

SUB SCHOOL:	Leadership Team
POSITION TITLE:	Business Manager
REPORTS TO:	Head of College and College Council via the Head of College
COMMENCEMENT DATE:	October 2020 (negotiable)
TENURE:	5 Year Contract

OVERVIEW

Prince of Peace Lutheran College is a co-educational, independent, Christian school located at Everton Hills in the north-western suburbs of Brisbane. The College was established by the Prince of Peace Lutheran Congregation in 1984 to provide quality Christian education to the children of the community.

Prince of Peace Lutheran College offers classes on two sites from Kindergarten to Year 12 with approximately 790 students enrolled in 2020. The Junior Campus (K-6) is located at Rogers Parade West. The Senior Campus, 1 km away at Henderson Road, was opened in July 2009 and is currently home to Years 7 – 12.

DIMENSIONS OF POSITION

The Business Manager will be responsible to the Head of College for:

- Implementation of the College Vision, Mission and Aims;
- Leadership of the College financial/business processes and procedures;
- Implementation of College Council decisions and directions relating to College financial/business management;
- Strategic thinking and planning recommendations to ensure effective and efficient College financial, business and infrastructure developments that support learning;
- Knowledge and assurance that financial, business and human resource management decisions are framed within local, state and federal government regulations; and
- Oversight and responsibility for all matters of business administration and financial control of the College, including annual budget, cashflow, fees collection, rebates, payment of accounts and property matters.

The Business Manager will have responsibility for ensuring the ongoing implementation and management of the College's strategic plan, particularly focused on financial and marketing growth, as well as development plans and other related sub-plans within such areas as Facilities and Administration. The position will have responsibility and accountability for staff in the Finance, ICT, Administration, Marketing, Facilities and Grounds, although some line-management responsibilities may be delegated to the Head of College and/or other senior staff, as appropriate.

The Business Manager will have particular responsibilities, and be accountable to the Head of College, for all activities regarding financial stability, innovation and growth that support the learning and teaching program. The Business Manager must demonstrate initiative and strong problem solving skills. The Business Manager will work closely with the College Council, Head of College, Heads of Campus, the Leadership Team, Property Manager, ICT Manager, Marketing Manager and Finance staff.

It is expected that the Business Manager is able to work effectively as part of a team and have a collaborative approach to leadership. The Business Manager is an appointment of the Head of College, and is a key position with responsibility for the corporate management of Prince of Peace Lutheran College. The Business Manager is responsible to the Head of College for all aspects of finances and the business operations of the College. The Business Manager is an ex officio, non-voting member of the College Council.

The Business Manager is responsible for the macro level financial and administrative functions of the College as well as the day-to day management and good order of the property, whereas the Assistant to the Business Manager is responsible by delegation from the Business Manager for the micro financial and administrative functions of the College and the day-to-day management and good order of the property.

ETHOS

It is expected that the incumbent will conduct their work in an atmosphere of Christian service in support of the ethos of Lutheran Schools and will regularly attend worship; e.g. staff devotions, spiritual retreat days.

POSITION OBJECTIVES

The Business Manager will:

- (a) Assist the Head of College in fulfilling the aims and purposes of Prince of Peace Lutheran College, supporting the philosophy and ethos of the College; and
- (b) Accept the delegated responsibility and authority vested by the Head of College and assume the overall management of Finance, Marketing, Property, Administration and ICT.

ACCOUNTABILITY

The position is accountable to Head of College. The Business Manager is a significant position in the Leadership Team of the College and the appointee will be expected to contribute to the overall achievement of strategic objectives of the College, most importantly understanding the College as a learning institution. The setting and assessment of Key Performance Indicators for the position will be determined by the College Council, in consultation with the Head of College and Business Manager in line with the duties of the position.

