

ROLE DESCRIPTION

Position	Corporate Services Leader
Organisation	<p>Mercy Education Limited (MEL) is the delegated authority of Mercy Ministry Companions (MMC).</p> <p>Mercy Education governs thirteen Mercy Colleges within the education ministry across Victoria, South Australia and Western Australia.</p> <p>This education ministry is one of the many not-for-profit works of Mercy Ministry Companions operating throughout Australia.</p>
Reports to	Head of Business Operations
Relationships	<ul style="list-style-type: none"> • Mercy Education National Office Personnel • Mercy Education Colleges • McAuley Property Limited
Location	720 Heidelberg Road, Alphington, Victoria
Core values of Mercy Education	Justice, Compassion, Hospitality, Service, Respect and Courage
Primary focus of the position:	Responsibility for providing support to schools with respect to planning, management and reporting of capital works projects.
Employment Details	<ul style="list-style-type: none"> • 1.0 FTE (38 hours per week)
Remuneration (pro-rata)	<p>Deputy Principal Category B, Level 4 under the Catholic Education Multi Enterprise Agreement (2022)</p> <ul style="list-style-type: none"> • 11 % superannuation • Four (4) weeks annual leave
About this Role Statement	As Mercy Education evolves to meet the changing needs of our schools, 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 this statement.
Version Information	1.0 (Current at NOV 2023)

1. Core Responsibilities:

The primary responsibilities of the role are:

School financial and operations support under the direction of the Head of Business Operations

- To provide guidance and assist schools with financial and property operations
- Work closely with the Financial Controller to ensure all aspects of financial operations are well managed
- Insurance oversight
- Mercy Education Website and Mercy Education National Office ICT oversight
- Member of the National Office Cyber Safety Committee
- Co-ordination of Modern Slavery reporting, WGEA reporting, Annual Report and ESG Reporting
- Participate in appointment and appraisal processes for Business Managers

Capital Works Oversight under the direction of the Head of Business Operations

- Provide guidance and assist schools with the management of all properties that are either leased, licensed or owned by Mercy Education
- Work with Principals and other senior leaders in Mercy schools to ensure they are supported in the development and maintenance of the Capital Planning process including:
 - Development and oversight of the College Masterplan
 - Preparation of project approvals for submission to the Mercy Education Board and McAuley Property Limited
 - Active participation at Project Control Group (PCG) meetings throughout construction
 - Oversight and consultation re College maintenance and minor refurbishments
- Oversee all major tender contracts as appropriate and liaise with legal to ensure appropriate building and consulting contracts are executed as appropriate
- Prepare regular updates for the National Office, Mercy Education Finance Committee and McAuley Property Limited on progress of capital projects
- Develop and maintain the Mercy Education Capital Works Procedure Manual
- Maintain the Mercy Education National Office property database
- Manage all records according to relevant legislation and MEL policy related to capital works and property

Property Risk and Compliance in consultation with the Head of People and Culture

- Oversee the Essential Safety Measures (ESM) compliance and work with the schools to meet obligations
- Prepare Annual ESM Compliance report for Mercy Education Board
- Review active risk management measures related to property and assist schools in improving risk management in this area
- Organise ESM and Risk Training for Property Managers as required
- Assist the Head of People and Culture and Risk, Safety & Compliance Officer with annual school compliance register audit, including maintenance of the spreadsheet
- Assist with policy development related to property and compliance

2. Key Selection Criteria

- Be able to demonstrate a commitment to the mission, vision and values of Mercy Education and the ministerial works of the Mercy Ministry Companions
- Tertiary qualifications in Accounting, Member of relevant accounting profession
- A current unrestricted Victorian Drivers Licence
- Demonstrated experience in project management, including budget management, in a building or construction setting
- A thorough understanding of the relevant Occupational Health and Safety Act / Work Health and Safety Act building codes and best practice as per State legislation
- Excellent verbal and written communication skills, including dealing with difficult conversations effectively
- Ability to work without close supervision and to act independently, representing Mercy Education where appropriate
- Personal qualities would include being an effective team player, of a confidential nature, organised and methodical.

3. Other Relevant Information:

- All employees are required to adhere to Mercy Education policies and procedures as varied from time to time.
- This role will require a Working with Children Check and a National Police Records Check.
- Under Victorian Workcover legislation, it is the applicant's duty to advise Mercy Education of any pre-existing medical conditions which could be aggravated by the type of role for which they are applying.