



## **Position Profile**

**Title of Position: Business Manager**

**Type of Appointment: Full Time Permanent – Commencing January 2023**

After 20 years of distinguished leadership and service to Pacific Lutheran College as Business Manager, Mr Mike Healy will be resigning from this position at the end of 2022.

### **1. CONTEXT AND CONDITIONS**

Established in 2001 in a picturesque setting in Caloundra on the Sunshine Coast, Pacific Lutheran College is a leading K-12 learning community that is innovative, dynamic and progressive. Firmly underpinned by the values and traditions of excellence of Lutheran Education in Australia, students have achieved outstanding success in the academic, sporting and cultural dimensions of their lives. Enrichment programs in all three areas have enabled students to explore their potential.

Pacific has established a strong academic culture, which promotes thinking, deep understandings and creativity based on the Harvard Teaching for Understanding framework and the research of the Project Zero team. The synergy between the research of the Project Zero team, positive psychology and Lutheran theology provide the basis for a rich whole of life education.

Unique experiences provided through the College's excellent outdoor education, pastoral care and personal development programs, combined with the opportunities provided through academic, sporting and cultural learning, enhance learning across all dimensions of life. Active involvement in local and international community service projects broaden young people's world view and sense of efficacy.

Our staff take advantage of flexibility in physical and virtual spaces to support an increasingly personalised approach to learning for our young people. Pacific has a seamless curriculum across Kindergarten to Year 12 with teams of teachers working across the four subgroups of the College. Staff are expected to learn collaboratively to contribute to a whole school approach as they lead learning in the Foundation College (Kindergarten-Year 2), Junior College (Years 3-5), Middle College (Years 6-9) and Senior College (Years 10-12).

Salary and related conditions are as per the Teachers (Non-Government Schools) Award in conjunction with the current Lutheran Schools Enterprise Agreement. The Business Manager has a salary that is reflective of the size of the College and the high level of responsibility of the role. The contract is a five-year period. In the fourth year of the contract the incumbent will undergo a 360 appraisal.

### **2. ROLE DESCRIPTION**

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 and as such is a key leader within the College.

The Business Manager in conjunction with the Director of Staff, Director of Learning, Director of Students, Heads of Learning, Heads of Staff and Students, and College Pastor form senior management team of the College, the Administration and Learning Executive (ALE). Any one of the three Directors and the Head of Learning K-5 may fulfil the role of Deputy Principal as designated by the Principal. As leaders of a Lutheran school all ALE members, other than the Business Manager, will be expected to work towards or possess leadership accreditation status within Lutheran schools.

It is expected that all ALE members foster a whole of school approach to learning consistent with the College's Four Pillars of Learning to Be, Learning Together, Learning to Learn, and Learning to Know and Do. [Four Pillars](#).

The Business Manager is responsible to the Principal for all matters of business administration and financial control of the College, including annual budget, cash flow, fees collection, concessions, and payment of accounts and property matters and is a consultant to the College Council.

The role involves:

**Advocacy:** Support and make recommendations to the Principal in relation to his/ her role as Chief Executive Officer of the College.

**Authority:** Act as the Principal's representative in relation to HR/IR, Capital Works and other matters as directed.

**All of School Management:** Coordination and management of whole school issues where required by the Principal.

**Accountability:** Responsibility for producing and maintaining systems in relation to budgetary control and being accountable to the Principal.

**Administration:** Oversee the entire administrative function of the School / College and the resolution of issues as they arise as well as the overview of the canteen and book / uniform shop operations, P&F activities and Foundation (where applicable).

The Business Manager has responsibility for and works in collaboration with the non-teaching leaders within the College including Property Manager, Head of Information Technology Services, Compliance and Human Resources Officer, Office Manager, Tuckshop Convenor and Uniform Convenor.

As the College continues to grow the roles and responsibilities of the members of the leadership team may be redefined through negotiation.

## **2.1 Strengthen Lutheran Identity**

As a leader within a Christian school the Business Manager is expected to strengthen Lutheran Identity through:

2.1.1 Supporting and contributing to the growth of a strong Christian faith community through personal example and professional leadership. This includes participation in staff devotions and retreats.

2.1.2 Supporting the Lutheran ethos of the College.

## **2.2 Enhance Excellence in Teaching and Learning**

As an enabler of learning within the College, the Business Manager is expected to:

2.2.1 Develop an understanding of the pedagogical, theological and wellbeing underpinnings of the College to support effective decision making in the provision of physical and human resources and learning experiences.

