



NAZARETH COLLEGE



*'And he returned to Nazareth and became strong, filled
with wisdom; and the favour of God was upon Him'
(Luke 2:40)*

INFORMATION BOOKLET

BUSINESS MANAGER

Manning Drive Noble Park North
Victoria Australia 3174
Phone: [+61 3] 9795 8100
Facsimile: [+61 3] 9795 1208

Email: principal@nazareth.vic.edu.au
Website: www.nazareth.vic.edu.au
ABN 45 439 984 985



NAZARETH COLLEGE

Dear Colleague

Thank you for your expression of interest in the recently advertised position of Business Manager.

The College has identified some key elements as the Selection Criteria for this position and, as such, invites applications from experienced Finance leaders who will be expected to demonstrate:

- A personal commitment towards upholding the Catholic ethos of the College;
- Excellence in Financial Leadership ensuring continuous improvement and development of the College business operations;
- Superior management and financial information, analysis and advice to support and achieve the strategic directions of the College;
- Successful leadership and management experience, working with Finance teams with outstanding collaborative practice;
- Strong communication with highly developed presentation skills, interpersonal skills and the energy, humour and warmth to inspire staff, parents and students;
- Empathy and understanding of young people and their families;
- A pastoral approach, being accessible to staff, parents, students and outside stakeholders;
- A tertiary qualification – CA / CPA or MBA – with a proven track record of strategic and operational leadership skills as a senior Finance Manager;
- Strong Risk Management and compliance skills complemented by the ability to formulate and present complex financial modelling scenarios;
- A proactive and 'hands on' approach with excellent IT knowledge and a 'can do' innovative continuous improvement focus.

Should you wish to progress your application, the College invites you to provide the following:

- A brief covering letter (no more than 3 pages). The letter should address the key Selection Criteria listed above.
- A completed Nazareth Application Form inclusive of your Resume.
- Contact details for three (3) Referees.

The anticipated process of selection for this position will be as follows:

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Date of Advertising	Saturday 14 July 2018 and Saturday 21 July 2018
Closing Date for Applications	Friday 27 July 2018 4.00pm
Short Listing Process	Week commencing Monday 30 July 2018
Panel Interviews	From Thursday 2 August 2018
Appointment	From Monday 6 August 2018
Commencement Date	Monday 10 September 2018

Completed applications should be forwarded via email to:

principal@nazareth.vic.edu.au

With every best wish for the future.

Mr Sam Cosentino
PRINCIPAL

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NAZARETH COLLEGE

Detailed Role Description

BUSINESS MANAGER

Nazareth College Commitment to Child Safety

We hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of Catholic education.

This commitment is drawn from, and inherent to, the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.

All students deserve, as a fundamental right, safety and protection from all forms of abuse and neglect. We promote a culture of child safety through policies and practices that comply with legislative and government requirements, and guide our decision-making to reduce the risk of harm in our College Community.

As a Nazareth Educator the Business Manager is

- Committed to the person and teachings of Jesus Christ, as presented in the gospels and proclaimed by the Church;
- Committed to supporting the strategic vision and directions of the College Board and the Principal;
- Committed to respecting the dignity of each person and values friendship and collegiality;
- Proactive and positive in building relationships and willing to work effectively in a variety of teams;
- Professional and committed to lifelong learning;
- Accepting of directives in a spirit of mutual respect and responsibility;
- Committed to Nazareth College and openly supports our Mission and Vision.

Role Purpose

The Business Manager has an integral role to play in the Executive leadership of the College. Working closely with the Principal, the College Board and the Leadership Team, the Business Manager will:

- Develop and nurture an authentic living of the Gospel call within the Nazareth Community;
- Drive the day-to-day business and financial functions of the College;
- Provide high level strategic advice to the Principal and the College Board;
- Play an integral role in the College's achieving its organisational strategic objectives;
- Support decision-making on all matters enhancing the effectiveness, efficiency and overall management of school resources.



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Role Accountability

The Business Manager is an essential member of the College Leadership Team. As the delegated business operations and financial leader of the College, the Business Manager is responsible to the Principal.

He or she will be responsible for the formation of policies and practices for the business operations of the College that authentically reflect the Nazarene way of life.

Education in the Nazarene Tradition

The Business Manager will actively live and support the ethos and philosophy of Catholic education. This includes the values, policies, procedures and practices that characterise an education in the Nazarene tradition.

Overall Responsibilities

The Business Manager will provide exemplary leadership to College business operations. The Business Manager will ensure continuous improvement and development of the business operations and manage operational resources to deliver service excellence. The Business Manager will exhibit diligence and commitment to all aspects of employment including areas such as:

- Child safe practice, professional presentation and behaviour;
- Governance, compliance and risk management;
- Observing confidentiality expectations;
- Approach to and completion of tasks within required timeframes.

As a delegated *Spiritual* Leader, the Business Manager will support the Principal and other members of the College Leadership Team by

- Promoting, developing and protecting the Vision, beliefs, Nazareth ethos and Catholic educational tradition in all aspects of College life;
- Giving personal witness to Catholic values in carrying out daily routines;
- Encouraging, supporting and participating in the liturgical and celebratory life of the College;
- Facilitating opportunities for regular staff prayer and reflection;
- Continuing to nurture her / his own spiritual development to enable authentic guidance and leadership.



