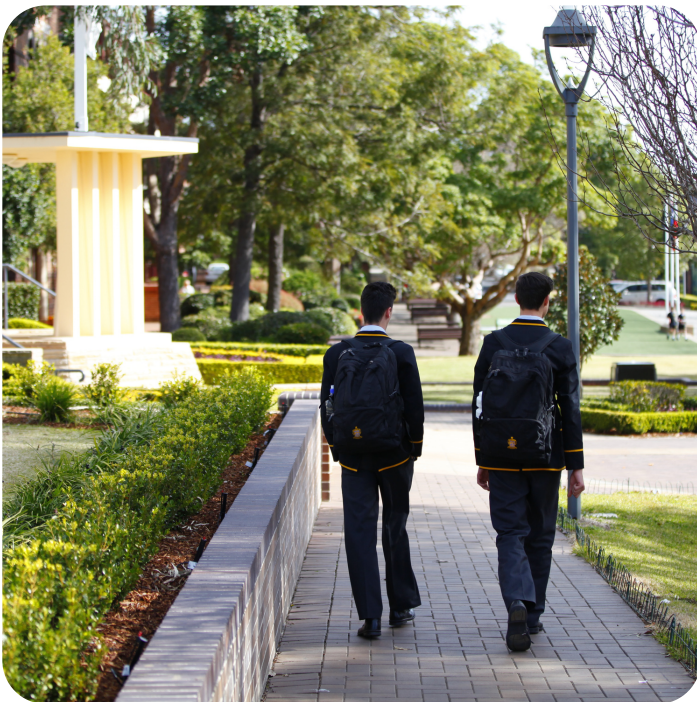


ST PATRICK'S COLLEGE, STRATHFIELD

DIRECTOR OF BUSINESS SERVICES



INFORMATION PACKAGE



**EDMUND RICE EDUCATION
AUSTRALIA**

Position Description

Position Title: Director of Business Services, St Patrick's College, Strathfield

Responsible to: Principal, St Patrick's College, Strathfield

Date: Reviewed April 2022

Roles and Responsibilities

INTRODUCTION:

The position of the Director of Business Services is a position of senior responsibility within the College. The Director of Business Services is a member of the College Leadership Team. The Director of Business Services is supported by a small team of staff including: Finance Manager, Properties and Facilities Manager, IT Manager and other finance office staff. The appointment is made by Edmund Rice Education Australia.

BASIC ROLE PURPOSE:

The Director of Business Services provides key professional support to the Principal in their leadership by contributing to the effective operation of the College within the following key accountability areas:

- Executive Leadership
- Financial Management
- Business Management
- Property Management
- Work Health & Safety
- Personnel and Industrial Administration

(The last two areas shared with the Director of Human Resources, Risk and Governance).

As a member of the College Leadership Team, the Director of Business Services occupies a senior advisory position and shares with Leadership Team members the obligation of nurturing the Catholic ethos of the College. In carrying out the role, the Director of Business Services is also expected to establish a productive working relationship with EREA and the relevant sub-committees of the College Advisory Council.

At all times, the work of the Director of Business Services will be consistent with the vision of the College Mission Statement, Edmund Rice Education Australia (EREA) and its Charter and Catholic teachings, principles and values. Loyalty to, and support of, the Principal and the entire Leadership Team is an essential element of this role.

ACCOUNTABILITY:

The Director of Business Services reports directly to the Principal of the College. The role is subject to regular Professional Reflection and Review processes conducted by EREA.



KEY ACCOUNTABILITIES:

Leadership Team Leadership

The Director of Business Services will:

- Collaborate with other members of the College Leadership Team in fostering a Vision for the College as an authentic Catholic school.
- Give personal witness to the College's Catholic values through word and action.
- Provides public support and loyalty to the Principal and other professional colleagues.
- Display a spirit of hospitality and welcome within the College.
- Contributes to effective communication links within the College community.
- Maintain confidentiality in respect of all information relating to the College.
- Contribute to the College's strategic direction through the provision of:
 - Financial analyses
 - Feasibility studies
 - Impact scenarios from a financial/resource perspective.