2.2.2 Support the fostering of encouraging and challenging learning environments that focus on the development of the whole person across the College's Four Pillars of Learning.

## **2.3 Engage in Ongoing Improvement and Innovation**

As the key leader of financial management and administration within the College, the Business Manager is expected to engage in ongoing improvement and innovation through:

2.3.1 Ongoing learning and development in the enhancement of financial management and administration including the leadership of teams of people and their wellbeing. Engaging with latest research associated with financial leadership and management.

2.3.2 Exploring creative ways to enhance business opportunities and administration.

- 2.3.3 Leading the team leaders of Property, Business, Admin, IT, Tuckshop and Uniform shop to produce and implement clear, evidence-based improvement plans and policies for the enhancement of services to the College community.
- 2.3.4 Ensuring that the vision and improvement plans for individuals and teams within the areas of Property, Business, Admin, IT, Tuckshop and Uniform shop have a focus on the improvement of student learning outcomes and well-being and that their goals and intentions are aligned with whole school goals. Support reflection and action to refine and achieve improved outcomes.
- 2.3.5 Together with the ALE team and College Council engage in ongoing learning in the areas of leadership and governance.

## **2.4 Enhance Community Building**

As a leader of the community, the Business Manager will be expected to:

- 2.4.1 Develop and maintain positive partnerships and collaboration with College Council, Lutheran Education Australia and Queensland, Independent Schools Queensland, students, parents, carers and the wider community. This would include links and partnerships with professional networks and service agencies.
- 2.4.2 Provide leadership and support for staff who provide non-teaching services to the College.
- 2.4.3 Support and attend major College community events.
- 2.4.4 Professionally enhance, encourage and support the leadership of other leaders of non-teaching teams within the College.

## **2.5 Lead Effective Organisation and Management**

As the leader of finances and administration within the College, the Business Manager is expected to:

- 2.5.1 Provide accounting control through:
  - Direct supervision and accountability for the Accountant performance of their duties.
  - Ensuring that there is proper accounting for and control over all income and expenditure of the College.
  - Responsibility for Policy development to ensure strong systems of internal control and segregation of duties where practicable (e.g.the Business Manager will authorise all payments with a second signatory).
  - Attendance at School / College Council, School / Council Finance Committee and other meetings as required by the Principal or College Council from time to time.
  - Preparation of end of year financial statements and statutory returns in accordance with the relevant Regulations and ensure financial statements are audited and lodged within the prescribed time.
  - Ensure the Business Activity Statement (BAS) is prepared and lodged with the ATO within the prescribed time.
  - Development and maintenance of the administration computer systems including both hardware and software.
  - Be responsible to Lutheran Education Queensland in their role as the "Approved System Authority", for financial matters in relation to the Department of Education (DOE).
  - Liaising with parents with respect to fee concessions and extended payment terms as appropriate.
  - Be responsible to LEQ in their role of "Public Officer" for taxation purposes and ensure the maintenance of appropriate taxation records and compliance with the Income Tax Assessment Act and other relevant legislation.
  - Keep abreast of GST, Fringe Benefits Tax and other tax rulings, including attendance at seminars and liaison with the relevant Government Bodies and LEQ regarding such issues.
  - Development and maintenance of Accounting Policies and Procedures.
  - 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.

#### 2.5.2 Financial management and strategic planning through:

- Preparation of management reports as required for presentation to the College Council, including written reports highlighting any issues for Council attention.
- Preparation of the annual budget and financial plan for all aspects of the College operations in consultation with the Principal, and the Finance Committee as applicable.
- Monitor the College cash flow and arrange for investment of surplus funds.
- Preparation and lodgement of Loan and Grant applications to Lutheran Education Queensland and liaison with Lutheran Education Queensland (Chief Financial Officer) regarding these processes.
- Long term financial planning for the College, including the development of financial strategies and goals and applications for increases in the borrowing limit where necessary, in conjunction with the Principal and School / College Council.

