



**ROSTREVOR**  
COLLEGE

# Director of Business

Information Package



## Our College

As a Catholic School in the Edmund Rice tradition, Rostrevor College is committed to academic excellence and student wellbeing and delivers a well-rounded education aimed at bringing out the best in every boy.

With an educational offering spanning Reception to Year 12 on the one campus, our students benefit greatly from our shared facilities, including our unique agricultural facilities, pool, expansive ovals and state-of-the-art music suite.

Our teaching expertise, inclusive and supportive learning environment, and wide-ranging curriculum provides a holistic education incorporating both academic and co-curricular opportunities to suit every student's interest.

Above all, we pride ourselves on our tailored approach to boys' education which produces well-rounded, confident and outstanding young men who have gone on to be respected role models in their communities.

## Our Vision

In a community where boys thrive, Rostrevor inspires its students to achieve their personal best in all endeavours and to become men for others who make a positive difference in the world.

## Our Mission

Inspired by the good news of Jesus Christ, Rostrevor College provides an excellent Catholic education for boys in the Edmund Rice tradition. Operating at the frontiers of contemporary, educational practice our approach is grounded in four touchstones: Liberating Education, Gospel Spirituality, Inclusive Community, Justice & Solidarity.

## Strategic Priorities 2024 - 2028

*Our Strategic Priorities for 2024 to 2028 are currently in the final stages of development.*

Rostrevor College Strategic Priorities 2019 - 2023 – [click here](#)

## To Learn more about Rostrevor College:

Rostrevor College Website – [click here](#)

Rostrevor College Annual Report 2023 – [click here](#)

Rostrevor College Policies - [click here](#)





## POSITION DESCRIPTION

**Date:** September 2024

**Position Title:** Director of Business, Rostrevor College

**Classification & Contract Tenure:** Full Time (5 year contract + 5 years on review)

### Purpose

The Director of Business is a member of the College Executive Leadership Team and College Leadership Team. They work closely with the College Principal who is responsible for the day-to-day management of the Director of Business.

The position has a key role in business operations, finance and planning of the College. The key responsibilities of this role include strategic leadership, financial management and reporting, legal and personnel management, administrative services, accounting and property and facilities management.

As a member of the College Executive Leadership Team, the Director of Business will be involved in College Community activities and operations.

### The Director of Business is responsible for:

#### SECTION A: Financial Management

- Developing and implementing appropriate financial policies and procedures in line with EREA Colleges Ltd guidelines.
- Preparing annual College budgets and supporting documentation in conjunction with the Principal, College Advisory Council, and key stakeholders.
- Providing ongoing and long-term financial advice and planning to the Principal.
- Providing regular financial statements and reports (including interpretation and recommendations) on financial and operating data to the Principal, College Advisory Council and EREA Colleges Ltd.
- Providing, as a matter of priority, sufficient financial resources to support child safeguarding initiatives to ensure the ongoing safety and protection of students.
- Contributing to the equitable distribution of financial resources within the College.
- Overseeing curriculum budget planning and control with the relevant Leadership Team staff.
- Establishing and maintaining up-to-date financial management, accounting and reporting systems.
- Managing the College's fixed asset register.
- Establishing and maintaining financial and budgetary controls over cash, capital expenditure (including information technology infrastructure) and investments.



- Maintaining regular contact with College auditors, bankers, legal advisors, in relation to the College's financial position, and overseeing the implementation of appropriate recommendations.
- Monitoring government funding policies and ensuring effective action in securing the College's entitlements.
- Overseeing the preparation of financial/statistical questionnaires and documents for government and relevant authorities.
- Adhering to all accountability requirements of government and relevant authorities.

## **SECTION B: College Operation**

- Managing non-teaching staff as identified by the Principal.
- Facilitating and supervising the appropriate training of Administration and Finance staff and other non-teaching staff as appropriate.
- Ensuring that administrative staff and support staff, as appropriate, receive induction and ongoing training and refresher training in child safety, compliance and wellbeing.
- Managing the Assistant Director of Business and Finance Staff to oversee school payroll operations, systems of billing and collection of student tuition, and other fees and managing the collection of debts.
- Overseeing all aspects of the College's purchasing activity, ordering, delivery, quality control, storage.
- Overseeing systems or the payment of authorised creditors.
- Maintaining adequate insurance cover for all risks through accurate completion of Insurers reports.
- Maintaining Risk Management Programs in accordance with relevant legislation and EREA Colleges Ltd guidelines.
- Managing and overseeing contracts for the provision of services to the College.

## **SECTION C: Legal and Personnel Management**

- Keeping the Principal apprised on relevant legal and/or industrial matters.
- Conducting appropriate Human Resource functions as required.
- Negotiate the letting and monitoring of the performance of contracts to outside contractors in accordance with EREA Colleges Ltd delegations.
- Developing a sound working relationship with relevant Education advisory bodies within the State/Diocese/Region.
- Ensure that outside direct contact contractors and regular/casual contractors have the necessary WWC checks or if exempt, have completed a WWC Check Declaration.
- Providing adequate maintenance and safe custody of all personnel records, including but not limited to, Superannuation, Long Service Leave, and Personal/Carer's Leave.



