

Livingstone Christian College

Position Description



LIVINGSTONE
CHRISTIAN
COLLEGE

Where every child flourishes

Position Title	Corporate Services Manager
Section of School	Whole School
Responsible to	Principal
Responsible for	College Service Operations
Last Updated	September 2017

Position Summary

The Corporate Services Manager (CSM) is responsible for the administration, operational and business functions of the College. The CSM reports to the College Principal and provides support to the Principal through fulfilling an important role in managing the business and service needs of the College. Further, the CSM is expected to have a strong mutually supportive peer relationship with the College leadership.

The CSM is responsible for supervision of non-direct teaching activities. The CSM is expected to have a sound working relationship with the wider College community.

Key responsibilities

The Corporate Services manager plays a vital role as follows:

1. Human Resource Management

- Oversee College operation of payroll system
- Assist the College Principal with staff recruitment processes
- Manage the collection, storage and maintenance of College employee data
- Coordinate HRM for the College including employment, induction and departure processes
- General HRM duties

2. Financial Management

In liaison with CCM's Central Finance Manager and Accountant, local oversight is required to:

- Prepare reports as requested
- Oversee financial management as requested
- Advise on financial matters for faculty upgrades and staff management
- Analyse financial problems and find solutions
- Assist with budgets and financial projections

3. Facility Management

- Responsible for College Property Services Department
- Responsible for College IT Department
- Responsible for College safety processes

- Responsible for of College Students Services and General Administration
- Responsible for College Bus Department
- Responsible for College planning and development

4. Safety Management

- Oversee coordination of College non-academic policies relating to safety
- Develop and implement safe policies, rules and regulations

5. Marketing Management

- Development and implementation of Marketing strategies
- Development of customer relationship management and processes

6. Business Management

- Retail management
- Hospitality services
- Management of international programs ensuring consistency with CRICOS standards

Skills (essential)

- Compliance with the CCM Statement of Faith and the staff lifestyle clause as outlined in the current CCM Enterprise Agreement
- Good communication skills both verbal and written
- Proven ability to lead successful teams
- Ability to consult, negotiate and delegate
- Good time management skills
- Business Degree
- Experience in school business and operations
- Understanding on legal and compliance requirements on school operations
- Experience in Human Resource Management
- Financial Management

Selection Criteria

1. Demonstrated ability to lead and manage teams in a fast changing school environment
2. Demonstrated ability to lead and manage school services within a complex Christian school focused on the delivery of high quality education
3. Demonstrated management experience of international programs within a school environment
4. Demonstrated ability to build and maintain effective working relationships and act with diplomacy and discretion when dealing with challenging, sensitive and confidential issues