

IONA PRESENTATION COLLEGE POSITION DESCRIPTION

BUSINESS MANAGER



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PRESENTATION COLLEGE





Business Manager

We, in the Iona Presentation College community, consider it a privilege to be involved in the education of tomorrow's leaders. We have a reputation as a friendly school, and this is obvious when walking through our campus. When a child joins us, their whole family becomes part of the Iona community and all that it encompasses. Past Pupils and members of our current community hold close a maxim that defines the educational experience we all work to offer: *'Making a difference, together'*.

Mission and Values

Through the tradition of the Catholic Church and inspired by the compassion of our Founder, Nano Nagle, Iona Presentation College strives to achieve the best spiritual, intellectual, physical, and cultural outcome for our students.

Six Iona values underpin all that the College strives for. Each year, a value is chosen as a focus. By the time students reach Year 12, they have lived through and practiced each value to the best of their ability.

- **Courage and Integrity:** To be true to ourselves, to be genuine to others, to live with honour and demonstrate personal conviction.
- **Love of Learning:** To ignite a passion for lifelong learning that enables us to explore, reflect, create, and achieve.
- **Heritage and Tradition:** To celebrate our Presentation heritage as a foundation for embracing and building our future.
- **Excellence:** To discover opportunities, set challenging goals, develop a strong work ethic, and strive to do our best.
- **Community:** To be a people of "welcoming heart" and kindness who create a sense of belonging where each member of our community is valued.
- **Social Justice and Compassion:** To inspire all to live the Gospel of Jesus Christ and, informed by the Catholic Social Teaching, to take action for those in need in our communities.