- Having a clear interpretation of all relevant awards in order to assist staff, including the South Australian Catholic Schools Enterprise Agreement.
- Overseeing College compliance in relation to all copyright matters.
- Overseeing College compliance in relation to industrial awards, taxation (including FBT and GST) and superannuation.
- Overseeing Work Health and Safety, Risk and Compliance, worker's compensations, and workplace injury management and rehabilitation.
- Assisting in the employment of non-teaching staff as required.
- Managing tenancy and other related issues where on-site accommodation is provided.
- Overseeing hiring arrangements for third party users of College resources including insurance arrangements.

## **SECTION D: Plant Management**

- Ensuring the College has an effective, proactive building and plant preventative maintenance program for the College's building and grounds.
- Overseeing all new construction, structural alterations and repairs.
- Monitoring specifications, negotiations and supervision of all maintenance contracts.
- Overseeing the purchase of new furniture, equipment and plant as required and the disposal of surplus assets.
- Managing the Facilities and Operations Manager to oversee the operation of external and internal services provided, including the school cleaning program, catering and canteen services, upkeep of school grounds, and work of the maintenance staff, regular audits of school plant and all systems in relation to the security and protection of school assets.
- Overseeing all systems relating to the security and protection of college assets.
- Oversee and liaise with the IT Manager in the decision-making process in relation to the acquisition, use and evaluation of information technology and regular audits of online environments to ensure the safety and protection of all students.
- Maintaining the college property records and archives.
- Ensuring facilities are well maintained providing a safe working environment in line with Workplace Health and Safety requirements.





## SECTION E: Strategic Management

- Assisting in the formulation of strategic initiatives for the college by conducting feasibility studies and preparing impact scenarios of proposed changes from the financial/resource perspective.
- Providing financial/resource information and advice as required by the College Advisory Council.
- Providing financial/resource advice to the College Executive Leadership Team on Child Safety and Protection initiatives.
- Assisting in the development of the College's Strategic Plan and Capital Development Master Plan.
- Responsible for the development of the College's Business Development Plan and 10 Year Financial Plan, in consultation with the Principal and EREA Colleges Ltd.

## SECTION F: Personal

- Demonstrating self-reflection in practice.
- Giving personal witness to Christian values and the values contained in the Edmund Rice Charter through word and action.
- Operating with a spirit of service and professionalism.
- Demonstrating an ability to remain calm under pressure or when things go wrong.
- Displaying loyalty to the Principal, College Advisory Council, Executive Leadership Team, members of staff and staff of EREA Colleges Ltd.
- Displaying a spirit of hospitality and welcome within the college.
- Contributing to effective communication links within the college community.
- Developing positive working relationship with peers in other Edmund Rice schools.

## SECTION G: Other Duties

- Attending College Stewardship and Risk and Compliance Committee meetings, and preparing all relevant reports as required.
- Attend other meetings such as College Advisory Council, and College Executive Leadership Team, and College Leadership Team as required.
- Representing the College on appropriate external bodies relevant to the position of College Director of Business including EREA Colleges Ltd Reference Groups.
- Undertaking any other duties as assigned by the Principal from time to time including EREA Colleges Ltd duties that may be requested through the Principal.
- On occasion the Director of Business may be required to travel to other locations in the course of their employment as required by EREA Colleges Ltd.



## KEY SELECTION CRITERIA

The following criteria will be used by the selection panel when short-listing candidates. Candidates must address each of the following Selection Criterion in their written applications:

### SECTION CRITERION 1 - Qualifications

- Hold a Bachelor's degree (or higher) in Accounting.
- A CA or CPA qualified is highly desirable.
- Hold a current Working With Children Clearance, or be eligible to apply for one.

### SECTION CRITERION 2 - Experience

- Minimum of 7 years relevant experience in a comparable organisation, preferably the education sector.
- Extensive experience in the leadership and delivery of financial management, reporting and accounting services.
- Have the ability to provide strategic advice to Advisory Council and College Executive, including provision of long term strategic financial modelling and analysis.
- Demonstrated leadership of a Finance and Business service function, responsible for the planning and leadership of others (including business planning, review of performance, training and development of staff and knowledge management) with proven ability to develop and support a high performing team.