The Business Manager will assume oversight of finance, ICT, administration, property, human resource management (administration), and industrial relations within the College. Monitoring and managing financial records, business development, building projects, ICT projects, compliance, College Council reports and documentation, will be key performance requirements of the position. As head of the finance team, the Business Manager is responsible for managing the accounting functions and an effective finance team, to ensure efficient operation according to agreed procedures.

DUTIES

The following responsibilities and accountabilities will be undertaken by the Business Manager with the support of, and in collaboration with, the leadership team, as required. The Business Manager will have oversight of or direct responsibility to:

General

1. Actively support, nurture and enhance the ethos of the Lutheran Church of Australia (LCA);
2. Ensure staff within the immediate team embed the core Lutheran Education Australia (LEA) values: love, justice, compassion, forgiveness, service, humility, courage, hope, quality and appreciation;
3. Undertake appropriate professional learning and accreditation as an employee in a Lutheran school;
4. Develop and maintain sound relationships between the College, the local Lutheran community, and the wider community;
5. Plan, lead, innovate and support the strategic and operational development of the College, in a manner that is consistent with College strategies and plans and as recommended by Lutheran Education Queensland (LEQ) on behalf of the Lutheran Church of Australia Queensland District (LCAQD), including identification of priorities and directions;
6. Create, vision and enact growth development opportunities for the College through proactive and collaborative initiatives;
7. Plan, lead and manage change processes within finance, property, ICT and administration;
8. Promote leadership, development and promotion of quality in all College activities;

9. Oversee the general welfare of team staff, but be aware of all staff;
10. Ensure that College activities comply with all relevant legal statutory requirements, internal and external policies, procedures and reporting requirements;
11. Implement the necessary practices and procedures that promote and instil pride in the College and respect for people and property;
12. Lead and monitor partnerships, both internally and externally;
13. Represent the College to outside bodies, including industry and professional bodies, as appropriate;
14. Engage with LEQ initiatives and collaborate with other Lutheran Schools;
15. Be committed to undertaking out-of-hours activities related to promotional and educational aspects of the College, and carry out all duties in a spirit of Christian compassion;
16. Maintain supervision of administrative computer systems and their suitability for the needs of the College, and, in particular, the successful operation of total school programmes;
17. Continuously improve the processes and systems utilised by, or aligned with, the Finance Department;
18. Attend after hour meetings, events and presentations, as required; and
19. Perform such other duties as the Head of College may assign, from time-to-time.

Financial Management

20. Be responsible for the financial operations of the College, on a day-to-day basis, in all its aspects. Some specific aspects pertaining to this role include:
 - a. Managing cash and cash flows, including monthly reporting to Council;
 - b. Preparation of the annual College budget and long-range capital and operating projections, including operational efficiency reviews;
 - c. Frequent benchmarking against Lutheran Education and ASBA standards;
 - d. Supervising accounting procedures;
 - e. Meeting audit requirements and preparation of financial statements;
 - f. Preparing a schedule of tuition fees;
 - g. Provide annual summary of fee concessions to the Business Services Committee; and
 - h. Completing financial returns.
21. Manage debt servicing and fee remission arrangements, as per College policies and procedures;
22. Be aware of current and future Government funding trends and issues;
23. Investments/loans/bank overdrafts;
24. Oversee the production of payroll, salary sacrifice arrangements and other deductions in which the College operates;
25. Undertake financial analysis and performance assessment to assist the learning program of the College;
26. Interpret and apply industrial awards and enterprise agreements, in conjunction with the Head of College;
27. Oversee Return to Work, Superannuation and PAYG Tax payments, with appropriate staff;

