

BUSINESS MANAGER



MARCH, 2024



03 5278 5122



www.covenant.vic.edu.au



105 Creamery Road, Bell
Post Hill, GEELONG, VICTORIA

About Covenant

Founded in 1979, Covenant College is dedicated to providing genuine Christian education, serving students from Kindergarten through to VCE. The College is located on one campus within the growing suburb of Bell Post Hill in Geelong. With a team of approximately 200 dedicated staff members, we cater to a community of 710 students across the school and an additional 60 in our Kindergarten program.

The success of the College is only effective if our activities are grounded in Christ (God) and His Word and therefore we strive to operate from the Biblical Basis and Mandate Policy of which all applicants are encouraged to read (available on our website).

VISION

Covenant College strives to be a vibrant Christ-Centred community where parents and staff serve in partnership to nurture in each child a passion for learning and an uncompromising desire to live according to God's word.

VALUES

CHRIST CENTREDNESS ... A DISTINCTIVE CHOICE

At Covenant College, we believe the Bible is clear in its directive to parents about raising children – it is the parents' responsibility to educate their children, instructing them according to God's Word.

Our College has been established by parents with these convictions and everything we do today is guided by this mandate. We want to honour Christ in all we do and our desire to achieve excellence in education is driven by this.

PARTNERSHIP ... WORKING TOGETHER

Our vision for education at the College is based on the belief that we are in PARTNERSHIP with parents. Parents are connected at every level:

- parents oversee the College as Board members;
- parents have direct access to all staff and the College Principal;
- parents are actively involved and valued.

DISCIPLESHIP ... BELONGING

The environment we cultivate at Covenant College is our defining characteristic – our Christian ethos. All our staff support this Christian ethos. The vast majority of families are Christian, our curriculum is grounded in Biblical truth, devotions are daily and we seek to honour the Lord in all we do. We value relationships. We believe that this ethos is necessary in order to nurture a passion for learning in each of our students – learning within the context of acceptance and sense of belonging is vital.

COMMUNITY ... CONNECTING

Our community is enriched by diversity. We come from a variety of cultural backgrounds and church denominations. Families get to know each other, relationships develop, life-long friendships are formed.

COVENANT COLLEGE SEEKS TO BE A LEADING PROVIDER IN CHRISTIAN EDUCATION AND AIMS TO SEE THE FOLLOWING ACHIEVED:

- An integration of Christian faith and character in all student learning.
- Excellence in Christian education from a Christian Biblical worldview.
- A Christian education community where every person is valued and nurtured in their faith and healthy relationships are promoted.
- A culture where the protection of children is embedded and fostered by the whole school community.
- Enhanced partnerships between parents, students, and staff, strengthening the teaching and learning process.
- The provision of high-quality facilities and resources.
- The effective stewardship of assets, both human and physical.
- Students equipped for service and citizenship as an expression of their Christian faith.
- Students achieving personal excellence in academic, social, physical, cultural, and spiritual outcomes.
- A culture of continued improvement, professional development and pastoral support among staff and the school community.
- Effective communication with parents and the wider community.

ESSENTIAL ATTRIBUTES FOR A LEADERSHIP POSITION:

- Committed Christian/practising member of an evangelical/reformed church.
- Firm commitment to a Christian Worldview and the outworking of that within the College setting.
- Outstanding written and oral communication skills.
- Highly developed interpersonal and communication skills.
- Well-developed ICT skills.
- Strong organisational skills.
- Demonstrated ability to work collaboratively.
- Demonstrated problem solving skills.
- The ability to mentor and coach staff.
- Exceptional change and knowledge management skills.
- Demonstrated commercial acumen.
- All leadership staff must abide by the Leadership Mandate Policy.

POSITION DESCRIPTION

The Business Manager is directly responsible to the Principal for management and oversight of all risk, compliance, operational, administration, properties and facilities and specific financial matters for the College. This role is a key leadership position contributing to the strategic direction and planning of the College.

The Business Manager is also responsible for matters of administration, regulatory requirements, risk management, ICT planning, property development and maintenance, and financial management within the College. In the area of financial control, the Business Manager coordinates with the Finance Manager and liaises with and advises the Board Treasurer, to ensure fiscal accountability is maintained. The Business Manager attends Board meetings as a non-voting ex-officio Board member and reports directly to the Board on financial, operational and other business-related matters.

KEY AREAS of RESPONSIBILITY

The following are the key areas of the responsibility for the Business Manager and will form the basis for ongoing review. In all areas of responsibility, the Business Manager is accountable to and directed by the College Principal.

GENERAL/CULTURAL

The Business Manager holds a key leadership role within of the College. As such, the Business Manager will:

- Lead by personal example and assist the Principal to maintain a Christian tone and atmosphere in the College that reflects the Vision, motto, values, Biblical basis and Educational Mandate of the College.
- Uphold and promote the mission and vision of the College and implement the policies approved by the Board.
- Provide excellent leadership to the staff: directing, stimulating, assisting, encouraging, galvanising, enabling and enthusing all administrative and non-educational-focused support staff.
- Reflect the example of Jesus Christ to students and the wider College community and undertake tasks in a way that honours Him.
- Be willing to share the Gospel and his/her personal testimony with the College community.
- Participate in the devotional life and spiritual life of the college, including attending and contributing to staff devotions as required.

