



Position Description

Federation Business Manager

POSITION OBJECTIVE	
<p>The Federation Business Manager shares in the Federation Catholic Regional College Principals' and School Advisory Council's leadership and represents the Principals in discharging the duties as outlined below.</p> <p>Reporting to and working with the CRC Principals Group, the Federation Business Manager will provide proactive, high quality leadership to facilitate the achievement of the Colleges' Mission, strategic and development plans.</p>	
LEADERSHIP EXPECTATIONS	
<p>The Federation Business Manager will be cognisant of relevant National, State and Melbourne Archdiocese Catholic Schools (MACS) reporting and compliance requirements, and will have a detailed knowledge of financial and commercial requirements in the education sector.</p> <p>The Federation Business Manager has an informed understanding of and is able to articulate and promote Church teaching, the rich traditions of the Catholic Church, and our mission to educate young people.</p> <p>The Federation Business Manager will oversee the development and implementation of policies and strategies to promote the Catholic identity and values of the Federation schools.</p>	
AREAS OF RESPONSIBILITY	
Governance and Strategic Leadership	<ul style="list-style-type: none"> • Play an active role in the development and implementation of current and future strategies and objectives, ensuring that the Federation Colleges make efficient use of their resources, including consideration of financial implications of planned strategies. • Assist in the formulation of strategic initiatives of the Colleges by conducting feasibility studies and preparing impact scenarios of proposed changes from financial and resource perspectives. • Create and be accountable for the implementation of elements of Federation Colleges' business plans and Master Plans as they relate to each Federation Colleges' strategic goals. • Promote key strategic objectives to Finance, Administration and Property teams, ensuring that there is understanding, engagement and participation at all staff levels across the Federation Colleges. • Ensuring Federation Colleges are prepared for future ICT provision via financial planning and thorough investigation of leasing strategies. • Develop, recommend and implement contemporary business management practices, policies and procedures, including a sound understanding of taxation reform as it applies to Catholic schools. • Encourage and maintain a climate of quality and excellence within the College and develop collaborative relationships with internal and external stakeholders.

	<ul style="list-style-type: none"> • Act as secretary to this Federation Principals group by preparing meeting agendas, minutes of meetings, and assist with following up with action items; provide reports and information as required. • Oversee Disaster Recovery and Management procedures at the Federation Colleges • Model a commitment to innovation, creative problem solving, and a positive approach to change.
Financial Management	<ul style="list-style-type: none"> • Partner with the Federation College Principals and the Federation School Advisory Council in providing strong and sustainable long-term financial management of the Federation Colleges, including the development of financial strategies and goals in conjunction with the Principal and Council. • Manage and support the preparation of the annual budget, financial plan, and annual accounts, Annual Financial Statement, etc. for each College. • Manage the financial outcomes of the Federation Colleges through: <ul style="list-style-type: none"> ○ overseeing the preparation of the budgets at each Federation College by the local Finance Managers ○ assisting Finance Managers in the effective engagement in the budget setting processes ○ monitoring budgets at each Federation College to ensure maximum advantage is obtained from the funds available to the Colleges. • Adopt a leading role on the Federation School Advisory Council's Finance Committee, including preparing agendas, following up agreed actions, all administrative aspects and compliance with legal and regulatory requirements. • Devising appropriate control systems each year whereby the cash flow at each Federation College will be adequate to enable funds to be available to meet known commitments as they occur. • In conjunction with the College Finance Managers, report to the Federation School Advisory Board on the current financial position and maintain procedures whereby such information is readily available to the Principals and Committee Members on an ongoing basis. • Report any significant anomalies in administrative and/or accounting matters to Federation College Principals immediately upon detection. • Take an active role in project management and the monitoring of outcomes across major projects, building and maintenance initiatives. • Understand the effects and implications of MACS and government policies, legislation and directives, and develop effective solutions for managing their impact on current and future strategies. • Maintain regular contact with school auditors, banking institutions, legal advisors, and the MACS Finance Department, in relation to the Federation Colleges' financial position, and overseeing the implementation of appropriate recommendations and directives.
Compliance, Risk Management and Occupational Health and Safety (OH&S)	Supported by the Federation Compliance Manager, the Federation Business Manager is responsible for ensuring Federation Colleges comply with all relevant Laws, Acts and Regulations in this area of responsibility.