28. Supervise the purchasing procedures in the College, ensuring that cost effectiveness is a high priority;
29. Be responsible for tax related obligations including assisting the LEQ Chief Financial Officer as the public officer for the College;
30. Assist in development of forms and tools (policies and procedures) to increase College efficiency and financial risk management;
31. Ensuring that there is proper accounting for and control over all income and expenditure of the College;
32. Responsibility for policy development to ensure strong systems of internal control and segregation of duties where practicable;
33. Preparation of end of year financial statements in accordance with relevant regulations and ensure financial statements are audited and lodged within the prescribed time;
34. Ensure the Business Activity Statement (BAS) is prepared and lodged with the ATO within the prescribed time;
35. Be responsible to LEQ on behalf of LCAQD as the "Approved System Authority" for regulatory matters in relation to the Department of Education (DOE);
36. Liaising with parents with respect to fee concession and extended payment terms as appropriate;
37. Ensure the maintenance of appropriate taxation records and compliance with *Income Tax Assessment Act* and other relevant legislation;
38. Keep abreast of GST, Fringe Benefits Tax and other tax rulings, including attendance at seminars and liaison with the relevant Government Bodies and the LEQ Secretariat regarding such issues; and
39. Liaise with the College auditors in respect of the audit of the financial statements and ensure the financial statements are audited and lodged within the prescribed time.

People Management

40. Advise the Head of College on new and existing staff salary levels and conditions of employment in accordance with the Enterprise Agreement, relevant Awards and other employment contracts;
41. Liaise and assist staff with employment/industrial issues, including salary packaging, superannuation, salary continuance insurance, workers compensation, workplace health and safety etc.;
42. Be trained in Workplace Health & Safety, and oversee the Workplace Health and Safety Officer and Return-to-Work Coordinator in line with Workplace Health and Safety and Work Cover requirements;
43. Liaise with Lutheran Education Queensland and applicable Unions where necessary in relation to current Industrial Relations matters;
44. Ensure non-teaching staff directly responsible to the Business Manager undertake adequate professional development;
45. Develop or oversee development and maintain personnel policies and procedures and other relevant personnel forms and policies and procedures as required by the Head of College;
46. Line manage, and performance manage where required, non-teaching staff (excluding Teacher Aides) in accordance with College policies and procedures and the relevant enterprise agreement; and

47. Be responsible for third party relationships with outsourced contracts, such as OSHC, Uniform Shop, painting and cleaning contracts.

Community Development (Promotions)

48. Assist, collaborate and maintain oversight of the College Improvement Plan in conjunction with the Leadership Team and Marketing Manager;
49. Ensure that the Marketing department is professionally represented at all times and that the College ethos is reflected in all marketing activity;
50. Work closely with the Marketing Manager to maintain enrolments to ensure the continued growth, viability and innovation of the College is positively represented; and
51. Oversee current and future enrolment trends, in order to ensure accurate long range forecasting.

Business Development

52. Seek to develop the College in line with its strategy and aims;
53. Use initiative to support the teaching and learning of the College;
54. Bring growth opportunities to the attention of the College Council and Head of College;
55. Develop and build relationships with funding bodies/sources, so as to best serve the College;
56. Keep abreast of funding mechanisms and processes relevant to the College and its success; and
57. Liaise with the LEQ Secretariat with regard to compliance and regulatory requirements.

Building Projects and Facilities Management

58. Responsibility to the Head of College, via recommendations from the Head of College and College Council, for the oversight, coordination and reporting of all capital works planning and construction;
59. Through the Head of College, advise the College Council of capital project matters as required;
60. Supervise the maintenance of buildings and grounds ensuring that Government legislated Workplace Health Safety standards are maintained and that all campus facilities are safe and in good order;
61. Supervise the maintenance of a complete asset register based on government requirements;
62. Supervise the hire/loan arrangements of College facilities based on College Council policy and procedures; and
63. Supervise all aspects related to student travel by bus to and from the College, particularly in reference to:
 - a. Affordable cost;
 - b. Safety standards for students; and
 - c. Maintenance of duty of care standards for students.

