

**POSITION DESCRIPTION  
BUSINESS MANAGER**

<b>POSITION DETAILS</b>	
<b>Position title:</b>	Business Manager
<b>Reports to (position title):</b>	Principal
<b>Organisation:</b>	St Mary's College East St Kilda
<b>Contract tenure:</b>	5 Year Contract + 5 years on review
<b>FTE:</b>	1.0
<b>Expected level of contact with Children:</b> <i>(In accordance with Child Safeguarding Standards Framework)</i>	Casual Contact
<b>Location:</b>	St Mary's College East St Kilda
<b>Direct Reports:</b>	Property Manager, Education Support Officers, Finance Team Members
<b>Budget Responsibilities:</b>	Yes
<b>Approved:</b>	July 2023

### 1.0 Vision

Founded in values espoused in the Gospel, Edmund Rice Education Australia (ERA) seeks to transform the hearts and minds of young Australians through education to build a more just and inclusive local and global community through presence, compassion, and liberation. According to *The Charter for Catholic Schools in the Edmund Rice Tradition*, ERA offers a *Liberating Education*, based on a *Gospel Spirituality*, within an *Inclusive Community* committed to *Justice and Solidarity*.

ERA is a system of Catholic schools in the Edmund Rice tradition, operating 31 mainstream schools, 22 Flexible Learning centres available for students who benefit from an alternative method of learning and 2 special schools. We educate over 40,000 students, employ over 4,500 people across our network and have schools in every Australian state and territory

St Mary's College is proudly a Catholic school in the Edmund Rice tradition. It is expected that all staff will support and respect the ERA Touchstones which underpin the mission of the College. This includes upholding the religious and spiritual values of St Mary's College, the pastoral and community beliefs which are Gospel driven, and determine all interactions with students and colleagues. Staff are expected to optimistically engage with a range of important cultural characteristics of Edmund Rice education that include commitments to the safety and wellbeing of children.

### 2.0 Position Summary

The Business Manager is a member of the College Leadership Team and as such, assists and supports the Principal in all aspects of school leadership. The position has a key role in both business operations, finance and planning of the College. The key responsibilities of this role will include strategic leadership, financial management and reporting, legal and personnel management, administrative services and accounting and property and facilities management.

The Business Manager should have an extensive knowledge of accounting practices and have a demonstrated capacity to plan strategically. The successful applicant must be able to lead and support staff effectively.

As a member of the College Leadership Team, the position will be involved in College community activities and operations.

### **3.0 Professional Conduct**

- a) Being familiar and compliant with, and proactively supporting the implementation and communication of College and EREA policies and procedures.
- b) Being familiar and compliant with, and proactively supporting the implementation and communication of College Child Safe policies, procedures, measures and practices including, but not limited to, the Child Safeguarding (Safety and Wellbeing) Policy and Procedures, Reportable Conduct Scheme, Mandatory Reporting, Child Safety Code of Conduct and the EREA Code of Conduct, and the timely completion of all required child safety training and other requirements.
- c) Actively contribute to the College Child Safe culture.
- d) Represent the College to students, parents, professional bodies, and the wider community in a positive and professional manner.
- e) Demonstrate professional and collegial relationships with colleagues.
- f) Support the Director of Identity in the faith formation and spiritual development of international students.
- g) Demonstrate a duty of care to students.
- h) Handle personal and/or confidential information in an appropriate manner in accordance with College policy and procedures.

### **4.0 Key Responsibilities and Accountabilities**

The Business Manager works closely with the College Principal who is responsible for the day-to-day management of the Business Manager.

The general duties of the Business Manager are as described below. Specific duties are managed by the Principal and may be altered from time to time after discussion with the Principal.

#### **4.1 Financial Management**

- a) Developing and implementing appropriate financial policies and procedures in line with EREA guidelines.
- b) Preparing annual College budgets and supporting documentation in conjunction with the Principal, School Advisory Council and key stakeholders.
- c) Providing ongoing and long-term financial advice and planning to the Principal.
- d) Providing regular financial statements and reports (including interpretation and recommendations) on financial and operating data to the Principal, School Advisory Council and EREA.
- e) Contributing to the equitable distribution of financial resources within the College.



