

# Position Description & Duty Statement

## Business Manager



|                      |   |              |                              |
|----------------------|---|--------------|------------------------------|
| POSITION TITLE:      | Business Manager                                      |              |                              |
| EMPLOYMENT TYPE:     | Full Time   | REPORTS TO:  | Principal                    |
| CLASSIFICATION:      | Common Law Contract, Agreed rate salary               |              |                              |
| DATE LAST REVIEWED:  | April 2025  | APPROVED BY: | Principal, St Mary's College |
| ACCREDITATION LEVEL: | Accreditation to Work in Catholic Education (Schools) |              |                              |

## Our Mission

St Mary's College is a Catholic school situated in Broome that provides education from K-12 for parents who desire a Catholic education for their children. The College caters for the diverse educational, spiritual, and cultural needs of its students by promoting self-esteem and initiative. It offers them skills to take their place confidently in society while living according to Christian values.

## Our Core Values

### Courage

Upholding the Catholic faith and all Christian values and being true to ourselves.

### Love

Understanding differences with compassion and humility; accepting what has happened and being able to move on with unconditional forgiveness.

### Empathy

Listening, understanding, and communicating with others in the spirit of our college Motto – Listening Hearts.

### Acceptance

Appreciating each person and their story, valuing cultural differences, creating a safe, caring College and being inclusive of all.

### Resilience

Being self-motivated, understanding our strengths and challenges, always giving our best and persevering in the face of adversity.

## Our Motto - Listening Hearts

We have empathy for each person's circumstances, hopes and dreams, and listen with our hearts to students, families, and staff.

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## Purpose of Position

The Business Manager at St Mary's College Broome plays a key leadership role for the College, sharing authority and responsibility with the Principal, in the overall leadership and management of the College finances, employment relations, facility management, maintenance and development, marketing and support staff services.

The Business Manager undertakes these duties in the unique Kimberley context; leading and supporting staff with consideration of trauma-informed and Positive Behaviour Support (PBS) practices; assisting the College Leadership Team in delivering quality Catholic education with exceptional outcomes for students.

## Core Duties and Responsibilities

### Catholic Identity (Discipleship)

As a Catholic school community, St Mary's College Broome places a strong emphasis on promoting its Catholic identity and fostering a faith-based environment. The Business Manager, as a member of the College Leadership Team (CLT), plays a pivotal role in upholding and supporting the Catholic ethos of the College. All members of the College Leadership team are leaders of Catholic Identity in the College community. As a leader of Catholic Identity in the College the Business Manager is expected to:

- Encourage and support the growth of the Catholic culture and traditions of the College
- Give personal witness to Catholic values in carrying out his/her duties
- Understand and demonstrate the principles of subsidiarity and sustainability in carrying out their duties.

### Strategic Financial Leadership & Management

The Business Manager will:

- Play an active role in the development and implementation of the College Strategic Plan;
- Ensure the College makes the best use of its resources particularly in relation to the financial implications of planned developments through financial modelling;
- Develop collaborative relationships with internal and external stakeholders thorough an understanding of and commitment to Catholic education;
- Ensure the focus on future sustainability is at the forefront of decisions;
- Strategically lead and operate a significant Digital Technologies infrastructure;
- Provide sustainable long-term financial management of the College;
- Understand and adhere to the requirements of Catholic Education WA and government policies, legislation and directives;
- Monitor the ordering, delivery and payment of all goods and services, including all contracts entered into on behalf of the College;
- Manage all aspects of cash flow including leases and loans;
- Act as the key contact for all funding agencies, including the preparing and lodging of grant applications and reporting;
- Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services;
- Formulate, monitor and review financial plans and annual budgets for income and expenditure;
- Develop long-range cash flow projections and management procedures for the capital and cash flow situation of the College;
- Oversee all processes relating to the accounting function, including preparation and monitoring of the annual budget, asset register, accounts payable, monthly bank reconciliations, monthly departmental reporting, payroll function, fringe benefits tax and payment summaries, accounts receivable function, including fee schedules, and the active management of fee payers not meeting their commitments to the College;
- Oversee the preparation of the financial and statistical reporting requirements of the College and ensure they are submitted accurately in a timely manner. These include but are not limited to the State and Federal Government Census collections, COSI, NCCD, Student Attendance Data, Student Background Data, BAS;
- Oversee the annual audit process and implement recommendations;
- In collaboration with the Principal oversee the purchasing of assets.
- Adhere to CEWA Ltd policy, including budgetary processes, financial reporting and delegations of authority.

