



Catholic
Education
Sandhurst Ltd



Position Description

Position Title	Business Manager
Organisation	Catholic Education Sandhurst Limited (CES Ltd)
School	Galen Catholic College
Location	188-244 Phillipson Street, Wangaratta
Remuneration	\$107,183 to \$118,321 plus super
FTE	1.0 FTE
Status	5 year appointment
Reports to	Principal

Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northeast Victoria. The organisation supports more than 3000 employees in 52 schools and 2 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Catholic Education Commission of Victoria Ltd (CECV), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Chief Executive Officer of Catholic Education Sandhurst is appointed by the Board of CES Ltd to support the administrative, organisational, and service matters to Catholic schools within the Diocese.

The Chief Executive Officer and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd is the employing authority for its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

Our Vision

The vision for CES Ltd is to provide, in partnership with our families, stimulating, enriching, liberating, and nurturing learning environments in each of the Catholic school communities within the Diocese. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people.

We believe:

- That the values of the Gospel are central to who we are, what we do, and how we act.
- That we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition.
- That a strong sense of community is dependent on the quality of our collegial relationships.
- That each person's potential is fostered through the dedicated ministry of Catholic Education.
- In leadership encompassing vision, innovation, and empowerment.

Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

Principles of Catholic Social Teaching

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the "common good" in response to the "signs of the times".

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Respect

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Partnerships

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community.

Faith

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

School Summary

Established in 1974 Galen Catholic College was founded by the Marist Brothers and Brigidine Sisters. Today we continue to build a Catholic community based on the core values “the love of learning”. Our secondary college offers the widest curriculum in Wangaratta with options including VCE, VET, and School Based Apprenticeships.

Position Summary

The Business Manager is a member of Galen Catholic College Executive Team. The Business Manager provides a key role in both business operations and planning of the College. The key responsibilities of this role will include strategic leadership, financial reporting, planning and management, administrative services and accounting, property and contract management and overseeing the overall running of the college's facilities and services.

Key Responsibilities

Strategic Leadership	<ul style="list-style-type: none">• Lead and support the Finance and Administration team.• Promote a strong and positive working relationship between teaching and support staff to deliver successful outcomes for students, staff and the College community.• Attend Executive, Leadership, Advisory Council, Finance Committee and Staff Meetings and other relevant meetings as directed by the Principal.• Play an active role in the development and implementation of current and future strategies and objectives, ensuring that the College makes the best use of its resources including consideration of financial implications of planned strategies.• Be accountable for the implementation of elements of the School Improvement Plan as it relates to Stewardship of Resources.• Promote key strategic objectives to Finance, Administration and Maintenance Teams.• Develop, recommend and implement contemporary business management practices, policies and procedures.• Encourage and develop collaborative relationships with internal and external stakeholders.
Financial Management	<ul style="list-style-type: none">• Provide sustainable long term financial management of the College, including the development of financial strategies and goals in conjunction with the Principal, College Council and CES.

	<ul style="list-style-type: none"> • Manage the financial outcomes of the College through positive and effective engagement in the budget setting process along with ongoing monitoring and management of expenditure. • Manage the preparation of the annual budget, financial plans and annual accounts. • Develop, recommend, implement and monitor strong systems of internal control regarding income and expenditure. • Actively participate in project management and the monitoring of outcomes across major projects, building and maintenance initiatives. • Understand government policies, legislation and directives and the effects and implications along with developing effective solutions and managing their impact on current and future strategies. • Provide financial reports to the Principal as required. • Oversee the Administration and Finance team. • All other duties required.
<p>Property Management</p>	<ul style="list-style-type: none"> • Be responsible to the Principal for the oversight, coordination and reporting of all Capital Works planning and construction. • Oversee the maintenance of the College buildings, grounds and assets in conjunction with the Facilities Manager. • Maintain a positive and strong relationship between the college and its current and possible future external contractors to ensure the quality standards are met at all times.
<p>Governance and Risk Management</p>	<ul style="list-style-type: none"> • Ensure effective risk management practices including Occupational Health and Safety. • Adopt a leading role on the College Stewardship of Resources Committee. • Maintain College records to comply with State and Commonwealth government requirements. • Ensure the College has effective and adequate insurances (including for capital works projects) and be responsible for any claims that arise.

	<ul style="list-style-type: none"> • Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.
Memberships	<ul style="list-style-type: none"> • Catholic Education Sandhurst • Business Managers Sandhurst • Catholic Education Business Administrators (CEBA) • Association of School Business Administrators (ASBA) • College Executive Team • College Leadership Team
Other Duties	<ul style="list-style-type: none"> • Maintain confidentiality of information acquired in the course of undertaking duties for the school.

Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

Mandatory Responsibilities and Requirements

Compliance with CES Ltd Policies and Procedures

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

Compliance with Occupational Health and Safety

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd's OH&S Management System.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.

- Depending on the role some employees will be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training prior to commencing employment with CES Ltd.

Compliance with Child Safety Legislation

- CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid working with children check or VIT registration. CES Ltd are committed to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

Key Selection Criteria

Essential	Qualifications and Registrations	<ul style="list-style-type: none"> • Tertiary qualification in Business Management, Economics, Accounting or related areas.
	Knowledge and Experience	<ul style="list-style-type: none"> • Business Management experience, including an in-depth understanding of strategic financial management, together with experience in leadership and management of staff and business operations across a number of disciplines. • Demonstrated ability to work at an Executive level including reporting to CES Ltd and Advisory Council. • Demonstrated ability to motivate and lead a multidisciplinary team to achieve a Strategic Plan using contemporary business practices. • Demonstrated interpersonal skills to communicate at all levels of the College including external stakeholders. • Demonstrated ability to project manage Capital Works programs, including Work Health and Safety, risk management, budget and resource management. • Demonstrated effective communication skills. • Demonstrated strong commitment to Confidentiality.

	Commitment to Catholic Education	<ul style="list-style-type: none"> • Strong commitment to the Catholic ethos of the College and Catholic Education.
	Commitment to Child Safety	<ul style="list-style-type: none"> • Demonstrated understanding of child safety. • Demonstrated understanding of appropriate behaviours when engaging with children. • Be a suitable person to engage in child-connected work. • Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.
	Skills and Attributes	<ul style="list-style-type: none"> • National Police Check. • Victorian Working with Children’s Check.
Desirable		<ul style="list-style-type: none"> • Experience in the education sector with a strong understanding of educational legislative requirements including State and Federal Government policy and funding arrangements. • Post Graduate business and/or education qualifications, such as CPA, CA, MBA qualifications.

Signature _____ Date _____