



ST FRANCIS COLLEGE

ROLE STATEMENT

Job Title	BUSINESS MANAGER
Classification	Business Manager Level 3
Tenure	Full Time – Continuing
Agreement	As per the <i>Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland 2015-2019</i>

Role Statement

The Business Manager supports 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. The Business Manager is supported by the Administration Co-ordinator and the Property and Facilities Co-ordinator in the day to day operations of the College.

Scope of the Position – Key Result Areas

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

- General administration
- Strategic management of the College's financial resources
- Legislative compliance in all areas of responsibility
- 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

Context of the Position

St Francis College is one of 143 schools and colleges administered by Brisbane Catholic Education within 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 112 parishes. There are 106 primary schools and 37 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 75,000 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.

College Profile

St Francis College is a master planned P-12 co-educational Archdiocesan College located in the fast growing and culturally diverse Logan City region. The College has an active enrolment profile with enrolments of 1075 in 2019. Four distinct but connected educational phases operate within the College – Early, Junior, Middle and Senior Years.

The governance structure in an Archdiocesan P-12 college is complex by the fact that there are more people in the College Leadership Team than a stand-alone Primary or Secondary School. Although the Business Manager reports directly to the Principal, the Business Manager is also required to consult frequently with the P-12 Heads in relation to Early, Junior, Middle and Senior Years requirements. The Business Manager provides regular financial updates to the College Finance Committee which has oversight of the financial management of the College.

CHARACTERISTICS OF THE POSITION

These position characteristics indicate the required level of:

Formal qualifications

- Tertiary qualification, at degree level, in accounting or business management is required and also eligibility for CPA membership.

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 would be desirable;
- Understanding and commitment to school ethos and culture

Position Related Knowledge

- High level of knowledge and understanding of accounting and financial management as related to a multi-million dollar 'Not for Profit' business operation;
- High level of knowledge and understanding of commercial business management including the management of trading operations (Tuckshop, Book Hire Scheme, Hire of College Facilities);
- Knowledge and understanding of current industrial relations legislation and human resource management best practice;
- Knowledge of relevant financial/accounting regulation (including taxation) and legal requirements and relevant government regulation (both state and federal), 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 building regulations and the health act;
- A sound understanding and knowledge of current information technology systems and applications;
- An understanding of the requirements of current Workplace, Health and Safety Legislation.

Specific Position Skills

- A diverse and broad range of job specific skills are applied in varied and highly specific contexts;
- Ability to manage a variety of responsibilities that are complex and specialised
- A very high level of communication and consultation skills, along with the capacity to work with a range of personnel, dealing with both professional and non-professional people at all levels.
- Ability to productively solve complex and varied problems in an environment of very limited time and resource support is important;
- High level decision making and management skills are required to complete the complex job tasks within the specified time constraints;
- High levels of competency in planning and/or organisational skills are required.

Specific position skills P-12 College

- Understanding of Brisbane Catholic Education Planning and Building operations including Block Grant Authority processes
- Ability to develop processes and procedures across a P – 12 Campus with 4 individual educational precincts
- Knowledge of and experience in the resource and service needs of a P – 12 Campus

- Ability to manage and operate in an environment where college imperatives include a strong enrolment growth pattern and an ongoing capital building program.
- Ability to develop and maintain relationships with both internal and external stakeholders to facilitate the developmental and operational needs of the College.

Initiative, responsibility and accountability

- Ability to operate independently and effectively and without professional direction most of the time;
- A high level of initiative is exercised in the application of professional practices and of expert knowledge;
- Significant discretion and independent judgement are required within constraints that are set by Brisbane Catholic Education or by the Principal;
- The general quality of work is monitored by the Principal and may be subject to appraisal in accordance with stated objectives and professional standards;
- Leadership and team development, along with the responsibility for pre-determined outcomes of co-workers and team members;
- Significant responsibility for the supervision and monitoring of the work of others and of the workflow in accountability and responsibility areas. This includes participation in or chairing weekly team meetings of Administration, Facilities and Service personnel.

DUTY STATEMENT

- 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 grounds, property and building maintenance and development activities and projects, including capital works projects.
- Coordinate, oversee and manage the financial and operational aspects of capital works and other relevant projects as requested by the Principal.
- Coordinate, manage and administer the range of activities involved with the management of the College's assets including the hire of school facilities to outside entities.

- 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.
- Working with the Principal and College Leadership Team, implement the requirements of the Child and Youth Risk Management Strategy
- Undertake the responsibilities of Co-Chief Warden and provide assistance to the Principal during a Critical Incident or School Incident that requires an emergency response.
- 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 Advisor and assist the Principal to establish procedures and implement programs to provide a safe and healthy environment for staff, students, contractors and visitors. This also includes new staff safety inductions, all WPHS staff training and the role of Chair of the College Workplace Health and Safety Committee.
- 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 strategic aims and operational objectives of the College. This includes the management of contractors for both minor and major projects and works.
- Provide advice, direction and participate in the IT activities that support the College's information technology operations, including the liaison with 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 claim's 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. This includes the Key Register and management of the College keying system.

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.

REPORTING AND OTHER RELATIONSHIPS

The role holder is responsible to and reports to the Principal of the College. Significant relationships 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, Health and Safety Services, Employee Services, Information Services and Payroll Administration Services. The Principal, however, is the position to whom the role holder directly reports.