



Position Description Business Manager

Position Title	Business Manager
Reports To	Head of College
College Objective	<p>At Geelong Lutheran College it is expected that each staff member will support the Christian ethos of the schools. A good example for Christian living is to be given to children and parents by words and actions.</p> <p>The Christian Education environment we offer depends largely on the maturity and professionalism of all staff. Therefore, it is expected that all staff members co-operate fully with the Head of College, Principal, other staff and the College Council in adhering to the policies, teachings and fostering the ethos, culture and traditions of Geelong Lutheran College.</p> <p>Staff are expected to support the Christian ethos of Geelong Lutheran College and to demonstrate courtesy, co-operation and teamwork with fellow members of staff.</p>
Position Overview	<p>The position of Business Manager is joint role between GLC St John's Newtown and GLC Armstrong Creek campuses with the key responsibility for the corporate management of both schools. In collaboration with the Head of College, the Principal and members of the Executive Team, the Business Manager will lead the College in sound, appropriate and proper financial and business support. Attendance at monthly College Council meetings is required. The Business Manager will be responsible to Lutheran Education Australia (LEA) and Lutheran Education Victoria, New South Wales and Tasmania (LEVNT) and in doing so liaise and/or report as required.</p> <p>The Business Manager is appointed by the Head of College. This leadership position has been constructed on a five-year cycle with an appraisal at the end of the first year. Remuneration is based on experience and expertise.</p>
Duties and Responsibilities	<ol style="list-style-type: none">1. Christian Leadership:<ul style="list-style-type: none">• Supporting and upholding the Christian ethos of Geelong Lutheran College• Modelling best practice in Christian education• Promoting the values of GLC (wisdom, honour and purpose)• Carrying out all duties in a spirit of Christian compassion2. Financial Management and Planning:<ul style="list-style-type: none">• Assist the College Council and the Head of College in the business and financial management of the College and provide advice on developing and implementing the College's strategic and business plan• Develop annual and longer-term strategic forecasts, operational plans and budgets for the College• Provide accurate and timely management, risk and financial reporting to the College Executive and College Council• Ensure the College meets its governance and reporting obligations• Maintain knowledge of, and ensure the College meets, relevant government funding and reporting requirements• Oversee the preparation of annual accounts for Audit• Prepare and lodge all grant and loan applications