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As the delegated *Business Operations Leader* the Business Manager will support the Principal, the College Board and other members of the College Leadership Team

The Business Manager will:

Financial Management

- Supervise and drive the financial operations of the College, on a day-to-day basis, in all its aspects;
- Ensure continuous improvement and development of College business operations;
- Implement ongoing procedures that ensure that the College meets all of its business, financial and statutory requirements and reporting;
- Work in collaboration with the Principal to ensure that the physical and financial resources for learning and teaching are developed and maintained to the highest possible standard at all times;
- Work in collaboration with the Principal to ensure that all tuition and other fees are appropriately invoiced and collected, and that the dealings with families experiencing hardship are handled with the highest possible standard of care and responsibility at all times;
- Maintain an accurate record of Debtors so that action can be taken as appropriate;
- Implement an effective process of budget development and approval;
- Implement effective procedures for the involvement of other members of the Leadership Team and relevant middle management personnel in the annual budget development process;
- Develop, recommend, implement and monitor strong systems of internal control regarding income and expenditure;
- Provide financial analysis of the College operations as required by the Principal, the Finance Committee and the College Board;
- Devise and implement a Business Plan for the successful operation of the Naz Cafe;
- Develop financial strategies and goals in conjunction with the Principal and Board;
- Work with the Principal and Board to provide strong and sustainable long term financial management of the College;
- Manage the financial outcomes of the College through effective engagement in the budget setting process and ongoing monitoring and management of expenditure;
- Manage the preparation of the annual budget, financial plan and annual accounts;
- Understand and explain the effects and implications of Catholic Education Melbourne and government policies, directives and legislation and develop effective solutions for managing their impact on current and future strategies;
- Act as the key contact point for all funding agencies, including preparing and lodging grant applications and reporting;
- Formulate with the Principal and the College Board policies and procedures governing financial relations with the students, parents, staff, suppliers and contractors.



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Administrative Management

- Oversee the financial administration of insurance, superannuation, WorkCover and statutory taxes;
- Ensure appropriate delegation of business operational tasks, duties and responsibilities;
- Implement appropriate processes for the careful selection, appraisal and development of business operational staff in consultation with the Principal;
- Supervise the development and maintenance of all the school buildings, grounds, equipment and furniture;
- Ensure all property services are adequately and effectively managed to enable the smooth operation of the College;
- Assist in maximising the effective use of the facilities, firstly for school requirements and then for third parties;
- Facilitate the operation of the OH&S Committee including regular meetings;
- Effectively implement and convene the Return to Work Program as required;
- Promote a strong working relationship between teaching and non teaching staff to deliver strong outcomes for students, staff and the College Community;
- Foster a positive and dynamic working environment by developing a team approach, ensuring open communication, transparent and effective decision-making and collaborative work practices;
- In conjunction with the Principal, work to resolve matters of performance and conduct in accordance with College policies;
- Provide effective communication within and beyond the College Community, including keeping staff informed about relevant decisions and issues.

Governance and Risk Management

- Report the current and projected College financial situation regularly to the College Board;
- Provide the College Board with the necessary interpretation of the Constitution, the Corporations Act and other legislation as needed;
- Attend to CEM requirements on behalf of the College Board and in consultation with the Board Finance Chair and the Principal;
- Ensure effective risk management practices including Occupational Health & Safety, disaster recovery, critical incident management, 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's Finance Committee including being responsible for minutes, agenda, following up agreed actions, all administrative aspects and compliance with legal and regulatory obligations;
- 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 handle any claims that arise;
- Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.



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Property Management

- Supervise the development and maintenance of all the school buildings, grounds, equipment and furniture;
- Ensure all property services are adequately and effectively managed to enable the smooth operation of the College;
- Be responsible to the Principal and the College Board for the oversight, coordination and reporting of all Capital Works planning and construction;
- Be responsible for the insurance and security of College buildings including Capital Works;
- Be responsible for the preparation of a maintenance schedule for all capital property and oversight of the maintenance works;
- Take an active role in the management and monitoring of outcomes across major projects, building and maintenance initiatives;
- Supervise the development and maintenance of all the school buildings, grounds, equipment and furniture;
- Ensure all property services are adequately and effectively managed to enable the smooth operation of the College;
- Assist in maximising the effective use of the facilities, firstly for school requirements and then for third parties.

Length of Tenure

The Business Manager position is an initial 5 year appointment upon the completion of a satisfactory probation period according to the guidelines of the Fair Work Commission. This will be followed by an extension of the initial 5 year contract period, after successful reviews in Year 2 and Year 4.

Appraisal

The appointee to this position will be required to undergo a yearly Professional Review with the Principal and a comprehensive Performance Appraisal as requested by the Principal and the College Board.

Variable Duties / Hours

The nature of the position is such that the Business Manager is required to be available outside 'normal' school hours and to participate fully in the total life of the College. The Business Manager may be required to represent the Principal and is therefore required to attend meetings and presentations whenever necessary, and to represent the Principal and/or the College Board, on occasions, in some forums.