

**Iona College Geelong**

**Role Description & Duty Statement**

**Foundation Business Manager**

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| **Context**  Iona College Geelong is a Catholic Co-educational College located in Charlemont (15 minute drive from the Geelong CBD) which is part of the rapidly developing Armstrong Creek growth area located between Geelong and the Surf Coast (10 minute drive from Torquay).  The College has been founded under the Governance of the Archbishop of Melbourne who has delegated Canonical responsibilities.  Iona College Geelong invites suitably qualified and experienced individuals looking for an exciting career challenge by being part of the Foundation Staff, commencing this particular position on Monday 2 September 2019.  Iona College Geelong has a long-term projected student enrolment of 1,500 students and will be commencing with approximately 130 students in Year 7 (2020).  Further information can be found at: [www.iona.vic.edu.au](http://www.iona.vic.edu.au) | | | |
| **Position:** | | **Business Manager** | |
| **Remuneration Scale:** | | Based on Deputy Principal Scale | Entitlements under the Victorian Catholic Education Multi-Enterprise Agreement 2018 |
| **Full Time Equivalent:** | | 1.0 FTE | 4 weeks annual leave negotiated on an annual basis at a mutually agreeable time. |
| **Appraisal:** | | An appraisal process to be conducted once in every five-year period as directed by the Foundation Principal | |
| **Position Summary**  The Business Manager is appointed by, and is responsible to, the Foundation Principal on matters relating to Financial Administration, Financial Planning and Reporting, Human Resources Management and Facilities Planning at Iona College Geelong. The Business Manager is responsible for all financial and business operations of the College, working collaboratively with staff, students and their families, and the wider community.  The Business Manager will prepare financial reports to the Delegated Canonical Administrators and prepare and present appropriate reports for the College Board. The Business Manager is part of the Leadership team of the College, which includes the Foundation Principal and associated Leadership positions appointed. The Business Manager is expected to maintain a close working relationship with the Foundation Principal working through the establishment and consolidating phase of Iona College Geelong’s development and implementing the College annual action and strategic plans.  The Business Manager is expected to establish relationships with regulatory authorities and suppliers as well as with personnel at Catholic Education Melbourne.  The Business Manager is responsible to the Foundation Principal for most of the non-teaching functions of the College, including College finances; canteen operation; ICT; uniform and booklist contracts; buildings and grounds; plant maintenance; OHS and cleaning.  The Business Manager is expected to be an active participant in the religious and spiritual life of the College and to model the ethos expected at a Catholic school.  **Statement of Duties-**   1. **Facilities and Master Plan**  * Oversee the College Building program and master plan; * Attend site meetings as required; * Liaise with appointed building company, CEM and archdiocesan personnel regarding the building project; * Ensure a comprehensive maintenance program is developed and in place for buildings and grounds; * Develop and expand approved capital budgets aimed at enhancing and providing a quality-learning environment; * Advise the Foundation Principal on major capital projects; * Ensure the implementation of a comprehensive insurance schedule for the College; * In liaison with the Foundation Principal, prepare Capital Project Submissions for the consideration of the Delegated Canonical Administrators, Finance Committee, College Board and CEM; * Inspect buildings and plans on a regular basis and seek expert advice as required; * Manage tenders and arrange contracts for major repairs and for major new equipment; * Oversee the College ICT infrastructure, purchases and staffing; * Liaise with College architects on current building projects and the preparation of current and future Master Plans; * Monitor all aspects of the College’s security and safety policies, including electronic security and external patrols.  1. **College Finances** 2. **Accounting Management and Control**  * Ensuring that there is proper accounting and control over all income and expenditure; * Responsible for policy development to ensure strong systems of internal control and segregation of duties where practicable; * Attendance at College Board, committees and other meetings as required by the Foundation Principal; * Preparation of year-end financial statements and statutory returns in accordance with the relevant regulations; * Ensure the financial statements are audited and lodged within the prescribed time; * Development of the administration computer systems including both hardware and software; * Undertake pay roll, accounts payable and accounts receivable roles until the College is in a position to appoint personnel to these positions in future years; * Manage the collection of fees in line with the College fee policy; * Interview parents regarding fee arrangements and provide advice regarding Government assistance; * Undertake ICON training through the CEM in relation to the development of the Iona administrative system; * Management of the asset register.  