#### 2.5.3 Personnel management through:

- Advising the Principal on new and existing staff salary levels and conditions of employment in accordance with the Enterprise Agreement, relevant Awards and other employment contracts.
- Liaising and assisting staff with employment / industrial issues, including salary packaging, superannuation, salary continuance insurance, workers compensation, and workplace health and safety etc.
- 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 and Chair the Work Place Health and Safety Committee.
- Liaise with Lutheran Education Queensland and applicable Unions where necessary in relation to current Industrial Relations matters.
- Ensure non-teaching staff directly responsible to the Business Manager undertake adequate professional development.
- Develop or oversee development and maintain personnel policies and procedures such as a Workplace Health and Safety Policy, a Rehabilitation Policy, a First Aid Policy and other relevant personnel forms and policies and procedures as required by the Principal.
- Oversee and be responsible for the administration staff, and other ancillary staff of the College (excluding Learning Enrichment and Prep Aides).

#### 2.5.4 Oversight of Property Management in conjunction with the Property Manager through:

- Responsibility to the Principal, via recommendations from them and the College Council, for the oversight, coordination and reporting of all Capital Works planning and construction.
- Through the Principal, advise the College Council of Capital project matters as required.
- Insurance and security of College Buildings including Capital Works.
- Arranging all leasing as required including the motor vehicle fleet management and computer equipment (where applicable) through LEQ (Chief Financial Officer).
- Coordination of property management activities in relation to the external hiring of College facilities and equipment.
- Ensuring the preparation and implementation of a maintenance schedule for all capital property and oversight of the maintenance works occurs.

#### 2.5.4 Liaison with Regulatory Bodies. The Business Manager will be responsible to the Principal for:

- Keeping up to date with funding arrangements and planning accordingly in relation to the *Australian Education Act 2013*.
- Being familiar with Commonwealth and State Government, Capital Grant Programs, and other relevant funding options to assist Colleges from time to time.

#### 2.5.6 Other duties as directed that are commensurate with the Business Manager's training and experience as directed by the Principal.

### **3. WORKPLACE HEALTH AND SAFETY**

Specific duties include:

- 3.1 Setting the example for all employees to follow and implement the concepts of workplace health and safety.
- 3.2 Discussing the safety aspects of all operations with their employees and ensuring that employees understand that health and safety is important to themselves and to the College.
- 3.3 Ensuring that managers under their delegation are aware of their workplace health and safety responsibilities and follow procedures that are established for health and safety e.g. excursion procedures.
- 3.4 Responding to all employee safety suggestions and taking appropriate action to correct any sub-standard conditions or reporting to the Principal items beyond their authority to remedy.
- 3.5 Ensuring the highest possible standard of housekeeping is maintained throughout their area of control.
- 3.6 Encourage students to keep eating and play areas clean.

### **4. SELECTION CRITERIA**

As a senior leadership role, the successful candidate will need to demonstrate or have the demonstrated capacity to develop the capabilities described below. The successful applicant will demonstrate that they:

- SC.1 Have the capacity to enhance the Lutheran identity of the College through supporting and contributing to the growth of a strong Christian faith community through personal example and professional leadership.
- SC.2 Have a high level of knowledge and expertise in the business management and financial management of a service-oriented organisation. This would include the ability to provide long and short term oversight, planning and advice to produce monthly progress reports and develop 10 year models to contribute to strategic planning and their implementation.
- SC.3 Demonstrated skills of leading risk management, property development, workplace health and safety and knowledge management processes.
- SC.4 Demonstrated abilities to support the induction, training, development and performance management of staff including the ability to lead the resolution of grievances and the enhancement of staff wellbeing.
- SC.5 High levels of understanding of the legislative requirements associated with schooling and the capacity to support policy development and review.
- SC.6 High levels of organisational and interpersonal skills that contribute to the enhancement of a safe, high quality and professional workplace. Personal capacities to enhance staff wellbeing, effectively use change management strategies, and engage in collaborative reflection, learning and action. Demonstrated qualities of confidence, flexibility, teamwork, resilience, innovation and perseverance to contribute to the growth of the capacity of an effective learning community will also be expected. This will include a personal commitment to lifelong learning and growth.

### **5. KNOWLEDGE, QUALIFICATIONS AND APPLICATION PROCESS**

Business managers must possess a Blue Card or eligibility to Work With Children Approval. Tertiary qualifications in Accounting and or Commerce. Accreditation as a Certified Public Accountant (CPA) or Chartered Accountant (CA) would be preferable.

Please feel free to make contact with the Principal in relation to any queries regarding your application.

Applicants should address the selection criteria and forward their application to Dr Bronwyn Dolling, Principal, Pacific Lutheran College, PO Box 992 Caloundra 4551 by 12pm Friday 26<sup>th</sup> August or via email to [admin@pacluth.qld.edu.au](mailto:admin@pacluth.qld.edu.au).