

Job Description

Position title:	St Philip's Christian Education – Business Manager
School / Entity:	Gosford & Central Coast Region
Reports to:	Principal onsite and CFO centrally
Direct reports:	5-8 TBC
Award:	Common Law Contract
Classification:	N/A
Management Level	Senior Leadership
Date created / revised	March 2024

What's it like working at St Philip's?

We are focused on providing quality education in a caring, secure and challenging learning environment based on Christian beliefs, values and practice.

Our organisation's core values are:

- Christ First - we want to honour Christ in all things.
- Serve One Another - we want to appreciate the unique God-given potential of each person.
- Strive For Excellence - we want to aim to do our very best all the time.
- Do What Is Right - we want to always behave in a Christian manner.
- Build Community - we want everyone to feel they belong.

General role description

The Business Manager is a key faith and operational leader, and member of the schools' Executive Leadership Team. Working closely with the Principal they help lead the school to achieve their mission and vision within the Core Values of St Philip's in an educational sense. The Business Manager is primarily responsible for the leadership and the effective operation of business activities of the School. This includes the commercial and business structures which enable and support education delivery. The position requires an accounting or commercial background to support understanding and decision-making, but will also draw on centralised accounting resources to undertake core accounting functions.

The Business Manager will also be a key linkage between the strategic direction set by the organisation in collaboration with the Central Office, ensuring regional implementation of strategy and business enablement processes, whilst ensuring operations are continuously aligned with our Christian worldview. Importantly, the Business Manager will be expected to collaborate with their peers throughout other schools within the St Philip's group, under the leadership of the Chief Financial Officer and other business enablement leaders within the Central Office.

This role will be required to support the establishment of a greenfield school in Charmhaven over the next few years with a view to becoming the Regional Business Manager in the Central Coast should the opportunity present itself.

Primary duties/responsibilities

1) Strategic Leadership:

- Developing and implementing an organizational ethic within the support functions of the school which reflects and enhances the values of the school and builds a culture of continuous improvement.
- Making a significant contribution to the implementation of the mission, vision and strategic direction of the school.
- Making a significant contribution to the organizational development of the school in general and its business operation in particular.
- Implementing an effective culture of change for the pursuit of excellence.
- Continuous development and improvement of school business operations and general financial position.
- Contributing to the strategic and forward-planning processes of the school, including preparation of rolling annual budgets and forecasts in conjunction with the Principal and Chief Financial Officer.
- Effective management of the policy framework, and supporting risk and compliance frameworks, endorsed by the Board of Governors, and in collaboration with the Central Office Risk and Compliance Manager and Chief Financial Officer.
- Effective implementation of human resources policies and initiatives in collaboration with the Central Office Director of People & Culture, and working alongside the Principal to contextualise and strengthen human resources practices to enhance staff engagement, leadership pipeline, professional development and performance management, cross-campus connection, and retention.
- Contribution to the development of new campuses, working in collaboration with the Central Office Director of Infrastructure Development, and the Project Control Group Committee of the Board of Governors, including liaison with the AISNSW and Block Grant Authority as appropriate.
- Collaboration with the Central Office ICT Manager in relation to the schools' information technology needs, and effective implementation of same.

2) General & Operational responsibilities:

- The day-to-day management and supervision of the business operation of the school.
- Ensuring that all financial reporting required by external agencies is completed in a timely and effective manner.
- Effective management of all external relationships with government, parents, suppliers, and other parties working on collaboration with the schools from time to time.
- In conjunction with the Central Office and Business Services Manager, leading and managing the facilities/property team through effective delegation to and oversight of the work of the facilities/property manager to maintain the school's physical infrastructure to the highest possible standard.
- Ensures results are achieved according to agreed objectives
- Provides leadership, coaching support and training to assist staff to achieve position objectives
- Lead the WHS team to provide safe and effective working environments
- Effective management of workers' compensation matters, in collaboration with the Foundation's Director of People & Culture
- Promotes a climate of trust, loyalty and teamwork throughout the organisation
- Ensures compliance with policies, procedures, codes and standards

- Keep the Chief Financial Officer updated through regular briefings
- Complies with the staff Code of Conduct, professional ethics and statutory requirements ensuring ethical behaviour in all dealings
- Undertakes other relevant duties as directed by the Principal and Chief Financial Officer

The essentials you'll need:

- Committed Christian who is actively involved in their local evangelical Christian church.
- Qualifications in Accounting or other related and relevant fields.
- High level understanding of the critical elements of creating and maintaining financially sustainable management practices in Accounting or other related and relevant fields.
- Ability to lead, manage and develop staff
- Ability to initiate, lead and manage change
- Demonstrated high-level administration and organisational skills
- Excellent verbal and written communication skills
- Ability to work independently and take initiative
- High level of confidentiality
- Capacity to contribute to operational and strategic activities
- Current Working with Children Check
- Attends and participates in staff devotions and prayer meetings
- Participates in professional development relating to the philosophy and practice of Christian Education

We'll encourage you along the way

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and grows.

This role fulfills the office of a "Responsible Person" in accordance with the NSW Education Act.

It is important to note that all employees of St Philip's Christian College are responsible for ensuring the workplace is free from sexual harassment and must not engage in any behaviour that could amount to sexual harassment.

I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Job Description (JD) and have discussed the JD with my Manager.

I affirm that having consideration of the inherent requirements of this role, there is no impediment to my ability to undertake the role in full.

Employee Name:	
Employee Signature:	
Date:	