Financial Management

The Director of Business Services will:

- Development and implementation appropriate financial policies and procedures within the College in line with EREA guidelines.
- Provide ongoing and long-term financial information, advice and planning to the Principal.
- Contribute to the equitable distribution of financial resources within the College.
- Develop the annual College budget (with supporting documentation) in collaboration with the Principal, College Leadership Team, College Advisory Council and key stakeholders.
- Collaborate with the Director of Curriculum in overseeing curriculum budget planning.
- Maintain financial and budgetary controls over cash, capital expenditure and investments.
- Maintain up-to-date financial management, accounting and reporting systems.
- Manage the College's fixed asset register.
- Maintain regular contact with auditors, bankers, legal advisors, in relation to the College's financial position, and oversee the implementation of appropriate recommendations.
- Provide regular financial statements and reports (including interpretation and recommendations) on financial and operating data to the Principal, College Finance Board Sub-Committee, and EREA.



- Monitor government funding policies and ensure effective action in securing the College's entitlements.
- Oversee the preparation of financial/statistical questionnaires and documents for government and relevant authorities.
- Adhere to all accountability requirements of government, EREA and relevant authorities

College Operations

The Director of Business Services will:

- Supervise the work of the Finance Office.
- Maintain oversight of College payroll operations.
- Maintain oversight of systems for the billing and collection of student tuition and other fees.
- Manage the collection of outstanding fees.
- Oversee all aspects of the College's purchasing activity: ordering, delivery, quality control, storage.
- Maintain oversight of systems for the payment of the College's creditors.
- Maintain oversight of the receipting, banking and reconciliation of College funds.
- Maintain adequate insurance cover for all risks through accurate completion of insurer's reports.
- Manage Risk Management Programs.
- Oversee the operation of the Canteen, Uniform Shop and Bookroom.
- Maintain essential College office functions during term holiday periods.

Legal and Personnel Management

The Director of Business Services will:

- Keep the Principal apprised on relevant legal and/or industrial matters.
- Manage Human Resource functions as required.
- Supervise and coordinate the work of College Maintenance and Finance Staff.
- Facilitate the appropriate training of College Maintenance and Finance Staff.
- In collaboration with the Director of Human Resources, Risk and Governance, facilitate appropriate performance review processes for Non-Teaching Staff.
- Contribute to the employment of new Non-Teaching Staff.
- Maintain all personnel records in relation to payroll functions, e.g. leave, superannuation, etc.
- Provide interpretation of all relevant awards.



- Provide information to staff on their employment entitlements, e.g. leave, superannuation, etc.
- Manage the College's compliance with legal and statutory requirements, e.g. industrial awards, taxation, superannuation, WorkCover, Rehabilitation, Work Health & Safety, and copyright.
- Represent the College in relevant industrial and legal forums, as required.

Property Management

The Director of Business Services will:

- Manage proactively all maintenance requirements relating to College buildings, furniture, equipment and plant, and liaise with service providers for this purpose.
- Oversee refurbishment and upgrading programs, building renovations, and construction of new facilities (including the monitoring of compliance of all contractors engaged by the College in these areas).
- Coordinate the purchase of new furniture, equipment and plant as required, and the disposal of surplus assets.
- Oversee the use of College facilities.
- Oversee the maintenance and usage of College vehicles.
- Oversee the operation of the College cleaning program, and monitor the quality of the program.
- Oversee the upkeep of College grounds.
- Manage the efficient operation of the College's essential services, e.g. electricity, water, telephone, gas, garbage removal, etc.
- Manage all systems relating to the security and protection of College assets.
- Oversee the decision-making process in relation to the acquisition, use and evaluation of information technology for College administration.
- Maintain College property records and archives.

Work Health & Safety

The Director of Business Services will:

- Oversee all aspects of Work Health and Safety at the College in partnership with other members of the Leadership Team.
- Oversee the College's compliance in respect of fire safety.
- Maintain a critical incident management plan for the College, and institute appropriate training and notices.
- Work with the Deputy Principal in organising emergency evacuation and lockdown drills as required.