	<ul style="list-style-type: none"> • Ensure effective risk management practices are in place regarding OH&S, disaster recovery, employment law, and third-party contract management. • Oversee the Federation Compliance Manager to review and monitor risk registers, associated policies and procedures and risk management strategies, at each Federation College. • Ensure the Federation Colleges are adequately insured, including for capital works projects, against all significant risks; and assist local College representatives to manage any claims that may arise.
Property, Infrastructure and Resource Management	<ul style="list-style-type: none"> • Be responsible to the Federation College Principals and the Federation School Advisory Council for the oversight, coordination and reporting of all capital works planning and construction. • Through the respective Federation Principals, provide advice to the Federation School Advisory Council of capital project matters as required. • Be responsible for the insurance and security of Federation College buildings, including capital works. Ensure that the College equipment and facilities have adequate insurance coverage for damage, loss, etc. • Arrange all leasing as required, including the motor vehicle fleet management. • Oversee property management activities, with Principal delegates from each Federation College, in relation to the external hiring of College facilities and equipment. • Oversee the preparation of preventative maintenance schedules for all capital property and oversight of the maintenance works at each College. • Monitor the use and condition of all facilities and equipment within the Federation Colleges and advise respective Principals on the financial allocation needed for their upkeep and improvement. • Assist the Federation Principals with preparing submissions for capital grants. • Oversee procurement procedures, and monitor all major capital purchases, in conjunction with the College Finance Managers, ensuring the requirements of relevant regulations and proper business procedures are adhered to in the ordering, delivery and payment for such goods. • Oversee the Federation College Asset Registers in relation to existing assets, new purchases, and the disposal schedule, in conjunction with the College Finance Managers. • Ensuring that an adequate level of security is maintained at the College. • Monitoring and maintenance of Essential Services in conjunction with College Property Managers. • Ensuring full awareness of the total resources and facilities of the College and assisting the Principal and Federation School Advisory Council in establishing their optimum use. • In consultation with Federation Principals, prepare specifications for contract works, assessment of subsequent tender submissions and negotiation of final contract deeds.



	<ul style="list-style-type: none"> • In consultation with the Federation Principals, assist in various capital projects, including liaising with architects and following up on matters arising from site meetings, etc. • Negotiate group purchasing arrangements where prudent to ensure the most cost-effective outcomes for Federation Colleges.
Human Resources Management	<p>While the responsibility for human resources management rests with the Principal and Leadership of each College, the Federation Business Manager will support each College by:</p> <ul style="list-style-type: none"> • convening and chairing meetings of the College Finance Officers • overseeing the employment and work of the Federation Compliance Manager • advising Principals on the professional development needs of the Finance Managers of the Federation Colleges • On the Principals' invitation, acting as a panel member in employment of Finance Managers at Colleges and assist with emergency/short-term replacement finance staff, on the Principals' invitation • supporting the Principals as required in matters relating to Finance, Administration, or ICT staffing.
Other duties	<p>The Federation Business Manager must perform the following administrative functions. Although not strictly related to finance, human resources, or maintenance, they are essential to the effective day-to-day operations of the Federation Colleges. These include, but are not limited to, the following duties:</p> <ul style="list-style-type: none"> • Ensuring completion of all surveys required by MACS and Government departments and authorities. • Acting as a member of local committees as requested by Federation Principals. • Performing any other appropriate duties as required by Federation Principals. • Actively supporting the Federation's mission and vision. • Attend professional development and briefings as required including, but not limited to, MACS, CEBA and ASBA.
CORE REQUIREMENTS	
Commitment to Catholic Education	<ul style="list-style-type: none"> • The ability to be able to demonstrate an understanding and commitment to the Catholic ethos and education philosophy of the Federation Colleges. • A demonstrated understanding of the Church's teachings and the role of staff in the mission of the Church would be highly regarded.
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. • Familiarity with legal obligations relating to child safety (e.g. mandatory reporting). • Be a suitable person to engage in child-connected work.



Education, skills, and attributes	<ul style="list-style-type: none"> • Tertiary qualifications in Commerce, Business, or Accounting fields. • Highly developed communication and interpersonal skills and an ability to relate to a variety of audiences. • Proficiency in the use of information and communication technologies, including Microsoft Office 365 and accounting software packages. • Have a proven ability to work in a collaborative environment as a member of an executive team. • A proven capacity to work independently and effectively in the face of changing priorities, deadlines, and pressures. • Experience working in Catholic Education sector would be highly regarded.
Key Selection Criteria	<ol style="list-style-type: none"> 1. Tertiary qualifications in Commerce, Business, or Accounting fields 2. Demonstrated experience in: <ul style="list-style-type: none"> o Financial planning and accounting practices o contract management, property and utilities management o risk management and compliance 3. Leadership experience and human resources management 4. A proven capacity for strategic planning, policy development, and project management. 5. Proven ability to work in a collaborative environment as a member of an executive team.
Salary and conditions	<p>Tenure Contract (5 years), renewal will be linked to appraisal process.</p> <p>Award <i>Victorian Catholic Education Multi Enterprise Agreement 2018</i></p> <p>Salary To be negotiated based on skills, qualifications, and experience according to the VCMEA 2018 – Deputy Principal Category A</p>
Approved by:	College Federation Principals
Date:	24 February 2021

