic Plan and the School Improvement Plan.

## Position Description – Business Manager

STATEMENT OF DUTIES	
<b>Child Safety</b>	<ul style="list-style-type: none"> <li>• Be familiar and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety</li> <li>• Assist in the provision of a child-safe environment for students</li> <li>• Demonstrate duty of care to students in relation to their physical and mental wellbeing</li> </ul>
<b>Business Manager</b>	<ol style="list-style-type: none"> <li> <b>1. Strategic Leadership</b> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Create and be accountable for the implementation of the College business plan as it relates to College goals.</li> <li>• Promote key strategic objectives to Finance, Administration and Property teams, ensuring that there is understanding, engagement and participation at all staff levels.</li> <li>• Promote key strategic objectives in the College ICT provision for educational and administrative purposes, via active membership of the College ICT infrastructure team. Ensuring future ICT provision via financial planning and thorough investigation of leasing strategies.</li> <li>• Develop, recommend and implement contemporary business management practices, policies and procedures, including a sound understanding of taxation reform as it applies to Catholic schools.</li> <li>• Encourage and maintain a climate of quality and excellence within the College and develop collaborative relationships with internal and external stakeholders.</li> <li>• Attend Leadership Meetings and meetings with the Principal to provide reports and information as necessary.</li> <li>• Model a commitment to innovation, creative problem solving, and a positive approach to change.</li> </ul> </li> <li> <b>2. Financial Management</b> <ul style="list-style-type: none"> <li>• Partnering with the Principal and School 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.</li> <li>• Manage the preparation of the annual budget, financial plan and annual accounts.</li> <li>• Manage the financial outcomes of the College through effective engagement in the budget setting process and ongoing monitoring and management of expenditure.</li> <li>• 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.</li> <li>• On determining the extent of funding available for a financial year, critically monitoring the budgeting process in the College and devise 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.</li> </ul> </li> </ol>

## STATEMENT OF DUTIES

- Report at School Advisory Council meeting 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.
- Oversee 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 MACS 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)**

*Supported by the Deputy Principal – Staffing, Strategic Intent and Operations.*

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.
- Develop, implement and review a risk register and 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.
- Work with Deputy Principal – Operations, Staffing and Strategic Intent to ensure occupational health and safety (OH&S) compliance in all areas of the College.
- Liaise with Deputy Principal – Operations, Staffing and Strategic Intent 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.
- Oversee the Annual Census and Compliance requirements of the College.

### **4. Property, Infrastructure and Resource Management**

- Be responsible to the Principal and the School Advisory Council for the oversight, coordination and reporting of all Capital Works planning and construction.
- Through the Principal, advise the School Advisory Council 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.
- 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

## STATEMENT OF DUTIES

- Oversee procurement procedures, monitoring all purchases of goods and equipment by the College, 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 Finance Manager.
- Monitoring and maintenance of Essential Services in conjunction with the Property Manager.
- Ensuring full awareness of the total resources and facilities of the College and assisting the Principal and School Advisory Council in establishing their optimum use.

### **5. Staff Leadership and Human Resource Management**

The Business Manager is required to assist with human resource Management of support staff:

- 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.
- Ensure that accurate role descriptions exist and are promulgated in the domain of non-teaching staff roles.
- Identify and monitor training and development opportunities for non-teaching staff.
- Organise support staff orientation and training sessions, workshops and activities, in consultation with the Principal.
- 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.
- 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.

### **6. Administration**

The Business Manager 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:-

- Oversee completion of all surveys required by MACS and Government Departments and Authorities.
- Acting as a member of local committees 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.

### **Professional Development**

- Commit to ongoing professional development in your area of work
- Continue development of ICT skills as technologies evolve.
- Be open to researching areas of interest relevant to directions provided in the school's strategic plan
- Be an active member of a relevant professional association as duties permit

### **General Duties**

- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures
- Attend school meetings and after school services/assemblies, sporting events, mass, community, and faith days as required by the Principal
- Demonstrate professional and collegiate relationships with colleagues
- Other duties as directed by the Principal

SELECTION CRITERIA	
<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• A demonstrated understanding of the ethos of a Catholic school and its mission.</li> </ul>
<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• A demonstrated understanding of child safety.</li> <li>• A demonstrated understanding of appropriate behaviours when engaging with children.</li> <li>• Be a suitable person to engage in child-connected work.</li> <li>• Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.</li> </ul>
<b>Education and Experience</b>	<p><b><i>Essential Criteria</i></b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Experience in the leadership and management of support staff and input into policy development.</li> <li>• A proven capacity for strategic planning and development.</li> <li>• Understanding or the ability to acquire the understanding of the funding arrangements and reporting obligations surrounding the education sector.</li> <li>• 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.</li> <li>• Have a proven ability to work in a collaborative environment as a member of an executive team.</li> <li>• A proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressures.</li> <li>• Tertiary qualifications in Accounting, Business or Commerce related field (or working towards).</li> </ul> <p><b><i>Highly Desirable</i></b></p> <ul style="list-style-type: none"> <li>• Relevant post-graduate studies (or working towards such qualifications).</li> <li>• Membership of a relevant professional body (e.g. accounting organisation CPA, CA, IPA).</li> <li>• a commitment to ongoing professional development and willingness to participate in personal and spiritual formation.</li> </ul>
<b>Skills/Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team.</li> <li>• Excellent interpersonal and communication skills.</li> <li>• Good oral and written communication skills, including ability to communicate with children, parents and the school community.</li> <li>• Demonstrated capacity to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions.</li> <li>• Experience in policy development and advanced policy writing skills, with strong attention to detail.</li> <li>• Ability to manage complex tasks with minimal supervision.</li> <li>• Ability to develop and maintain strong working relationships with key stakeholders.</li> <li>• Capacity to work to tight timelines.</li> <li>• Proven capacity to work independently.</li> <li>• Sound organisational skills including strong attention to detail.</li> <li>• Proven time-management skills.</li> <li>• Leadership qualities.</li> <li>• Self-motivation.</li> <li>• Ability and willingness to accept policy directives.</li> </ul>