



Position Description

Position Title	Business Manager
Organisation	Catholic Education Sandhurst Limited (CES Ltd)
School	Doxa School Bendigo
Location	<i>Bendigo</i>
Remuneration	\$107, 961 (pro-rata) (excluding superannuation)
FTE	0.8
Status	Category C - Ongoing
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 Northwest 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 Executive Director of Catholic Education Sandhurst acts as Chief Executive Officer for the Board of CES Ltd and within its delegated schedule for the organisational, administrative, support and service matters related to Catholic schools within the Diocese.

The Executive Director of Catholic Education Sandhurst 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

Doxa School Bendigo is a Catholic Secondary Flexible Learning Setting aiming to engage vulnerable and disconnected young people into an education that is tailored to meet their specific needs.

Doxa School Bendigo is a Child Safe community that is committed to providing an environment that is true to our school wide expectations: being Safe, Kind and Curious.

Doxa School provides excellent learning opportunities by building quality relationships with the school and wider community. A student- centered approach is theoretically underpinned by the schools' key pillars of practice: Catholic Identity, Choice Theory, Trauma Sensitive Practice and Social Emotional learning.

Position Summary

The position of Business Manager is directly responsible for the management of School finances, and the effective organisation of the business, financial and administrative leadership of the School. As a member of the School Executive team, the Business Manager will have complete oversight of the financial function, with executive responsibility for the School's finance and infrastructure.

The incumbent provides a key role in both business operations and planning of the School. The key responsibilities of this role will include strategic leadership, financial planning and management, administrative services and accounting, property and contract management and governance and risk.

Key Responsibilities

Financial Management	<ul style="list-style-type: none">● Provide sustainable long-term financial management of the School, including the development of financial strategies and goals in conjunction with the Principal and Advisory Council.● Manage the financial outcomes of the School 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, AFS and Taxation reporting.● Manage external financial audit including liaising with external auditors.● Prepare applications to obtain finance and government grants.● 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.
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	<ul style="list-style-type: none"> ● 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. ● Manage School debtors and creditors. ● All other duties required.
Safety Leadership	<ul style="list-style-type: none"> ● Provide the leadership, structure, resources to improve safety across the whole School community. ● Lead team to comply with all School and Legislative health and safety policies and procedures. ● Assist the Principal in ensuring with the School's health and safety policies and procedures. ● Support a safety culture embracing, advocating, and supporting OH&S initiatives by actively driving and promoting OH&S compliance requirements and improvements. ● Be responsible for own health and safety and for the health and safety of anyone else who may be affected by their acts or omissions at the workplace. ● Adhere to safe work procedures, instructions, and rules at all times. ● Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act.
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 School community. ● Attend Executive, Advisory Council, Finance Committee and Business Managers meetings 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 School 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, Admin, Property, and IT teams. ● Develop, recommend, and implement contemporary business management practices, policies, and procedures. ● Encourage and develop collaborative relationships with internal and external stakeholders.
Human Resources	<ul style="list-style-type: none"> ● Management of recruitment, selection, and staffing, including job advertisements, interview panel documentation, letters of offer, and related correspondence. ● All relevant HR reporting and compliance.

Property Management	<ul style="list-style-type: none"> ● Be responsible to the Principal and the Advisory Council for the oversight, coordination and reporting of all Capital Works planning and construction. ● Oversee the maintenance schedule of the School buildings, grounds and assets. ● Maintain a positive and strong relationship between the School and its current and possible future external contractors to ensure the quality standards are met at all times.
Governance and Risk Management	<ul style="list-style-type: none"> ● Ensure effective risk management practices including Occupational Health and Safety. ● Manage compliance in line with State and Commonwealth government requirements. ● Ensure the School has effective and adequate insurances (including for capital works projects) and be responsible for any claims that arise. ● Negotiate, manage, and monitor contracts, tenders and agreements for the provision of support services.
Child Safe	<ul style="list-style-type: none"> ● Be familiar with and comply with the school's Child Safe policy and Code of Conduct, and any other policies or procedures relating to child safety. ● Assist in the provision of a child-safe environment for students. ● Demonstrate duty of care to students in relation to their physical and mental wellbeing.

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

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 area. • Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.
	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 project manage Capital Works programs, including Work Health and Safety, risk management, budget and resource management.

	Commitment to Catholic Education	<ul style="list-style-type: none"> • Demonstrated willingness to work within the Catholic ethos, traditions, and practices of the Diocese of Sandhurst.
	Commitment to Child Safety	<ul style="list-style-type: none"> • A demonstrated understanding of child safety. • A demonstrated understanding of appropriate behaviours when engaging with children. • Be a suitable person to engage in child-connected work.
	Skills and Attributes	<ul style="list-style-type: none"> • Demonstrated ability to work at a senior level including Advisory Council reporting. • Demonstrated ability to motivate and lead a multidisciplinary team to achieve a Strategic Plan using contemporary business practice. • Highly developed word processing and computer skills including a high degree of proficiency within the Microsoft Suite including Microsoft Word, Excel, PowerPoint, and Google applications. • Demonstrated high level interpersonal skills to communicate at all levels of the School including external stakeholders. • Demonstrated ability to project manage Capital Works programs, including Work Health and Safety, risk management, budget and resource management.
	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.