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### Property Development & Management:

The Business Manager will:

- Lead the development of the College Master Plan, in collaboration with the Principal;
- Be responsible to the Principal and the College Advisory Council for the oversight, coordination and reporting of all Capital Works planning and construction;
- Take an active role in project management and the monitoring of outcomes across major projects, building and maintenance initiatives;
- Oversee the work of the College Property Maintenance Team;
- Oversee the maintenance of the College buildings, grounds and assets in conjunction with the Property Maintenance Manager and liaise with external contractors;
- Arrange all leasing as required including motor vehicle fleet management;
- In collaboration with the Property Maintenance Manager, be responsible for the preparation of a maintenance schedule for all capital property and oversight of the maintenance works;
- Oversee College security including contract security services and function

### Risk and Compliance:

The Business Manager will:

- Oversee effective risk management practices including chairing the WHS Committee, as required;
- Ensure College staff and workers on the campus are aware of and comply with all WHS policies and procedures;
- Ensure the currency and suitability of the College insurance portfolio and handle any claims that arise including Worker's Compensation issues;
- Adhere to and promote safe work practices;
- Work with the College Leadership Team to ensure regarding fire safety, emergency, and security plans for the College.
- Improve systems of work and safe work practices.

### Leadership of Staff:

The Business Manager will:

- Develop the capacity of staff and teams within the Business Manager's portfolio; including but not limited to Administration and Finance, Grounds and Maintenance, IT, Canteen, Uniform Shop and Marketing.
- For support staff, guide, monitor and evaluate staff performance, succession planning, recruitment, induction and professional learning;
- Foster a positive and dynamic working environment by developing a team approach, ensuring open communication, transparent and effective decision making and collaborative work practices;
- Be actively involved in the life of the College and College events;
- Attend College Leadership Team and Advisory Council meetings

### Employment Relations:

The Business Manager will:

- Prepare employment contracts identifying appropriate salary structure and other information in accordance with the appropriate enterprise agreements
- Be responsible for the preparation/oversight of payroll and pay salaries/wages, including casual relief.
- Keep abreast of all enterprise agreement benefits, and conditions of service.
- Ensure all staff meet requirements of employment via appropriate checks, clearances and compliance training.
- Administer the Remote Area Package for Teaching Staff, including travel on appointment and resignation.
- Monitor MyHR entries and manage staff records.
- Manage any Workers Compensation claims.
- Be a key resources for the Principal for any employment related matters
- Liaise with Staff and Staff Housing Manager at the Catholic Education Regional Broome Office.

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### Marketing:

The Business Manager will:

- Be instrumental in the development and delivery of the College Marketing Plan and be a key contact for the Marketing Consultant for the College
- Update and maintain the content for the College website, including consistent marketing of news stories, employment vacancies and other content
- Oversee marketing campaigns to ensure maximum results

### Selection Criteria Skills & Experience Requirements:

#### Competencies:

The successful applicant will have:

Essential Criteria:

- A strong commitment to the ethos of Catholic Education and a willingness to promote and support Catholic values as a member of the St Mary's College Community
- Tertiary Qualifications in Accounting, Business, Economics, Human Resource Management or related area
- Experience in Business Management, including an in depth understanding of strategic financial management, together with experience in the leadership and management of staff and administrative operations.
- Experience in management of, and adherence to risk and compliance related matters
- Experience in managing recruitment, onboarding and employment relations matters
- Ability to manage multiple projects, ensuring maintenance of required deadlines and effective communication with all stakeholders involved.
- Proven Leadership experience at a senior level
- Well developed written and oral communication skills, along with a high level of interpersonal skills, and capacity to build and develop team.
- Maintain a high standard of confidentiality and professionalism

Highly Desirable Criteria:

- A proven ability to work in a collaborative environment as a member of an Executive/Leadership team.
- Be able to assist with the development of community amongst staff, students and parents.
- Relevant experience in similar position and/or Catholic Education.

#### Qualifications Required:

- Relevant 4 Year Tertiary Qualifications
- Current Working with Children Check WA.
- Nationally coordinated Criminal History Check.

#### Child Safe Framework:

St Mary's College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the CECWA Child Safe Framework at all times.

#### Code of Conduct:

All staff at St Mary's College must adhere to the College Code of Conduct at all times (please see Staff Code of Conduct).

#### Workplace Health and Safety:

It is every employees responsibility to:

- Promote a safe and healthy working environment that complies with Workplace Health and Safety requirements.
- Take a shared responsibility to ensure the safety and well-being of self and others.
- Utilise all protective equipment provided and as instructed.
- Work in a safe manner while exercising due care and caution.