	<ul style="list-style-type: none"> • Ensure financial and commercial viability of the College is achieved through administration of the financial operations • Keep abreast of GST, Fringe benefits Tax and other Tax rulings to ensure the College complies with its obligations • Provide recommendations and undertake delegated tasks in the management of liquid funds and borrowings • Ensure the College implements and maintains appropriate and sound policies, practices and procedures in its financial and accounting operations • Ensure effective administration of the invoicing and management of debtors (including fees) and payments to creditors and staff <p>3. Asset Management:</p> <ul style="list-style-type: none"> • Provide recommendations and implement plans for the optimum use of the College's physical resources • Ensure that the physical assets of the College are maintained to meet the College's educational objectives and are replaced or upgraded as needed • Maintain oversight over all College property • Ensure that appropriate insurance and risk management processes and practices are in place to protect the College's assets • Coordinate the management and documentation of all capital projects in the College, including making recommendations to the Head of College and the College Council for the letting of tenders <p>4. Policy Administration:</p> <p>Manage the other resources of the College, including corporate administration, systems, and internal communication, to meet the College's educational objectives, including:</p> <ul style="list-style-type: none"> • Responsible for administrative policy development to ensure a strong system of internal control and segregation of duties where practicable • Coordinate the College's information management system in consultation with management and technical staff • Support the Head of College, Principal and Heads of sub schools in maintaining adequate procedures to meet statutory obligations including Workplace Health and Safety, risk management, anti-discrimination and equal employment opportunities • Administer the College risk management processes in collaboration with the Head of College and College Executive • Regularly review systems and processes to achieve improvement and efficiency • Operate within approved delegated authorities <p>5. Personnel:</p> <p>Administer the staff remuneration systems and manage non-academic human resources of the College:</p> <ul style="list-style-type: none"> • Ensure that all staff receive appropriate remuneration in accord with relevant policies, agreements and awards and sensitively administer issues in relation to employment and remuneration • Assist management and staff with employment and Industrial Relations matters • In consultation with the Head of College, manage the employment of non-academic staff • Make recommendations and take actions where delegated on the employment of non-academic staff • Coordinate regular performance appraisals for non-academic staff • Coordinate professional development programs for non-academic staff • Ensure non-academic staff are working to a standard which ensures a safe and healthy environment for students, staff and others
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	<p>6. Support Groups:</p> <ul style="list-style-type: none"> • Develop good relationships with office bearers of support groups such as the Parents & Friends Association • Keep informed of the activities of support groups and assist these groups in managing their financial affairs as required • Take part in fundraising activities in the capacity of Business Manager of the College to the extent approved by the Head of College <p>7. Fundraising:</p> <ul style="list-style-type: none"> • Oversee fundraising appeal administration • Actively seek funding grants from non-government, local, State and Commonwealth Government bodies • Support the fundraising activities arranged by committees of the College <p>8. OH&S:</p> <ul style="list-style-type: none"> • Ensure that the College has a systematic approach to OH&S • Provide support and guidance on OH&S and WorkCover guidelines and requirements <p>9. Risk Management:</p> <ul style="list-style-type: none"> • Develop and review a Risk Management Plan for the College, to ensure that risks are identified and assessed and possible actions are identified • Ensure that the College has clear and effective processes in place for the management of contractors engaged in services to the College • Ensure adequate Insurance policies and levels of insurance are in place • Ensure the College meets its governance, audit, reporting and compliance obligations <p>10. Involvement in the Life of the College:</p> <ul style="list-style-type: none"> • Attendance at Staff and College Council meetings • Membership of the P & F • Involvement in College events • General support of staff • Pastoral guidance and support to non-academic staff <p>11. Pastoral Care and Child Safety:</p> <ul style="list-style-type: none"> • Provide students with a child-safe environment in which the inherent dignity of children and young people is respected and nurtured • Be familiar and comply with the College's commitment to Child Safety, Child Safe Policy and any other policies or procedures relating to child safety • Exercise pastoral care in a manner which reflects College values • Implement strategies which promote a healthy and positive learning environment <p>12. Professionalism:</p> <ul style="list-style-type: none"> • Supports the Head of College and Principal in all matters • Participates in College planning and policy development in this area • Attends meetings, training and professional development activities as required • Maintains effective relationships with staff • Actively supports colleagues in their work • Participate in a bi-annual appraisal process • Responds to own professional needs • Is punctual for all duties • Presents self appropriately, following the College's staff dress code • Completes administrative tasks as required • Observe guidelines in relation to: <ul style="list-style-type: none"> ○ Equal Opportunity Policy ○ Valuing Safe Communities Policies and Procedures
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	<ul style="list-style-type: none"> ○ Occupational Health and Safety information for staff ○ Security requirements and policies ○ College risk management
Selection Criteria	<p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate.</i></p> <p>PERSONAL QUALITIES</p> <ul style="list-style-type: none"> • Support for the Christian ethos of Geelong Lutheran College • Exhibits discretion, confidentiality, honesty and integrity • Has excellent inter-personal skills, management and self-management skills • Communicates effectively with fellow staff, students and families, and form positive relations in the workplace • Be a team-orientated leader • Displays strong leadership ability <p>QUALIFICATIONS AND EXPERIENCE</p> <ul style="list-style-type: none"> • A degree or relevant Tertiary qualifications in Account and/or Business Administration; post-graduate management, finance or accounting qualifications is desired • Eligibility for membership of a relevant professional association is essential (e.g. AIM, AICD, CA or CPA) • Experience in business finance and administration, demonstrated ability to manage the commercial and financial affairs of a large independent College; and capacity to understand and be accountable for the commercial, compliance, governance and financial responsibilities involved in such management • Demonstrated experience in developing and managing strategic and business plans • A thorough understanding of accounting procedures • Proficiency with the use of technology necessary to fulfil the requirements of the role • Project Management capability <p>KEY SELECTION CRITERIA</p> <p>KSC 1. Uphold through word, action and public lifestyle, the teachings and values of the Lutheran Church</p> <p>KSC 2. Develop and maintain a sound relationship between the College, the local Lutheran community and the wider community</p> <p>KSC 3. Provide financial and administrative leadership</p> <p>KSC 4. Manage the financial affairs, physical infrastructure and administration of the College according to the policies and procedures set out by the College and Lutheran Education</p> <p>KSC 5. An ability to be a team builder, promote positive staff morale and to work cooperatively with other staff members</p> <p>KSC 6. Demonstrated leadership capacity and an ability to provide effective and professional administration team management</p> <p>KSC 7. Provide internal project management of buildings and projects</p> <p>SKILLS</p> <ul style="list-style-type: none"> • Highly developed: <ul style="list-style-type: none"> ○ organisational and planning skills ○ analytical and problem solving skills ○ data base management skills ○ attention to detail

Classification	Salary: Remuneration is based on experience and expertise Tenure: Five-year tenure FTE: Full Time Location (Base): Geelong Lutheran College Armstrong Creek (office) with time spent at St John's Newtown each week
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STATEMENT OF COMMITMENT TO CHILD SAFETY

Geelong Lutheran College is committed to being a Child Safe organisation. Geelong Lutheran College has a zero tolerance for child abuse and is committed to acting in children's best interests and in keeping them safe from harm. Geelong Lutheran College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture.

Geelong Lutheran College is an Equal Opportunity Employer

Employee acknowledgment

I (the undersigned) have read and understand the content of this position description and undertake to meet the key accountabilities in an appropriate manner.

NAME

Signature: _____ Date: _____

Authorised by (Employer Representatives)

Jill Lange-Mohr
Head of College

Signature: _____ Date: _____