

## SCHEDULE A

<b>POSITION TITLE</b>	Business Manager
<b>LOCATION</b>	School/Precinct
<b>DIRECTORATE</b>	Enterprise
<b>REPORTS TO</b>	Principal Leader
<b>CLASSIFICATION</b>	Specialist/Coordinator
<b>DATE APPROVED</b>	October 2017

### Role Purpose

As part of the mission of the Catholic Church in the Diocese of Parramatta, the Business Manager is accountable to the Principal for ensuring the efficient and effective management of preschool to post school operations (other than learning) to achieve the school's objectives.

### Key Accountabilities

#### FUNCTION SPECIFIC ACCOUNTABILITIES

The Business Manager is accountable for the effective delivery of:

- Partnering with school leadership to manage human and physical resources (non-teaching staff, assets and facilities) to ensure the effective operation of the school and to support the learning agenda
- Managing related business, financial and administrative functions, meeting CEDP process and reporting requirements to ensure positive operational and financial performance
- Strategic management and facilitation of community partnerships for learning
- Ensuring compliance with CEDP system Policies and Procedures including satisfying internal and external audit requirements
- Using an entrepreneurial and business mindset to implement and run continuous improvement at a school-level in collaboration with the Principal Leader

#### LEVEL SPECIFIC ACCOUNTABILITIES

##### Catholic ethos

- Be supportive of the ethos of the Catholic Church
- Participate in staff liturgical and formation opportunities

##### Team contribution

- Understand and contribute to the delivery and continuous improvement of relevant strategic initiatives and operational plans
- Deliver and report on day-to-day performance and accountabilities to ensure effective and efficient service delivery
- Engage in continuous learning and contribute positively to a collaborative and respectful working environment aligned with the culture and values of CEDP

##### Risk and compliance

- Contribute and adhere to policies and processes within CEDP
- Identify and report risks and where possible propose appropriate mitigation strategies

## Required Standards

The standards and expected level of proficiency are integral to the role and will be used as the basis for assessment of suitability and performance.

Standards Framework			
Standard group		Standard name	Expected level of proficiency
Behavioural	Individual	Self-Development / Continuous learning	P
		Adaptability	S
	Interpersonal	Collaboration and communication	S
		Responsibility and ownership	S
	Analytical	Planning, organising and problem solving	A
Leadership	Leadership	Delegation	S
		People development	P
		Leading a team	S
		Understanding of the organisation's mission	P
		Strategic positioning	P
Technical / Functional	Technical / functional	Attention to detail	S
		Knowledge & application of Policies, Procedures, and Processes	S
		Knowledge & application of Industry, Emerging Trends and good practice	P

**Key:** P = Proficient, S = Skilled, A = Advanced, E = Expert

## Typical Experience and Qualifications

- Tertiary qualifications in business, accounting or a related area of study
- Appropriate demonstrated business experience of at least 7+ years
- Management of a team of 3+ resources

Catholic Education Diocese of Parramatta is a modern working environment that requires the agility of staff to respond to a changing educational context and the needs of our communities. CEDP may amend the duties and responsibilities of staff in accordance with changing circumstances and business needs.

Catholic Education Diocese of Parramatta (CEDP) is a child safe organisation, and is committed to providing child safe communities that recognise and uphold the dignity and rights of all children and young people.