FINANCIAL MANAGEMENT

In the area of Finance, the Business Manager, in conjunction with the Finance Manager, will:

- Assist the Finance Manager in the development and implementation of the Finance Operational Plan as required.
- Participate as member of the Finance Committee.
- Be responsible for Federal and State Government capital grant applications, management, and acquittal reporting.
- Be responsible for the development and management of the Capital Development budget.
- Pursue commercial partnerships with appropriate external organisations.
- Be responsible for the College's annual insurance renewal process.
- Ensure adequate insurance cover is maintained and process all the College's insurance claims as required.
- Ensure financial analysis, budgeting and modelling is conducted, as required.

STRATEGIC PLANNING & REPORTING

In the area of Strategic Planning & Reporting, the Business Manager will:

- Be responsible for managing the Master Planning process.
- Assist all the non-education staff Department Heads in the development and implementation of their Operational Plans.
- Provide the Principal and Senior Leadership team with strategic planning support as required.
- Co-ordinate the non-teaching staff annual review processes.
- Provide timely and regular Board Reports and Special Purpose Reports as required.
- Assist the Trades Skills Centre (TSC) Coordinator in the development and implementation of the TSC Strategic Plan.
- Be responsible for the delivery of the College's Annual Report.
- Be responsible for the annual TSC Activities Report.
- Regularly attend Board and Executive Leadership Team meetings as required.
- Be responsible for the development and delivery of the College Marketing Plan

GOVERNANCE AND RISK MANAGEMENT

In the area of Risk, Legal matters and Compliance, the Business Manager will:

- Be responsible for the chairperson duties of the Risk Committee.
- Oversee the College's Risk Register.
- Provide quarterly Risk Reports to the Principal and Board.
- Oversee the College's Risk and Compliance platform – CompliSpace.
- Assist the Executive Team in policy management and administration.
- Serve as the Occupational Health and Safety (OH&S) Management representative.
- Be responsible for oversight of the Covenant College and Kindergarten OH&S system.
- Monitor, record and triage all reported incidents and 'near-misses' and ensure timely follow up and appropriate action is taken.
- Be responsible for the College's compliance checklist.
- Be responsible for completing the annual Federal Government Compliance Certificate.
- Be responsible to oversee the development, management and implementation of the College Emergency Management Plan (including Bushfire readiness).
- Serve as the Deputy Chief Warden of the Emergency Management Committee.
- Liaise with the College's legal representatives as required.
- Be responsible for compliance of the non-educational elements of the Victorian Registration and Qualifications Authority (VRQA) minimum standards.
- Promote, support and facilitate Child Safety compliance and culture within the College.
- Assist the Privacy Officer in maintaining Privacy compliance.
- Assist the Child Protection team as required.
- Ensuring appropriate legal arrangements are in place for external parties where required.
- Be responsible for the Anaphylaxis compliance and annual checklist completion.
- Be responsible to provide oversight of the TSC School-to-School agreements and RTO agreements.

HUMAN RESOURCES

In the area of Human Resources, the Business Manager will:

- Manage workers' compensation, including liaising with the relevant Workcover Authority.
- Manage insurance returns, insurance claims, insurance renewals, and return to work plans.
- Assist the Principal in the selection and recruitment of non-teaching staff.
- Oversee the training and development of non-teaching staff.
- Be responsible to ensure there are effective and compliant external contractor contracts and agreements.
- Oversee performance management and appraisal of non-teaching staff.
- Be responsible for the induction of all non-teaching staff.
- Be responsible for the development and maintenance of a Human Resources Manual.
- Monitor and report on the utilisation of the Employee Assistance Program

ADMINISTRATION

In the area of Administration, the Business Manager will:

- Lead and manage the Administration team, working with the College's Administrative staff to ensure the effective delivery of administrative functions.
- Be responsible for the development and implementation of an Administration Operations Plan.
- Oversee and support the Database Administrator in the management of the College's student database.
- Be responsible to ensure the effective running of the daily operations of the Administration team.
- Develop and maintain an Administration Manual.
- Be responsible for general complaints management, across the College.
- Be responsible for monitoring the various administrative processes.

COLLEGE RESOURCES

In the area of College Resources, the Business Manager will:

- Plan, monitor and report on the College's total resource requirements.
- Develop and manage information technology, administration, property and maintenance, and building projects.
- Coordinate the use and maintenance of College buildings and equipment.
- Oversee the Properties Manager in the development and implementation of the Properties Plan.
- Oversee the Properties Manager in the development and implementation of the Security Plan.
- Oversee annual audits of College resources.
- Assist the Principal with capital works including proposals, planning, negotiation, project management and future planning.

PROPERTIES / TRANSPORT / ICT

- Oversee and support the IT Systems Administrator, Properties Manager and Transport Manager in the development and implementation of their areas of responsibility.
- Be responsible to ensure that the annual internal audit of the Transport Departments as outlined in the Transport Safety Victoria's compliance is conducted.
- Oversee and manage arrangements with service providers in respect to the cost and quality and delivery of services.