1. **Financial Management and Strategic Planning**  * Prepare management accounts as required to present to the Delegated Canonical Administrators and the College Board, including a report highlighting any issues for Board attention; * Prepare the annual budget and financial plan for all aspects of the College's operations in consultation with the Foundation Principal, College leadership team and Finance Committee as applicable; * Monitor the College’s cash flow and arrange for investment of surplus funds; * Work closely with CDG regarding the College’s loan arrangements; * Establish long term financial planning for the College, including development of financial strategies and goals in conjunction with the Foundation Principal, Delegated Canonical Administrators and the Board; * Maintain and ensure secure custody of all financial records of the College; * Maintain and lodge as required, records and returns such as the Census requested by Catholic Education Melbourne, State, and Commonwealth authorities; * Work with Bus companies regarding Chartered Services for Iona Students and assist (along with Administrative staff) parents with enquiries in this area.  1. **Human Resources Management**  * Develop, implement and maintain the College’s Staff Employment processes and procedures; * Advise the Foundation Principal on new and existing Staff salary levels and conditions of employment in accordance with relevant Awards and employment contracts (currently as noted in the Victorian Catholic Education Multi-Enterprise Agreement 2018); * Liaise with staff on employment and Industrial Issues, including salary packaging, superannuation requirements etc; * Assume ‘return to work officer’ responsibilities in any cases involving Workers Compensation and manage Worksafe claims; * Provide direct point of accountability for all non-teaching staff; * Conduct Annual Review Meetings with the non-teaching staff and keep the Foundation Principal informed as to the outcomes of these meetings; * Ensure appropriate professional development is undertaken by non-teaching staff;  1. **OHS**  * Be a member of the OHS Committee and responsible for ensuring OHS matters are addressed as identified by the committee; * Assist the Foundation Principal and other delegated staff with the implementation of policy using the Complispace policy platform; * Adhere to, and implement safe work practices and procedures in accordance with the Iona College policies; * Work safely and report any hazards in accordance with school procedures; * Monitor and take full care of the health and safety of others; * Participate in the resolution of safety issues.  1. **Other**  * Attend College events outside of school hours as requested by the Foundation Principal; * Develop good relationships with parent support groups set up by the College; * Perform other tasks consistent with the role as required by the Foundation Principal.   **Personal Attributes**   * Support of the Vision and Mission of Iona College Geelong as a catholic College; * Loyalty, trustworthiness, dependability and reliability; * Given the nature of the establishment of a new College - flexibility, patience and resilience will be key personal attributes particularly in stressful situations; * Compassion, objectivity and clarity when handling difficult situations; * High-level collaboration skills and accepting accountability when making decisions; * Ability to seek support and clarification including when handling sensitive situations and information; * Enthusiasm about working with young people in an educational setting.   **Skills & Capabilities**   * Show the capacity to provide leadership that is characterised by a desire for continuous improvement; * Have a proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressures particularly those associated with the establishment of a new College; * Have a proven management record in an educational setting; * Demonstrate well developed interpersonal and communication skills and the ability to liaise and communicate effectively with others; * Willingness to undertake all roles associated with the financial management of the College with the knowledge that additional support will be provided as the College grows; * Have the ability to work effectively as a team member; * Demonstrate proficiency in the use of information and communication technologies; * Demonstrate a commitment to ongoing Professional Learning; * Demonstrate knowledge and expertise in the area of School Financial Management. | | | |
| **Background & Qualifications** | CPA, CA or MBA.  Demonstrated success as a Business Manager in an educational setting. | | |
| **Other Requirements** | Valid Working with Children Card.  Agree to abide by the Iona College Child Safe Code of Conduct. | | |
| **Conditions** | Entitlements under the Victorian Catholic Education Multi-Enterprise Agreement 2018 (Deputy Principal Category).  4 weeks annual leave negotiated on an annual basis at a mutually agreeable time. | | |
| **Authorised by: Foundation Principal July 2019** | | | |
| **Process**   1. Submission of application letter (maximum two pages) outlining skills, experience and reasons why you wish to join the staff of Iona College Geelong. 2. Submission of Resume including the name and contact details of three professional referees (including current Principal if currently working in education setting)\* 3. Applications must be emailed to: employment@iona.vic.edu.au   *\*Contact will not be made with any referee until after shortlisting and interviews have taken place* | | | |
| **Timeline**  Advertising: Saturday 20 July and Wednesday 24 July 2019  Positions Close: Monday August 5  Shortlisting: Tuesday August 6 - Thursday August 8\*  Interviews: Tuesday August 13 (Iona Cottage- 260 Horseshoe Bend Road, Charlemont)  *\*Please note that while all applications will be acknowledged as received, only shortlisted applicants will be contacted regarding interview arrangements.* | | | |