



# NAZARETH COLLEGE

## BUSINESS MANAGER

### ROLE DESCRIPTION

<b>POSITION REPORTS TO:</b> The Principal	<b>AWARD:</b> Victorian Catholic Education Multi Enterprise Agreement 2013
<b>CLASSIFICATION:</b> Salary to be negotiated	<b>TERMS OF EMPLOYMENT:</b> Full-time Fixed Term 5 Year Contract Extension of initial 5 Year Contract following successful reviews in Year 2 and Year 4
<b>ANNUAL LEAVE:</b> 4 Weeks Annual Leave per annum	<b>REQUIREMENTS:</b> Victorian WWCC Driver's Licence
<b>DATE REVIEWED:</b> June 2018	<b>REVIEWED BY:</b> The Principal

### CATHOLIC IDENTITY

- To actively live and promote the College Mission;
- To promote and maintain Gospel values and the Catholic tradition among all sectors of the College including students, staff and parents;
- To ensure and facilitate a Catholic-inspired ethos within the College Community.

### POSITION OBJECTIVE

The Business Manager is a member of the Nazareth College Executive Team. The Business Manager provides a key role in both 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.

### FINANCIAL MANAGEMENT

- Provide sustainable long term financial management of the College, including the development of financial strategies and goals in conjunction with the Principal and the Board;



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## **FINANCIAL MANAGEMENT (continued)**

- Manage the financial outcomes of the College through positive and effective engagement in the budget setting process along with ongoing monitoring and management of expenditure;
- Manage the preparation of the annual budget, financial plans and annual accounts;
- Develop, recommend, implement and monitor strong systems of internal control regarding income and expenditure;
- Actively participate in project management and the monitoring of outcomes across major projects, building and maintenance initiatives;
- Understand government policies, legislation and directives and the effects and implications along with developing effective solutions and managing their impact on current and future strategies;
- Provide financial reports to the Principal as required;
- Oversee the Administration and Finance Teams with Payroll functions;
- All other duties required.

## **STRATEGIC LEADERSHIP**

- Lead and support the Administration and Finance Teams;
- Promote a strong and positive working relationship between teaching and support staff to deliver successful outcomes for students, staff and the College Community;
- Attend Executive, Board, Finance Committee Meetings and Staff Meetings, and other relevant meetings as directed by the Principal;
- 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;
- Be accountable for the implementation of elements of the School Improvement Plan as it relates to Stewardship of Resources;
- Promote Key Strategic Objectives to Administration, Finance, Property and IT Teams;
- Develop, recommend and implement contemporary business management practices, policies and procedures;
- Encourage and develop collaborative relationships with internal and external stakeholders.

## **PROPERTY MANAGEMENT**

- Be responsible to the Principal and the Board for the oversight, coordination and reporting of all Capital Works planning and construction;
- Oversee the maintenance of the College buildings, grounds and assets in conjunction with the Property Manager;
- Maintain a positive and strong relationship between the College and its current and possible future external contractors to ensure the quality standards are met at all times.



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## GOVERNANCE AND RISK MANAGEMENT

- Ensure effective Risk Management practices including Occupational Health and Safety;
- Adopt a leading role on the College Stewardship of Resources Committee;
- Maintain College records to comply with State and Commonwealth Government requirements;
- Ensure the College has effective and adequate insurances (including for Capital Works projects) and be responsible for any claims that arise;
- Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.

## PROFESSIONAL DEVELOPMENT

- Commit to ongoing professional development in your area of work;
- Be open to researching areas of interest relevant to directions provided in the College's Strategic Plan;
- Continue the development of ICT skills as technologies evolve;
- Be an active member of a relevant Professional Association as duties permit.

## KEY EXTERNAL RELATIONSHIPS

- Catholic Education Melbourne;
- Catholic Education Business Administrators (CEBA);
- External Contractors;
- College Providers;
- Association of School Business Administrators (ASBA).

## CHILD SAFETY

- Be familiar with and comply with Nazareth College's Child Safety Policy and Code of Conduct, together with any other policies or procedures in relation to child safety;
- Assist in the provision of a child safe environment for students;
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

## GENERAL

- Engage in respectful dialogue;
- Work effectively in both a collaborative and individual setting;
- Attend College Assemblies and Liturgies as required;
- Uphold the Catholic ethos of the College.

The Business Manager will be responsible for the following statutory reports:

- Annual Financial Statement
- Annual Report to the College Community
- Work Gender Equality Report



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The Business Manager will be responsible for the supervision of Managers and their areas of work as follows:

- Finance
- Properties and Maintenance
- Administration
- Resource Centre
- ICT
- Health
- International Funding

## KEY SELECTION CRITERIA

### ***Essential***

- Tertiary qualification in Business Management, Economics, Accounting or related area;
- Business Management experience, including an indepth understanding of strategic financial management, together with experience in leadership and management of staff and business operations across a number of disciplines;
- Demonstrated ability to work at an Executive level including Board reporting;
- Demonstrated ability to motivate and lead a multidisciplinary team to achieve a Strategic Plan using contemporary business practices;
- Demonstrated interpersonal skills to communicate at all levels of the College including external stakeholders;
- Demonstrated ability to project manage Capital Works programs, including Work Health and Safety, Risk Management, Budget and Resource Management.

### ***Desirable***

- Experience in the Education sector with a strong understanding of educational legislative requirements including State and Federal government policy and funding arrangements;
- Postgraduate Business and/or Education qualifications such as CPA, CA or MBA qualifications.

### ***All Staff***

- A demonstrated understanding of child safety;
- A demonstrated understanding of appropriate behaviours when engaging with children;
- Be a suitable person to engage in child-connected work;
- Must hold, or be willing to acquire, a Working With Children Check card and must hold, or be willing to undergo, a National Police Record Check.

Signed: ..... Date: .....

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