Council and College Records

64. Manage and oversee College contracts, licenses and agreements;
65. Supervise the maintenance of accurate database records ensuring that such information complies with the Privacy Act and other Government legislation;
66. Ensure compliance with operational procedures and audit standards;
67. Supervise the safe storage of records for historical purposes;
68. Maintain oversight and ensure accuracy of financial records and reporting;
69. Maintain data integrity of computer programs and their suitability for the needs of the College; and
70. Attend (and chair as required), committee meetings including, but not limited to College Council, Risk, Business Services, Leadership Team.

Prince of Peace Lutheran College Foundation and Building Fund

71. Oversee the operations of the Foundation and Building Fund, including statutory requirements;
72. Arrange meetings as required;
73. Prepare Annual Financial Report and other reports as required; and
74. Attend all Foundation and Directors meetings as a consultant.

Risk Management

75. Have in place systems that minimise the risk of loss to the College, including the following:
 - a. Ensuring that the College records are secure and that all computer files are backed up in accordance with policy;
 - b. Ensuring that adequate insurance policies are in place;
 - c. Identifying all risks and arranging appropriate insurance cover to ensure that, at all times, the College is adequately covered, consulting with the Business Services Committee and the College Council as necessary;
 - d. Regularly reviewing the replacement cost of buildings and contents;
 - e. Reviewing all insurance and cover required annually;
 - f. Processing insurance claims, as required;
 - g. Assessing variations to College operations and the viability of projects.

Use of Premises

76. Coordinating the use of College facilities by outside organisations;
77. Scheduling cleaning work and security to be done for such occasions;
78. Developing an adequate scale of charges and terms and conditions of the hire of College premises.

Fundraising

79. With approval from the Head of College, actively seek funding grants from non-government, local, State and Commonwealth Government bodies;
 80. Supporting and having financial oversight of the fundraising activities arranged by committees of the College;
 81. Work with the Marketing Manager and P&F Committee, on such activities.
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EXTENT OF AUTHORITY

The Business Manager must:

- Manage assigned staff to achieve all goals within policies and guidelines;
- Report to the Business Services Committee and College Council on all financial matters;
- Consult with the Head of College on future planning and any matters not covered by policies and guidelines; and
- Work with and adhere to the guidelines as set out by the LEQ Secretariat.

SPECIAL CONDITIONS

- At times, some travel will be required for College events. Expenses will be reimbursed for any approved travel.
- It is likely that, at times, extensive out of business hours' involvement in College activities will be required, such as College Council meetings.

ANY OTHER DUTIES

- The Head of College may require the Business Manager to undertake any other duties, from time-to-time, bearing in mind the person's ability to perform such duties and given the availability of time and resources.
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HEALTH & SAFETY

It is a condition of employment at Prince of Peace Lutheran College, that you make yourself aware of the various policies and procedures, in respect to Occupational Health and Safety, and that you carry out the responsibilities that are assigned to you therein. You will also be expected to actively participate in the training offered in respect of Occupational Health and Safety and to apply this to practices and procedures in your work. You are expected to wear uniform where provided, in particular, personal protective clothing and equipment.

CHILD PROTECTION

Our organisation is committed to child safety. We have zero tolerance of child abuse. Our robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out working with children, police records and reference checks (as we see fit) to ensure that we are recruiting the right people.

The employee is responsible for understanding and applying the College's child safety policies and procedures including identifying and reporting risks, identifying child abuse indicators, management of disclosures, and internal and external reporting obligations. Where students are under their care, taking all practicable measures to protect students where a risk to their safety has been identified.

TERMS AND CONDITIONS

The Business Manager is an Executive position and therefore attracts the following:

Professional Development

1. It is expected that the Business Manager will seek opportunities for spiritual and professional growth for self-education purposes, and to support the continuing educational and spiritual development of Prince of Peace Lutheran College;
2. To facilitate such self-education, professional growth and development, the College will grant five (5) work days each year for the duration of this five (5) year contract. This time is *non-cumulative* from year to year. This time does not include College staff professional development offered on student-free days, school visits, observation or LEQ and ASBA sanctioned meetings;
3. Such professional development opportunities will be presented to the Head of College, addressing the following criteria:
 - a. The nature, cost and duration of the professional-development activity; and
 - b. How it will support professional growth and/or the spiritual or educational program of the College.
4. The Business Manager will be granted a self-education non-cumulative yearly budget of \$2000.