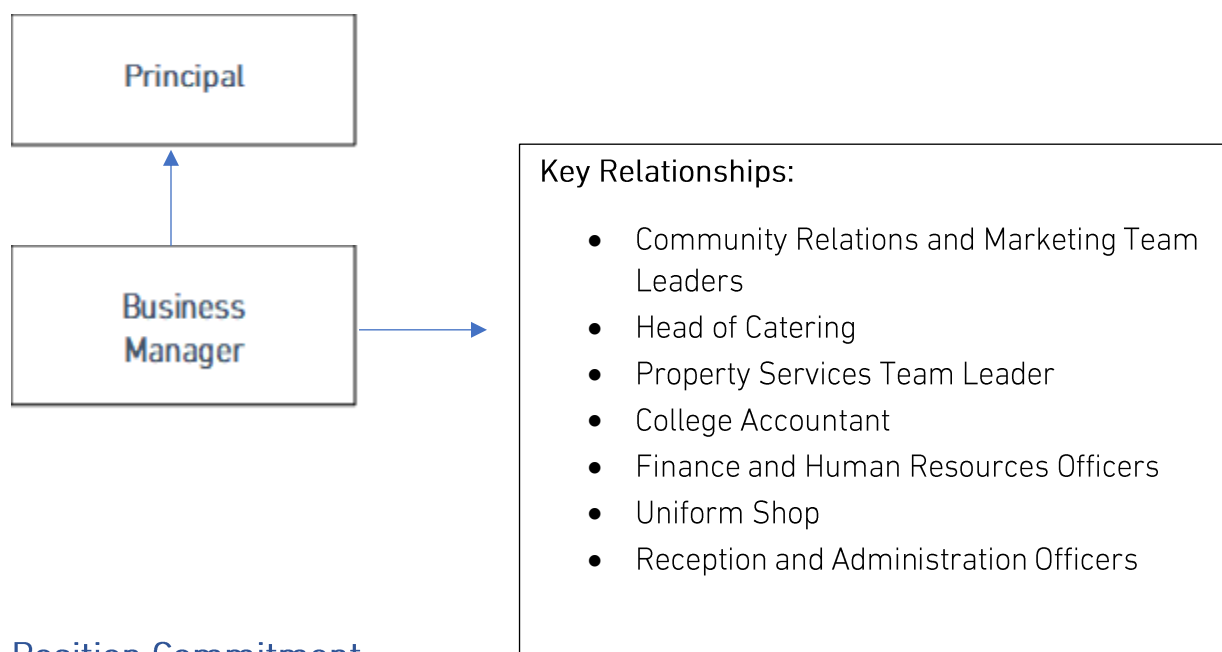
Outline

Learning at Iona Presentation College reaches beyond the realms of the classroom. The College offers an extensive Co-Curricular Program that is designed to build confidence and engagement and strong peer relationships. Our program offers multiple and diverse opportunities for enrichment, allowing students to discover and enhance their talents and skills. Co-Curricular opportunities at the College encourage the exploration of the domains of Sport, Service, Performing Arts, Academic Excellence, Innovation, and the Arts. Iona Presentation College is also a member of the Independent Girl's School Sports Association (IGSSA). This provides quality sporting opportunities for students participating in different levels of competition.

Position Identification

Section	College Executive Team
Position	Business Manager

Key Position Relationships



Position Commitment

The Business Manager is responsible for driving the strategic direction and continuous improvement of the College's Business Service groups. The key focus of the Business Manager is to ensure seamless delivery of the College operational requirements whilst upholding the College values and striving for personal excellence and achievement.

Financial

The Business Manager focuses on the responsible and strategic management of the College's financial resources through transparent practices, effective planning, sound governance, and the ongoing stewardship of the College's assets and operations.

- Ensure finances are managed with transparency, accuracy and consistency.
- Develop and provide timely and accurate information.
- Ensure College finances and profit margins are monitored and managed with accuracy and consistency.
- Long-term financial strategy recommendations are developed and presented to the Principal and Committees on an ongoing basis.
- Financial and operating data statements and reports are completed and provided to the Principal and College Committees.
- College Advisory Council is updated with accurate financial and resource information in a timely manner.

- Cash flow and short-term funding is reported monthly.
- College and department budgets are accurately prepared, managed and reviewed, in conjunction with the Principal, College Committees and other key stakeholders within agreed schedule.
- Financial resources are distributed equitably throughout the College, as required.
- Financial and budgetary controls over cash, capital expenditure and investments are established and appropriately maintained.
- Payroll operations are executed efficiently in accordance with all legislative requirements.
- College monies are securely collected and banked on a regular basis.
- College purchasing activities, including prompt payment of approved creditors, are managed in the best interest of the College.
- Impact scenarios of proposed financial and resourcing changes are efficiently developed and communicated to the Principal in a timely manner.
- College asset security and protection is maintained on an ongoing basis.
- College resources are appropriately managed in accordance with approved budgets.
- Areas and methods for reducing costs are identified and actioned.

Catholic Identity

The Business Manager reflects a commitment to living and promoting the Catholic and Presentation identity of Iona Presentation College through faith leadership, active participation in the spiritual life of the College, and the ongoing nurturing of the charism of Nano Nagle within the College community.

- The Catholic and Presentation ethos and traditions of the College are modeled and preserved and are encouraged and reflected in all day-to-day teachings and mannerisms.
- Commitment to undertake and maintain Accreditation to Lead in a Catholic school.
- Participation in the College's faith and other significant events is expected, with ongoing support provided to all students, parents, and stakeholders.
- Actively support and promote the objectives and ethos of Catholic education as articulated in the Bishops of WA Mandate of Catholic Schools and the Vision and Mission of the Iona Presentation College.
- Develop and promote within the College community in an ongoing basis, the Catholic tradition, charism of Nano Nagle and heritage of Iona Presentation College.
- Take an active role in the religious life of the College and in the spiritual development of students.
- Take an active part in the sacramental, liturgical, and prayer life of the College.
- Participate in Staff Faith Formation activities.

- Work closely with the College Leadership Team in promoting the Catholic identity of the College.