PROFESSIONAL LEARNING/DEVELOPMENT

- In the area of Professional Learning/Development, and to remain current with relevant contemporary business and educational issues, and in order to be able to effectively fulfill the requirements of the role the Business Manager will:
- Engage in relevant seminars/training, in order to maintain and develop the knowledge and skills required for the role.
- Network with other independent school Business Managers, Risk Managers and HR Managers.

Any other responsibilities as directed by the Principal.

OH&S

All Covenant College employees are responsible for:

- Participating in relevant health and safety training based on roles and responsibilities.
- Participating in the development and implementation of specific OHS risk management strategies as appropriate.
- Understanding and complying with all OHS legislation and regulations relevant to their activities at the College.
- Taking reasonable care for the health, safety and wellbeing of themselves and others who may be affected by their actions.
- Cooperating with any directions and procedures required to ensure their own health, safety and wellbeing as well as the health, safety and wellbeing of others.
- Reporting all injuries, illness or 'near misses' through the CompliSpace Incident Reporting platform.

KEY RELATIONSHIPS

INTERNAL	EXTERNAL
College Principal	Insurance agencies
Geelong Christian Education Board Members	City of Greater Geelong
Executive Leadership Team	Government grant agencies
Finance Manager	WorkSafe Victoria
ICT Systems Administrator	Contractors
Risk and Compliance Officer	Victorian Registration and Qualifications Authority
Human Resource Officer	Independent Schools Victoria
Properties Manager	
Transport Manager	
Non-Teaching Staff	

SELECTION CRITERIA

QUALIFICATIONS:

- Minimum Bachelor of Business or Bachelor of Commerce with major in Business Management or equivalent degree, Master of Business Administration preferable.
- WHS / OHS for Managers/Supervisors

1. TECHNICAL SKILLS

Finance and procurement- Implements effective, efficient and ethical financial management and budgeting processes. Understands and manages procurement activities.

Operational acumen- Develops and implements plans and processes to facilitate effective and efficient operations, including simplifying complex practices.

Resource Coordination- Builds processes and organises people and activities, sees opportunities for synergy and integration to get more effective outcomes out of fewer resources.

Risk management- Systematically identifies evaluates and prioritises potential risks and communicates information to enable appropriate decisions and actions

2. PEOPLE SKILLS

Stakeholder engagement- Builds and maintains effective relationships with stakeholders and focuses on understanding and meeting their needs.

Relationship building- Develops partnerships and collaborative relationships, both internally and externally, to facilitate the achievement of mutual objectives.

Supportive leadership- Proactively addresses issues and concerns in an empathetic and sensitive manner. Effectively shares ideas, thoughts and information to support outcomes.

Communication and Teamwork- Makes a positive impression and effectively negotiates with and influences others. Focuses clearly on finding cooperative solutions and outcomes. Actively participates as a member of a team to support team goals, fostering collaboration and an environment of mutual trust and respect.

3. SELF-MASTERY

Ethics and Values- Models values and professional ethics in line with the College's Biblical Basis, vision, values, and Leadership Mandate Policy. Adheres to these in all circumstances relevant to their role. Maintains appropriate confidentiality and supports others to do the right thing.

Problem solving- Anticipates future needs and provides advice to assist in forward-planning. Solves problems using logical methods to reach effective solutions.

Flexibility & Resilience- Adapts own approach to meet different situations. Effectively deals with pressures and competing priorities. Maintains respectful working relationships while dealing with conflict and challenges.

Organising and Planning- Creates plans, forecasts and organises activities required to achieve a desired goal.

TERMS OF EMPLOYMENT:	Full-time & Ongoing
REPORTS TO:	College Principal and Association Board
LOCATION OF POSITION:	Covenant College, 105 Creamery Road, Bell Post Hill.
SALARY:	To be negotiated
COMMENCEMENT DATE:	Term 2, 2024

APPLICATION PROCESS

ENQUIRIES

Enquiries can be made directly to the Principal, Mr. Joshua McEwen by phoning the College office on (03) 5278 5122 or by email to: jmcewen@covenant.vic.edu.au

All applications to be submitted via email to: hr@covenant.vic.edu.au and should include:

1. Cover Letter addressing the Key Selection Criteria
2. Curriculum Vitae / Resume
3. Please nominate two Professional referees and one Pastoral referee

APPLICATIONS CLOSE: 5pm – Monday 8th April, 2024.

Shortlisted applicants will be contacted by phone with interviews to be held mid-April.

CHILD SAFETY

The College has a zero tolerance of child abuse.

This position is responsible for taking all practical measures to ensuring that Covenant College's Child Protection Program is implemented and upheld. This position contributes to a strong child protection culture within the College.

We have established a series of Child Safety Policies, Procedures and a Code of Conduct for all employees, volunteers and contractors working with our students. This is aimed to protect children from abuse and embed a culture of child safety in the school environment.

For more information, please refer to the Covenant College website.