### SECTION CRITERION 3 - Skill Set

- Ability to work autonomously and collaboratively within a team environment
- Highly developed communication and interpersonal skills in order to relate to a variety of audiences
- Understanding of or the ability to acquire understanding of the funding arrangements and reporting obligations surrounding the education sector
- Knowledge and understanding of Workplace Health and Safety, Risk Management requirements and Equal Opportunity and Anti-Discrimination requirements applicable in the work environment
- A commitment to the ongoing and proactive protection and safeguarding of children, young people and adults at risk of abuse
- Awareness of and support for the EREA Colleges Ltd policies, procedures and practices
- Demonstrated ability to manage the financial functions of a complex organization, including high level financial advice and support, and complex budget advice and support
- High level of professional competency and ensure that behaviour and personal presentation reflect the College's values and professional expectations



- Ability to provide collegial team leadership, demonstrating behaviours, communication and professional relationship skills to create an atmosphere of collaboration and professional purpose.
- A commitment to self-development and ongoing professional development.
- Respond to operational needs of the College and to other duties as directed by the College Principal or their delegate.

## **SECTION CRITERION 4 - Personal Requirements and Abilities**

- Commitment to the mission and the ethos of EREA Colleges Ltd, and Rostrevor College.
- Demonstrated ability for self-reflection.
- Giving personal witness to Christian values and those contained in the Edmund Rice Charter through word and action.
- Demonstrates a strong commitment to child safety by modelling and reinforcing attitudes and behaviours that values and respects children and young people.
- Promoting a child safe culture as a shared responsibility that is championed and modelled at all levels of the College Community.
- Operating with a spirit of service and professionalism.
- Demonstrating an ability to remain calm under pressure or when things go wrong.
- Displaying loyalty to the Principal, College Advisory Council, Leadership Teams, members of College staff, and the staff of EREA Colleges Ltd.
- Displaying a spirit of hospitality and welcome within the College.
- Contributing to effective communication links within the College Community.
- Developing positive working relationships with peers in other Edmund Rice schools.
- Assisting the College Principal in ensuring the safety of children by establishing and implementing child protection safeguarding preventative procedures according to annually reviewed, locally developed, contextually appropriate policies that are consistent with EREA Colleges Ltd and the EREA Colleges Ltd Child Safeguarding Standards.







## CONDITIONS OF EMPLOYMENT

### Remuneration

The remuneration package (in line with the EREA Colleges Framework for Remuneration) will include a Deputy Principal base salary and allowances as per the as per Conditions of Employment for Principals & Deputy Principals of South Australian Catholic Diocesan Schools (Catholic Education South Australia), an EREA loading, and superannuation.

### Tenure

An initial five-year Contract is offered with the potential opportunity for a further five-year Contract, upon completion of a positive performance review.

### Technology/Communication Provisions

The College will provide the Director of Business with a mobile phone and laptop computer in order to fulfil their duties. Such items remain the property of the College and should be adequately maintained by the Director of Business.

### Salary Packaging

The Director of Business may enter a salary package arrangement, which will be in accordance with guidelines established by EREA Colleges Ltd. Southgate Salary Packaging Services, Paywise and Selectus are EREA Colleges Ltd current providers.

### Leave Entitlements

The Director of Business will have Personal Leave and Long Service Leave entitlements equivalent to those offered to Deputy Principals of South Australian Catholic Diocesan Schools.

Personal and Long Service Leave may be portable between EREA Colleges Ltd schools nationally and South Australian Catholic Schools providing there is no break in service.

### 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.



## APPLICATION PROCESS

To apply for this role, email your application directly to [ereacollegeshr@erea.edu.au](mailto:ereacollegeshr@erea.edu.au)

Please address your application to the Chief Finance Officer – EREA Colleges Ltd, Ms Sharyn Finn.

Your application should include:

1. **Current CV**
2. **Covering Letter, outlining reasons for your interest in and suitability for the position (2 pages max)**
3. **A Written Statement, addressing each of the Key Selection Criteria (4 pages max).**

**Shortlisted candidates will be required to provide two nominated Referees.**

All applicants will be subject to EREA Colleges Ltd and legislative screening procedures. These checks are consistent with EREA Colleges Ltd commitment to child protection policies and procedures.

For a confidential conversation about the role, please contact Ms Sharyn Finn, Chief Finance Officer of EREA Colleges Ltd on 07 3737 6712 or [ereacollegeshr@erea.edu.au](mailto:ereacollegeshr@erea.edu.au)

For any enquiries about the process or submitting your application, please contact EREA Colleges Ltd Recruitment at [ereacollegeshr@erea.edu.au](mailto:ereacollegeshr@erea.edu.au)

**APPLICATIONS CLOSE at 5.00pm on Sunday 22 September 2024**

*The successful applicant must possess (or be eligible to obtain) and maintain a current Working With Children Check. All applicants will be subject to EREA and legislative screening procedures. These checks are consistent with EREA's commitment to child protection policies and procedures. Edmund Rice Education Australia is committed to ensuring the safety, wellbeing and dignity of all children and young people. Aboriginal and Torres Strait Islander people are encouraged to apply. Edmund Rice Education Australia is an Equal Opportunity Employer.*