

Job description

Agency	Department of Education	Work unit	Anula Primary School
Job title	Business Manager	Designation	Administrative Officer 6
Job type	Full Time	Duration	Ongoing
Salary	\$92,620 - \$103,538	Location	Darwin
Position number	42615	RTF	221213
		Closing	29/09/2021
Contact	Melinda Kealy on 08 8997 7500 or melinda.kealy@education.nt.gov.au		
About the agency	https://education.nt.gov.au/		
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfId=221213		

Applications must be limited to a one-page summary sheet and detailed resume

Information for applicants – Inclusion and diversity and Special measures

The NTPS values diversity and aims for a workforce that represents the community. The NTPS encourages people from all diversity groups to apply for vacancies and accommodates people with disability by making reasonable workplace adjustments. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer. For more information about applying for this position and the merit process, go to the [OCPE website](#).

Under the agency's Special Measures Recruitment Plan, eligible Aboriginal and Torres Strait Islander (Aboriginal) applicants will be granted priority consideration for this vacancy. For more information on Special Measures, go to the [OCPE website](#).

Primary Objective

Provide strategic and operational leadership, advice and management support in areas of finance, procurement, administration, infrastructure and human resource management for non-teaching staff in a demanding school environment, including liaison with centralised service providers.

Context Statement

Anula Primary School has a culturally diverse school population of approximately 435 students from Preschool to Year 6. Aboriginal and Torres Strait Islander students comprise 20% of enrolments, 62% of students have a language background other than English and 23.7% of students with additional needs. The school is committed to high standards, high expectations and high achievement for students and all staff. The school motto is "Lifelong Learning" with the expectation that staff will embrace learning and constantly seek and strive to grow and achieve through professional developmental opportunities. The Business Manager works closely with the Principal and senior executive team in leading the non-teaching staff of the school and managing personnel and resources in the global school budget to provide the best learning environment for all students

Key Duties and Responsibilities

1. Provide leadership, performance development, management and overall supervision of the non-teaching staff within the school to ensure the effective provision of procurement, administrative, infrastructure, budgets, financial management and classroom support services for the school, including coordination of relief teachers and non-contact time.
2. Prepare, with the Principal, the annual school budget in line with the Annual School Improvement Plan and School Finance and Governance guidelines.
3. Ensure the School Representative Body's responsibilities as an employer are met including financial support to Anula School Council treasurer, processing of complex payrolls and compliance with legislative requirements.
4. Demonstrated high-level interpersonal skills with the ability to communicate effectively with the Leadership Team, students, staff, School Board and the wider community in a cross-cultural and complex educational setting whilst maintaining integrity and confidentiality.
5. High level adaptability, flexibility and resilience including the ability to manage pressure and change in an environment undertaking continuous change, and to modify approaches to suit diverse people and situations.
6. Coordinate, facilitate and implement infrastructure and asset management within the school, including contract management and oversight for repairs and maintenance programs, Workplace Health Safety, security, use of School facilities and equipment.
7. Liaise and negotiate with centralised service providers to coordinate delivery of business services and support achievement of school and departmental strategic objectives

Selection Criteria

Essential

1. Demonstrated experience leading effective program delivery in the following business support areas: Financial management and Administration, Human Resource, Asset, Records and Facility management, whilst ensuring both legislative and policy compliance in all areas.
2. Demonstrated experience in reviewing and developing workplace policy to support business processes and systems, identifying opportunities for continuous improvement.
3. Demonstrated ability to collect, analyse and report on business support activities, including preparation and presentation of financial information, using an evidenced based approach to provide appropriate strategic and operational advice to management and other stakeholders.
4. Demonstrated high-level communication skills and demonstrated ability to build and maintain effective networks, teams and collaborative partnerships with a range of internal and external stakeholders.
5. Demonstrated experience in the management of financial accounting systems (such as MYOB or similar) and the capability to perform all financial functions of the workplace (including payroll), whilst ensuring both legislative and policy compliance.

Desirable

1. Demonstrated experience in the use of MYOB and Ci Anywhere Accounting software.
2. Demonstrated knowledge of education systems and school environments contributing to the development of business support strategies and initiatives.
3. Demonstrated experience managing and co-ordinating daily calls from teachers to source relief teacher recruitment, fulfilling of planned and unplanned staff absence and strategic process and operations relevant to covering teachers and deploying relief-teaching staff.

Further Information

This section is optional. It can include any further information that is relevant to the vacancy; for example, criminal history checks, flexibility in starting dates, requirements for travel, etc.

Approved: 10.09.2021

Melinda Kealy, Principal