People

- The Business Manager focuses on fostering a positive and collaborative workplace culture through the development of an engaged workforce that reflects the values, mission, and professional standards of Iona Presentation College.
- Engage and develop an effective workforce within the College.
- Ensure all staff are aligned and engaged with Iona Presentation College's vision, culture and values.
- Collaborative Behaviour
- Iona Presentation College Values and Mission are demonstrated by all staff members.
- Iona Presentation College Code of Conduct is complied with by all staff members.
- Iona Presentation College values and principles of Equal Opportunity are demonstrated by all staff members at all times.
- Other duties actioned in an effective and efficient manner as determined and requested by the Principal.

Leadership

The Business Manager provides a collaborative and strategic approach that fosters effective management practices, supports staff and operational teams, ensures legislative compliance, and promotes the ongoing success and sustainability of the College.

- Strategic approach and leadership are provided collaboratively with College Executive and Leadership Teams and key issues identified, analysed and appropriate solutions implemented.
- Leadership and management practices are developed and demonstrated through a sound process of self-analysis, critical reflection and the creation of successful links with all staff members.
- Staff arrangements are reviewed periodically in relations to the College's business and financial interests.
- Team Delivery.
- Finance, Property, Catering, Uniform Shop and Reception team members are supported in day-to-day duties, as required.
- College Human Resources function reflects best practice and is maintained on an ongoing basis.
- Compliance of all legislation is promoted, managed and maintained throughout all functions of the College on an ongoing basis.

Daily Operations

The Business Manager focuses on the effective management of the College's day-to-day operations to ensure high-quality services, well-maintained facilities, efficient enterprise functions, and reliable support for teaching and learning.

- Specialist operations (e.g. Catering team) are effectively managed and high levels of service delivered throughout the College.
- Cleaning and Grounds and Maintenance teams are effectively led to ensure facilities are maintained at the highest level and meet OHS requirements.
- Information technology resources are appropriately managed to ensure staff have required teaching aids.
- College enterprises (Catering, Uniform Shop, Bus Services) are efficiently operated.

Support Staff Team Leadership

The Business Manager focuses on fostering a supportive and high-performing team culture through effective staff leadership, professional growth, meaningful performance development, and alignment with the mission and values of the College.

- Staff inductions are conducted and aligned with College Values and Mission.
- Relevant and fair performance objectives and measures are developed and reviewed on an ongoing basis for each staff member.
- Staff are managed through completion of regular and fair informal and formal performance meetings and reviews.
- Professional development is identified, encouraged and endorsed for all staff members, where appropriate.
- Onboarding, retention, support and welfare activities are administered and completed for all non-teaching staff.

Wellbeing

The Business Manager will act as a role model for students, parents and other staff members in demonstrating commitment to Iona Presentation College Wellbeing Programs

- Duty of Care obligations are met; this refers to the obligation to take reasonable steps to prevent harm to others, ensuring that students are safe from harm and that their wellbeing is looked after.
- Wellbeing Programs and events are considered and implemented into the Co-Curricular Program.
- Students and parents are provided with wellbeing management, and any actionable items are promptly addressed and completed.

Students, Parents and Community

The Business Manager develops excellent working relationships based upon mutual respect with all students, parents and other external stakeholders.

- Co-curricular activities aim to fulfill the needs, and ideally, the expectations of both students and parents.

- Liaise with the Community Relations and Marketing Team to promote the Co-Curricular Program with the College and broader community.
- Attendance at community events, and participation when applicable, is expected, with ongoing support provided to all students, parents, and stakeholders.
- Productive relationships are developed and maintained with Iona's community, including students, parents and other stakeholders.
- Successful connections are developed and maintained with all external departments including the Department of Education, Catholic Education Office, other regulatory bodies and any external facilitators of co-curricular programs.

Operations

The Business Manager underpins the effective functioning of the College by ensuring strong systems, sound financial and administrative practices, compliance, risk management, and a safe, well-maintained environment that supports the delivery of quality education.