- Manage WHS compliance.
- Chair the Staff WHS Committee that meet at least once a term and ensuring minutes are actioned and disseminated to staff.
- Attend the College Board Risk Management Committee meetings and manage the implementation of agreed actions.
- Complete all task and risk reviews on the College's Risk management portal, and disseminate reports to the Principal and Deputy Principal upon their completion.
- Update all WHS policies and disseminate to staff as required.

Other Duties

The Director of Business Services will:

- Attend College Finance Committee meetings and prepare all relevant reports as required;
- Attend other meetings such as School Advisory Council and College Leadership Team;
- Represent the College on appropriate external bodies relevant to the position including EREA Reference Groups;
- Give personal witness to Christian values and the values contained in the Edmund Rice Charter through word and action;
- Demonstrate a strong commitment to child safety by modelling and reinforcing attitudes and behaviours that values and respects children and young people;
- Promote a child safe culture as a shared responsibility that is championed and modelled at all levels of the school community;
- Develop positive working relationships with peers in other Edmund Rice schools.
- Undertake other duties as assigned by the Principal including EREA duties that may be requested through the Principal.



Key Selection Criteria

Essential Criteria

The successful applicant will have:

- Tertiary qualifications in Accounting/ Business/ Commerce or related field.
- Excellent interpersonal skills to communicate with a wide range of stakeholders in an energetic and vibrant environment.
- Knowledge of, and experience in, day-to-day accounting procedures, financial management and strategic development in the not-for-profit setting.
- The ability to think strategically in contributing to the future development of the College.
- The ability to be able to demonstrate an understanding of the charism of Blessed Edmund Rice as articulated in the Charter for Catholic Schools in the Edmund Rice Tradition.

Highly Desirable Criteria

The successful applicant will have:

- Post-graduate professional qualifications (CA or CPA).
- Demonstrated experience leading successful teams.
- Experience in responsibility for the financial management of a medium-sized business.
- A commitment to ongoing professional development.
- A proven ability to work in a collaborative environment as a member of a Leadership team and to manage a cohesive support team.
- Experience with tender development and assessment.



Conditions of Employment

Remuneration

The remuneration package (in line with the EREA National Framework for Remuneration) will include a base salary equivalent to the Deputy Principal scales of the NSW Catholic Independent Schools (Teachers – Model B) Multi Enterprise Agreement; an EREA loading of up to 15% of the base salary; annual leave loading and 10% superannuation.

For further information on the Total Employment Cost for this position, please contact Bryan Rodgers, National Manager Human Resources, at bryan.rodgers@erea.edu.au.

Tenure

A five-year Contract is offered with the opportunity for a second five-year Contract subject to a satisfactory review.

Technology/Communication Provisions

The school will provide the Director of Business Services with a mobile phone and laptop computer in order to fulfil their duties. Such items remain the property of the school and should be adequately maintained by the Dean of Operations.

Salary Packaging

The Director of Business Services may elect to enter into a salary package arrangement, which will be in accordance with guidelines established by EREA. Southgate Salary Packaging Services, Paywise and Selectus are EREA's current providers.

Leave Entitlements

The Director of Business Services will have sick leave and long service leave entitlements equivalent to those offered as per National Employment standards.

Long Service Leave portability is covered under the Intrastate/Interstate Catholic schools portability agreement. Sick leave is only portable between Catholic schools in New South Wales and/or between EREA schools nationally.

Application Process

Applications should be addressed to Dr Craig Wattam, EREA Executive Director, and emailed to recruitment@erea.edu.au. Please include a:

1. **Current CV;**
2. **Covering letter**, outlining reasons for your interest in the position and your vision for the Director of Business Services in a Catholic School in the Edmund Rice tradition (no more than 2 pages).

All applicants will be subject to EREA and legislative screening procedures. These checks are consistent with EREA's commitment to child protection policies and procedures.

Evidence of a valid WWCC clearance and compliance with the current Public Health (COVID-19 Vaccination of Education and Care Workers) Order 2022 will be required prior to employment.

All applications will be acknowledged by reply email. Please contact us if you do not receive an acknowledgement of receipt within 7 days.

Any further questions or for more information, please contact EREA Recruitment on (03) 9426 3205 or recruitment@erea.edu.au.

APPLICATIONS CLOSE 4.00pm (AEST) THURSDAY 28 APRIL 2022.