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- f) Providing, as a matter of priority, sufficient financial resources to support child safeguarding initiatives to ensure the ongoing safety and protection of students.
- g) Overseeing curriculum budget planning and control with the relevant College Leadership Team staff.
- h) Establishing and maintaining up-to-date financial management, accounting and reporting systems.
- i) Managing the College's fixed asset register.
- j) Establishing and maintaining financial and budgetary controls over cash, capital expenditure and investments.
- k) Maintaining regular contact with College auditors, bankers, legal advisors, in relation to the College's financial position, and overseeing the implementation of appropriate recommendations;
- l) Monitoring government funding policies and ensuring effective action in securing the College's entitlements.
- m) Overseeing the preparation of financial/statistical questionnaires and documents for government and relevant authorities.
- n) Adhering to all accountability requirements of government and relevant authorities.

#### **4.2 College Operations**

- a) Managing support staff as identified by the Principal.
- b) Facilitating and supervising the appropriate training of Administrative support staff and other support staff as appropriate.
- c) Ensuring, with the Principal, that administrative staff and support staff, as appropriate, receive induction and ongoing training and refresher training in child safety and wellbeing.
- d) Overseeing College payroll operations.
- e) Overseeing systems of billing and collection of student tuition and other fees.
- f) Managing the collection of debts.
- g) Overseeing all aspects of the College's purchasing activity: ordering, delivery, quality control, storage.
- h) Overseeing systems for the payment of authorised creditors.
- i) Maintaining adequate insurance cover for all risks through accurate completion of Insurers reports.
- j) Managing Risk Management Programs in accordance with relevant legislation and EREA guidelines.
- k) Overseeing the operation of College Canteen and supervising either, directly or indirectly, the work of staff in this area.
- l) Managing and overseeing contracts for the provision of services to the College.

#### **4.3 Legal and Personnel Management**

- a) Keeping the Principal apprised on relevant legal and/or industrial matters.
- b) Negotiate the letting and monitoring of the performance of contracts to outside contractors in accordance with EREA delegations and appropriate code of conduct understanding.
- c) Ensure that outside direct contact contractors and regular/casual contractors have the necessary WWC checks or if exempt, have completed a WWC Check Declaration.



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- d) Developing a sound working relationship with relevant Catholic Education advisory bodies within the State/Diocese/Region.
- e) Overseeing the College compliance in relation to all copyright matters.
- f) Overseeing the College compliance in relation to industrial awards, taxation (including FBT and GST), superannuation, worker's compensation, rehabilitation, and OHS.
- g) Overseeing the maintenance of personnel records for all staff (leave, sick leave, LWOP, etc.).
- h) Maintaining Online Staffing Records.

#### **4.4 Strategic Management**

- a) Assisting in the formulation of strategic initiatives of the College by conducting feasibility studies and preparing impact scenarios of proposed changes from the financial/resource perspective.
- b) Providing financial/resource information and advice as required by the School Advisory Council and Principal.
- c) Providing financial/resource advice to the Principal and College Leadership Team on child safety and protection initiatives that are identified in the College's Strategic Plan.
- d) Assisting in the development of the College's Strategic Plan and Capital Development Master Plan.
- e) Supporting the implementation of agreed stages of the College's Capital Development Master Plan.

#### **4.5 Staff Management**

- a) Promoting a strong working relationship between teaching and support staff to deliver strong outcomes for students, staff and the College community.
- b) Overseeing and being responsible for the management of non-teaching staff including position descriptions, rosters for office staff, and holiday staffing for the College.
- c) Overseeing the appraisal of non-teaching staff and conduct Annual review Meetings.
- d) Fostering and encouraging non-teaching staff development, including Personnel Development.
- e) Developing and presenting proposals for staffing changes to non-teaching staff.

#### **4.6 Plant Management**

- a) Ensuring the College has an effective, proactive building and plant preventative maintenance program for the College's building and grounds.
- b) Overseeing all new construction, structural alterations and repairs.
- c) Monitoring specifications, negotiations and supervision of all maintenance contracts.
- d) Overseeing the purchase of new furniture, equipment and plant as required and the disposal of surplus assets.
- e) Overseeing the upkeep of the grounds and supervising the work of the maintenance staff.
- f) Conducting, with the Deputy Principal, regular audits of school plant and online environments to ensure the safety and protection of all students.
- g) Overseeing all systems relating to the security and protection of College assets.
- h) Overseeing the decision-making process in relation to the acquisition, use and evaluation of information technology.

- i) Maintaining College property records and archives.
- j) Ensuring facilities are well maintained, providing a safe working environment in line with OHS requirements.