Key Conditions

1. The appointment will be for a five (5) year period, including an initial six (6) month probation period;
2. After the probation period, under normal circumstances, the appointment may be terminated by the Head of College or Business Manager on three months' notice in writing. However, the Head of College reserves the right to dismiss the Business Manager at any time for conduct which, in the opinion of the Head of College, Council and/or Church representatives would make the Business Manager unfit for office;
3. May not engage in private business while employed by the College;
4. The Head of College will undertake an appraisal of the Business Manager during probation, an informal appraisal annually and a formal appraisal (using an LEQ recommended framework) every three (3) years with LEQ oversight;
5. The Business Manager is expected to set exemplary standards of dress and behaviour at all times;
6. The Business Manager shall be entitled to four (4) weeks of annual leave per year, to be taken in consultation with the Head of College;
7. Entitlement to 10 days personal (sick)/carer's leave;
8. Entitlement to compassionate leave; and
9. Salary will be negotiated to reflect the capacity and capability that the successful applicant brings to the role.

SELECTION CRITERIA

Applicants should provide evidence that they have:

Skills and Qualifications

1. Relevant qualifications, knowledge and experience of financial management, commensurate with the position being offered;
2. Tertiary qualifications in business and finance. A Master of Business Administration (MBA) or similar experience, is desirable;
3. CA or CPA qualifications are essential;
4. Certificate in Governance and Risk Management or similar experience; and
5. A member of the 'Association of School Business Administrators', is desirable.

Financial Capability

6. Senior (at least 5 years) accounting experience in budget preparation, forecasting, data analysis, financial and administrative returns;
7. Ability to conceptualise, plan and implement strategic developments and specific projects, within the context of broad plans;
8. A demonstrated ability to grow and develop a business in a measured and sustainable way; and
9. Successfully implemented quality-assurance and monitoring systems.

Leadership Capability

10. A demonstrated capability in leadership and staff engagement, matching the position being offered;
11. Excellent leadership skills, including an ability to support, communicate with, and motivate teaching and support staff; and
12. Ability to plan, lead and manage change processes in an educational setting.

Interpersonal and People Management Capability

13. Exposure to human resource management;
14. High level consultative, negotiation and conflict-resolution skills;
15. Excellent interpersonal skills, with the demonstrated capacity to effectively work cooperatively and in partnership with diverse groups and to sensitively balance the requirements of each of these groups; and
16. Excellent management skills, including demonstrated ability to synchronise activities at micro and macro levels.

Educational Understanding and Experience

17. A high level of ICT competence and understanding of its application in an educational setting;
18. Experience with TASS, preferably, or other School Administration software, is desirable;
19. Ability to remain in regular contact with the LEQ Secretariat for industrial and system initiatives and other school related agencies for funding, industrial, professional development support etc.;
20. Experience in development and implementation of policy in a school setting; and
21. Appreciation of and commitment to Lutheran education.

Equity principles underpin all College policies and procedures. The College is committed to EEO principles and values cultural diversity and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.

APPLICATION PROCESS

Applicants with sufficient skills and experience are required to:

1. Write a covering letter, including vision for Business Manager position at the College;
2. Respond to the selection criteria;
3. Include a curriculum vitae; and
4. List three referees, one being a pastoral referee.

Applications that do not meet the above requirements will not be considered.

Applications close 4pm, Monday 24th August and are to be sent electronically to principal@princeofpeace.qld.edu.au marked CONFIDENTIAL and addressed to:

Head of College
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20 Rogers Parade West
EVERTON PARK QLD 4053
Email: principal@princeofpeace.qld.edu.au
Website: www.princeofpeace.qld.edu.au