

## BUSINESS MANAGER

This role embodies the stewardship of NBCS, providing financial management and overseeing the services and physical facilities that support excellence in education, Christianity in action, and assists in realising our vision, 'Love learning'.

### Reporting Structure:

**Reports to:** Principal

**Direct reports:** Director Finance and Operations, Director Communications and Marketing

### Key Role Objectives:

To provide effective high-level management of the business, operational and finance activities of the School.

To support the Principal in ensuring diligent oversight of all matters pertaining to the School's sustainability and development, including responsible financial management, the design and management of environmentally responsible built environment, regulatory compliance and safe working and learning environments.

To collaborate with the Principal to ensure that appropriate operational and financial structures are in place for proper management of the School's finances and facilities.

To provide regular reports to the Principal, Senior Leadership and Board, on the School's affairs including financial, facilities, resourcing, and compliance matters.

### Key Roles and Responsibilities:

- **Resource and Asset Management**
  - **Marketing**
  - **Leadership and Management**
- **Resource and Asset Management - Evaluate and improve performance to drive sustainable development and long-term success through:**

### Financial Management –

- Develop the School budget and oversee the School's operating finances, identifying, wherever possible, ways to reduce operating costs without compromising pedagogical goals:
  - Ensure existing resources are used efficiently and identify need for additional resources.
  - Maintain budgets, optimise expenses, develop solutions to budgetary issues.
- Manage complex accounts and prepare financial documentation for government and state bodies.
- Position the Board of Directors for effective decision-making by providing clear, strategic advice to the Finance Committee.

### Asset Management -

- Manage assets and resources to maximise ROI and NBCS student outcomes, making decisions considering context, constraints, and pedagogical and personnel impact.

### Corporate governance, risk management and compliance -

- Leverage core knowledge of Corporations' Act, ASIC regulations, ACNC standards, Education Act, and other relevant compliance matters to advise Board and senior leadership.
- Liaise with the Board Chair/Finance and Risk Committee Chair to ensure fulfilment of Governance objectives.
- Provide solutions to issues (for example, profit decline, competing schools, revenue sources)
- Consult lawyers and/or relevant industry bodies for advice where appropriate.
- Implement WHS Policy and Procedures, working with the Principal and Deputy Principal including overseeing Workers Compensation and Return to Work procedures and implementation.
- Ensure legislative compliance in areas of remit, including:
  - Contract law
  - Planning law
  - Industrial Relations/Employment Law
  - Child Protection
  - Education Acts and other legislation relating to Schools
  - WHS & Return to Work

### IT Infrastructure -

- Along with relevant SLT members, provide high level oversight of Network and IT infrastructure.
- Assist with IT Planning, providing advice and input into the IT budget.
- Facilitate due diligence in selection of 3rd party providers and implementation/upgrades of School Information systems.
- Facilitate provision of best IT tools and resources to facilitate School operations and mission of excellence in education.

### Site Infrastructure -

- Liaise with internal stakeholders to define site building and renovation requirements to enhance staff productivity and student outcomes.
- Interact with relevant external parties (for example, architects and certifying bodies) to develop and implement site plans.

### Contract Management -

- Oversee supplier tender process, due diligence and contract process for facilities maintenance and expansion, ensuring that contractors and others are paid for services.
- Source and appoint appropriate suppliers/providers, negotiating terms and timing to maximise outcome for the vision and spend, and effective operations in contextual constraints.
- Maintain positive relationships with vendors/suppliers.

- **Marketing**

- Oversee, review, and implement the NBCS Marketing Plan, identifying opportunities to expand the School's positive reputation, increasing brand awareness and alignment.
- Work with Director of Marketing and Communications to design strategy and set goals aligned with School vision, mission values and strategy, actively promoting student enrolment and increasing attraction.
- Report on Marketing and Communications initiatives and impact to the Principal, Board, Senior Leadership, and staff.

- **Leadership and Management**

- Grow capability of direct reports through collaboration, provision of professional development and appropriate delegation.
- Provide guidance that enhances performance in a manner which incorporates the School's vision, values, and culture.
- Provide high level supervision to direct reports including feedback and counsel to improve efficiency and effectiveness.
- Oversee the recruitment, selection, appointment, appraisal, and professional development of relevant staff.
- Organize and coordinate operations to ensure maximum productivity.
- Works as a member of SLT on cross functional initiatives as required.
- Initiate and cultivate networks particularly with like roles in other schools and relevant contacts to stay current and connected with trends and issues.

### **Contribution to the Life of the School**

#### **Support the Principal in developing and maintaining the professional culture, a safe work environment and upholding the School community:**

- Actively support the Christian identity and purpose of the School with ability to clearly articulate personal Christian faith within the School community.
- Uphold the values and expectations as described in the Staff Code of Conduct.
- Act as a role model, developing and maintaining positive relationships by treating members of the School community with dignity, respect and the utmost professionalism thus enhancing a culture of confidence and trust in the School.
- Support colleagues by sharing resources and expertise, working with, and supporting the wider School team.
- Commit to personal and professional growth.
- Assist in monitoring a safe and secure school environment for self, staff, and students.
- Contribute to the development of policy, procedures and processes and provide recommendations for improvement, to relevant staff.
- Exercise discretion and confidentiality.
- Represent NBCS in relevant and key networks including Christian School and industry relevant associations including AIS.

#### **Role interactions:**

*Liases directly with:*

- Principal and Senior Leadership
- Board and Chair
- Director of Marketing and Communications
- Director of Finance and Operations

## Role Requirements:

### Technical:

- Academic qualifications in a related field, for example, a Bachelor or postgraduate degree in Accounting, Commerce or Business Management
- Strong business acumen, financial literacy, and budgetary experience
- Proven capacity to offer strategic leadership, translating it into practical outcomes
- Thorough understanding of diverse business processes including finance, HR, procurement, operations, marketing, ICT etc.
- General knowledge of legislation related to planning, Industrial Relations/Employment Law, Child Protection
- Specific knowledge of contract and industrial law
- Knowledge and understanding of compliance obligations including, but not limited to work health and safety, risk management and financial accountability
- Accreditation in WHS & Return to Work
- Demonstrated understanding of Board Governance and role of directors, with solid advisory experience
- Proven asset management experience
- Strong analytical ability
- Effective project management
- Understanding of independent school context, issues and trends and ability to manage within that context

### People:

- Highly developed communication and interpersonal skills
- Competent leadership, and mentoring experience
- Effective negotiation skills, change management and stakeholder management
- A collaborative approach

### Self-mastery:

- Problem solving aptitude
  - Flexibility
  - Planning
  - Resilience
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- An active Christian faith with current church involvement