#### **4.7 Personal**

- a) Showing examples of being self-reflective.
- b) Giving personal witness to Christian values and the values contained in the Edmund Rice Charter through word and action.
- c) Demonstrates a strong commitment to child safety by modelling and reinforcing attitudes and behaviours that values and respects children and young people.
- d) Promoting a child safe culture as a shared responsibility that is championed and modelled at all levels of the school community.
- e) Operating with a spirit of service and professionalism.
- f) Demonstrating an ability to remain calm under pressure or when things go wrong.
- g) Displaying loyalty to the Principal, School Advisory Council, College Leadership Team, members of staff and staff of EREA.
- h) Displaying a spirit of hospitality and welcome within the College.
- i) Contributing to effective communication links within the College community.
- j) Developing positive working relationships with peers in other Edmund Rice schools.

#### **4.8 Other Duties**

- a) Attending College Finance Committee meetings and preparing all relevant reports as required.
- b) Attending other meetings such as School Advisory Council, College Foundation and College Leadership Team .
- c) Representing the College on appropriate external bodies relevant to the position of College Business Manager including EREA Reference Groups.
- d) Undertaking other duties as assigned by the Principal from time to time including EREA duties that may be requested through the Principal.
- e) Member of the following committees:
  - a. Occupational Health and Safety Committee
  - b. Building Committee
  - c. Emergency Management Team
- f) Additional responsibilities
  - a. Undertake the role of [Occupational Health and Safety \(OHS\) Coordinator](#), including the day to day management of the OHS Program.
  - b. Undertake the role of [Workcover Coordinator/Return to Work Coordinator](#)
  - c. Undertake the role of [Privacy Officer](#)



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### **5.0 Key Attributes and Competencies**

- a) Appropriate tertiary qualifications in Business/Commerce or equivalent (Post graduate qualification preferred - CA or CPA).
- b) Understanding of and commitment to the values of Catholic education in the Edmund Rice tradition.
- c) Commitment to the ongoing and proactive protection and safeguarding of children, young people and adults at the risk of abuse.
- d) Professional competence and demeanor, ensuring behaviour and presentation reflects College values.
- e) Demonstrate the highest levels of strategic and organisational skills.
- f) Demonstrated ability to manage the financial functions of a complex organisation, including providing high level financial advice and support, and complex budget advice and support.
- g) Demonstrated ability to manage the provision of services including buildings, maintenance and cleaning.
- h) Demonstrated ability to provide collegial team leadership, demonstrating behaviours, communication and professional relationship skills to create an atmosphere of collaboration.
- i) Ability to work autonomously within a team environment.
- j) Highly developed communication and interpersonal skills in order to relate to a variety of audiences.
- k) Proficiency in the use of information and communication technologies.
- l) Awareness of, and support for key EREA policies, procedures and practices.
- m) Understanding or the ability to acquire the understanding of the funding arrangements and reporting obligations surrounding the education sector.
- n) Must hold or willing to acquire a Working with Children Check (WWCC) and National Police Record check.
- o) Commitment to ongoing professional development and willingness to participate in personal and spiritual formation.



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#### **AGREEMENT**

The requirements of this position description are intended to describe the general nature and responsibility of work in this position. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the position. This position description should be read in conjunction with the employee's contract of Employment. Employees will also be required to follow any other position-related instructions and EREA policies, and to perform other position-related duties required to support EREA's compliance with its legislative obligations. Through consultation with the employee, EREA may vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

#### **EREA EXPECTATIONS**

A commitment to the Catholic ethos in the Edmund Rice tradition.

Staff are required to read, understand and comply with all EREA policies, procedures and reasonable direction, while demonstrating professional workplace behaviour in accordance with the EREA Code of Conduct.

A valid Working with Children Card is an essential condition of employment.

#### **CHILD SAFEGUARDING RESPONSIBILITIES**

EREA is a child safe and child-centred organisation, committed to the protection of children, young people and enrolled adults (students). EREA has zero-tolerance of any abuse.

It is our commitment to ensure that each and every student is kept safe and free from all forms of harm and abuse.

EREA is committed to ensuring the safety, wellbeing and dignity of all students. Our physical and cultural environment promotes inclusion, participation and empowerment.

You are required, as a condition of employment at EREA, to comply with our Safeguarding Program, including our Safeguarding policies and procedures, the EREA National and local Code of Conduct, your legal obligations with respect to the reporting of child safety incidents or concerns, and in maintaining a valid and current Working With Children Card.

It is your responsibility to be aware of key indicators of child or student abuse and other harm, to be observant, and to report any and all child safety incidents or concerns.