- Develop, implement and maintain effective systems and procedures to enhance business services functions.
- All staff members understand and work effectively within College Policies, Procedures and systems.
- Risks are effectively managed across all College operations.
- Contemporary financial management, accounting and reporting systems are established, in line with current accounting practices.
- The College's Library, Building and Scholarship Fundraising Policies are maintained and effectively implemented throughout the College.
- Detailed systems are developed and utilised to model enrolment trends, demographic analysis and debt servicing capacity, as required.
- Systems are developed for annual benchmarking of College financial performance, with results provided to Principal in a timely manner.
- The College Training Policy and Program is developed, maintained and adhered to for all non-teaching staff.
- College plant and equipment levels are maintained through the effective purchase and disposal of assets.
- College Asset Register developed, maintained and appropriate actions taken on an ongoing basis.
- College mobile phone register maintained and distributed as required.
- Staff are trained in, understand and follow all business services standards, policies and procedures.
- Staff identify areas for improvement within College systems and raise them with the College Leadership Team.
- Risk Management Programs are appropriately managed in accordance with relevant legislation and CEWA guidelines.
- Insurance cover for all identified risks is maintained through timely completion of Insurer's reports and compliance with Workplace Health and Safety legislation.

- Occupational Health and Safety principles are considered, demonstrated and promoted in all aspects of duties and throughout College activities.
- Hazards and risks are identified and appropriate action to rectify be completed within agreed timeframes.

Essential Criteria

- All Business Managers are required to hold a qualification as either a Chartered Accountant or Certified Practising Accountant
- Excellent understanding of contemporary accounting standards and taxation requirements.
- Demonstrated leadership and change management skills, with a strong focus on achieving outcomes.
- Outstanding strategic and analytical thinking skills.
- Excellent problem solving and planning skills.
- Demonstrated commitment to quality; ability to prioritise work and meet deadlines and self-motivation.
- Excellent communication skills including proven effective written, verbal, negotiation and presentation skills with internal and external stakeholders.
- Proven ability to build and maintain effective relationships with both internal and external stakeholders including but not limited to students, parents, other staff members and schooling regulatory authorities.
- Demonstrated ability to work autonomously and collaboratively within a dynamic organisation, with the use of creative and effective problem-solving techniques.
- Demonstrated strong and effective leadership skills at a senior level with strong capabilities to manage and hold a high performing team accountable.
- Demonstrated commitment to quality, ability to prioritise, meet deadlines and self-motivation.
- Advanced IT proficiency, including extensive experience with the full Microsoft Office Suite (Word, Excel, Outlook), email systems, and internet applications. A knowledge of Catholic Education Western Australia systems including AOS, Workday and Zycus.
- Proven commitment to continued professional and personal development.

Personal Obligations

1. A warm, welcoming and friendly disposition.
2. The ability to maintain confidentiality and a strong sense of loyalty.
3. Professionally presented (as per the College Staff Dress Code Policy), well spoken, familiar with protocol and etiquette.
4. Demonstrated capacity for self-directed work and for taking initiative.
5. The ability to work independently and as part of a team.
6. Demonstrated attention to detail with accuracy, flexibility, creativity and innovation.

Requirements (CECWA Policy Appointment of Staff in Catholic Schools)

1. As a condition of employment, staff are committed to Catholic values to cooperate actively in fostering the College's mission through its life and curriculum (Bishops Mandate 96).
2. Staff must be fully supportive of the objectives and ethos of Catholic Education.
3. Child safety and protection is a fundamental responsibility for everyone in the College.
4. All applicants are required to provide a current Working with Children card and National Policy History Check from Western Australian Education and Training Sector (Crimtrac).
5. All applicants are required to provide the contact details of two confidential referees.
6. To apply for this position, you must be eligible to work in Australia.

Remuneration

1. As per the CEWA Salary Schedules Business Manager – Category 8: Level 1 to 4 (depending on experiences).

Please note: This position description provides a general overview of the role and responsibilities of the position. It is not intended to be all inclusive and the incumbent may be required at the discretion of the Principal to perform tasks, duties and responsibilities not otherwise listed. The Principal reserves the right to change this position description in consultation with the successful candidate to meet the needs of the College.