

**CATHOLIC EDUCATION
ARCHDIOCESE OF BRISBANE
ROLE DESCRIPTION
COLLEGE BUSINESS MANAGER**

1.0 POSITION TITLE

College Business Manager

2.0 PURPOSE AND SCOPE OF POSITION

2.1 Purpose of Position

The primary purpose of the role of Business Manager is to support the Principal in the business management of the College by providing expertise and implementation in a wide variety of financial, administrative and management functions.

The Business Manager is responsible for the efficient and effective management and administration of the business operations of the College in consultation with, and under the direction of, the Principal.

The Business Manager, the Principal and the other members of the College leadership team collaboratively work together to develop, maintain and enhance the business management aspects of the College.

2.2 Scope of Position

The key result areas assigned to the position of Business Manager may include:

- General administration
- Strategic management of the College's financial resources
- Management of school support staff
- Property, building and asset management
- Workplace health and safety coordination and management
- Marketing, community relations and college development
- Information technology planning and management support

3.0 STATEMENT OF RESPONSIBILITY

(i) CONTEXT

The Archdiocese of Brisbane covers most of South-East Queensland extending from Childers in the north, south to the New South Wales border, west to Gatton and north-west to Kingaroy.

The Archdiocese consists of approximately 100 parishes. There are 102 primary schools and 30 colleges which belong to the Catholic Education community and which are administered by Brisbane Catholic Education, the Education Vicariate of the Archdiocese. There are approximately 59,000 students in the systemic schools of the Archdiocese and over 8,000 staff.

The Business Manager in Catholic Colleges operates within the Catholic educational environment and culture and this demands a keen sense of reality about the operational aspects of a Catholic educational institution. The complex and dynamic nature of Catholic Colleges requires that the Business Manager has an astute awareness of the lines of responsibility of the role as well as the role of the Principal and of the other members of the College leadership team.

The Business Manager will be supportive of the Catholic ethos of the College and will be responsible, through the Principal, for the management of the business aspects of the College, ensuring compliance with internal College requirements, with Brisbane Catholic Education system requirements and with corporate and legislative requirements. The “business” being managed is “education” and it must be understood that “education” is not a “commercial commodity” within the Catholic system but rather an educational ministry of the Catholic Church. The educational mission of the College and the welfare of the students will always be at the heart of the role.

(ii) STATEMENT OF RESPONSIBILITY

The Business Manager’s major responsibility is to partner the Principal to coordinate, integrate, develop, administer and enhance the activities of a range of diverse financial, administrative and management functions. The basic functions of evaluating, planning, organizing, programming, resourcing, controlling, coordinating, directing and reviewing are applied, dependent on the challenges that are presented on a daily basis, in order to achieve the business aims and objectives of the College.

The Business Manager will ensure that financial, administrative and management practices are implemented with justice, equity and compassion.

A high level of interpersonal skills is required to ensure positive and effective relationships with the Principal, other college staff, students, parents and the broader community.

4.0 EXAMPLES OF ACTIVITIES UNDERTAKEN

The following is a selection of activities in which the role holder might engage. The list is neither prescriptive nor exhaustive.

Please refer to the “Duty Statement” for further guidance with respect to the possible range of duties related to these activities.

- Direct, manage and administer the financial services of the College to ensure financial assessments, strategies, operational policies and procedures are efficiently and accurately completed to support the aims and objectives of the College.
- Provide human resource management advice and support to assist the Principal in the implementation of human resource management policies and procedures, including the supervision of the operation of non-academic staffing functions to assist the Principal in maintaining and effectively utilising these support staff.
- Coordinate the management of property and building maintenance and development activities and projects, including capital works projects.

- Coordinate, manage and administer the range of activities involved with the management of the College's assets.
- Assist the Principal and the College leadership team to formulate and execute short term, long range and strategic planning to meet the future business aims and objectives of the College in the most time efficient and cost effective manner.
- Formulate, develop and implement purchasing strategies and procedures to meet the College business requirements for assurance of supply, quality, service, cost and regulatory compliance.
- Act as the College's "Workplace Health and Safety Officer" (W.H.S.O.) and assist the Principal to establish procedures and implement programs to provide a safe and healthy environment for staff and students.
- Coordinate the completion of state and commonwealth government census and financial returns in accordance with stated accountability requirements.
- Develop and coordinate risk management strategies, programs and projects to identify and minimise all risks.
- Contribute to the development and the direction of College marketing strategies, community relations and activities to achieve continued optimum enrolments and the successful attainment of the College's educational aims and objectives.
- Manage, administer and oversee the implementation of contracts as required by the Principal to meet the aims and objectives of the College.
- Coordinate, oversee and manage the financial and operational aspects of capital works and other relevant projects as requested by the Principal.
- Provide advice, direction and co-ordination of the IT activities that support the College's information technology operations, including the management of the IT staff and contractors.
- Monitor and maintain insurance arrangements related to the protection of the College's premises and facilities and the associated management of claims' administration.
- Develop and maintain appropriate contact and relationships with community and government organisations.
- Monitor and maintain security arrangements related to the protection and security of staff, students, volunteers, visitors, premises and facilities to maximise such security provisions.

5.0 AUTHORITY LIMITS

Authority is delegated by the Principal to the role holder to produce the desired outcomes. This authority extends to the supervision of support staff in those operational and administrative areas nominated by the Principal.

Authority to commit funds and to sign cheques will have appropriate limits and will be documented in accordance with Brisbane Catholic Education policies and within the individual College requirements.

6.0 REPORTING AND OTHER RELATIONSHIPS

The role holder is responsible to and reports to the Principal of the College. Significant relationships may exist with other members of the College leadership team, other College staff members, parents, students, community members and staff of Brisbane Catholic Education.

The Business Manager's accountability outcomes must often be delivered to Brisbane Catholic Education. Therefore, the Business Manager may regularly liaise with various personnel within the Brisbane Catholic Education Centre, including personnel within such sections as Financial Services, Building Services, Occupational Health and Safety and Payroll Services. The Principal, however, is the position to whom the role holder directly reports.