



St Mary's College College Business Manager Role Description

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

3.1 CONTEXT

St Mary's College is one of 41 schools and colleges administered by Brisbane Catholic Education with the Catholic Archdiocese of Brisbane.

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.

3.2 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 CHARACTERISTICS OF THE POSITION

These position characteristics indicate the required level of:

4.1 Formal qualifications

- Tertiary qualification, at degree level, in accounting or business management is required

Experience

- At least 5 years demonstrated experience in finance; administration; corporate services or management;
- Demonstrated experience in contract and/or property management and in the information technology area;
- Understanding and commitment to school ethos and culture

4.2 Position related knowledge

- High level of knowledge and understanding of accounting and financial affairs;
- High level of knowledge and understanding of general business management and human resource management;
- Knowledge and understanding of current industrial relations legislation; human resource management best practice; relevant financial/accounting regulation (including taxation) and legal requirements and relevant government regulation (both state and federal), especially those related to the education sector;
- A sound knowledge base and understanding of the building and/or construction industry;
- A general knowledge base of commercial law, especially relating to contracts, agency and negotiable instruments and an elementary acquaintance with planning and uniform building regulations and the health act;
- A sound understanding and knowledge of current information technology systems and applications

5.0 KEY AREAS OF RESPONSIBILITY

5.1 General Administration

- Commitment to perform and understand the general business and human resource management of the College.
- Member of the Finance Committee; Marketing Committee; Workplace Health and Safety Committee
- Participate in College community groups, including the Parents and Friends and the College Board.
- Participate in key College events including College Awards Night, Year 12 Graduation Ceremony and other events as directed by the Principal.

5.2 Strategic Management of the College's financial resources

- Direct, manage and administer all 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.
- Formulate, develop and implement purchasing strategies and procedures to meet the College business requirements for assurance of supply, quality, service, cost and regulatory compliance.
- Administer and monitor special purpose grants on a regular basis and prepare acquittal reports as required.
- Manage, oversee and facilitate departmental budgeting processing; and working collaboratively with the CLT to make decisions regarding budget allocations.
- Attend and participate as a member of the College Finance Committee and report to the Parish Finance Council
- Prepare financial records for audits; cooperate with internal and external auditors as required.
- Arrange the storage and/or archiving of records as required.

5.3 Human Resource Management

- Co-ordinate the supervision and management of office staff, grounds and maintenance staff, uniform and tuckshop staff, information technology support staff, cleaning staff; other school office staff, such as the laboratory assistants and teacher aides.
- Provide human resource management advice and support to assist the Principal in the implementation of human resource management policies and procedures. For example, planning appropriate improvements to the general office operations; actioning staff performance appraisal processes; settling disputes and grievances; staff training organisation; facilitating professional development; relief replacement and coordination.
- Work with the Principal on the Staffing Schedule and assist with the allocation of grants and funding to maximise these to support staffing needs.
- Oversee the SRCM reports and reconcile these each month, and advise the Principal of any anomalies or problems relating to staff salary payments.

5.4 Property, building and asset management

- Coordinate the management of property and building maintenance and development activities and projects, including capital works projects.
- Allocate and supervise duties undertaken by the grounds and maintenance staff.
- 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.
- Develop an operating plan to management the maintenance of property and buildings.

- Complete building and property inspections of the College at regular intervals.
- As applicable, operate an efficient school transportation service by maintaining vehicles and supervising drivers.
- Develop, manage and maintain the College asset register. This involves recording the full details of all capital items and equipment, including audio-visual, computer and furniture and other relevant items.
- Monitor and maintain security arrangements related to the protection and security of staff, students, volunteers, visitors, premises and facilities to maximise such security provisions.
- Be available on call to respond to after-hours security and/or emergency matters.
- Coordinate and manage the College secure key system including the distribution of keys to staff, contractors and appropriate people and maintaining the relevant distribution register of keys.

5.5 Workplace health and safety coordination and management

- Act as the College's 'Workplace Health and Safety Officers (WHSO) and oversee the WHS plan for the College and assist the Principal to establish procedures and implement programs to provide a safe and healthy environment for staff and students.
- Develop and coordinate risk management strategies, programs and projects to identify and minimise all risks.
- Monitor and maintain insurance arrangements related to the protection of the College's premises and facilities and the association management of claims' administration.
- Monitor and maintain security arrangements related to the protection and security of staff, students, volunteers, visitors, premises and facilities to maximise such security provisions.

5.6 Marketing, community relations and College development

- 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 objects.
- Develop and maintain appropriate contact and relationships with community and government organisations.
- Contribute to the development of the Past Students Association and the preservation of our historical records and archives in conjunction with the Principal.

5.7 Information technology planning and infrastructure support

- Provide advice and support for the College's information technology operations and the staff working in this area;
- Provide direct line management in the absence of the IT Manager.

6.0 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 nominate by the Principal.

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

7.0 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 Office. Therefore, the Business Manager may regularly liaise with various personnel within the BCEO, 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.