



POSITION DESCRIPTION

Directorate: Education

Position Number: PN58195

Branch: School Improvement

Classification: SOGC

Business Unit: Belconnen Network

Location: UC High School Kaleen

Position Title: Business Manager

Last Reviewed: July 2026

Position Requirements: Working with Vulnerable People Card (WWVP) registration

Asbestos Awareness Training is a mandatory requirement of this role and must be completed prior to or on commencement of this role.

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well as demonstrate the related signature behaviours [Values and Signature Behaviour - ACTPS Employment Portal](#)

DIRECTORATE OVERVIEW

The [ACT Education Directorate](#) (Directorate) delivers high quality education services through government schools, registers non-government schools and administers vocational education and training in the ACT. The Directorate aims to develop and deliver educational services to empower each child and young person in the ACT to learn for life.

The Education Directorate is one of seven ACT Government Directorates established with a collaborative purpose to achieve the ACT Government's priorities and to serve the community. The Education Directorate services include the provision of public-school education, regulation of education and care services, registration of non-government schools and home education.

What is important to us: We are an education system that empowers our young people to thrive in ways that foster a democratic, equitable, diverse and prosperous society.

Our Mission: We develop and deliver educational services to empower each young person in the ACT to learn for life.

Our Vision: Our Directorate values of respect, integrity, collaboration, and innovation reflect the employee values of the ACT Public Service. These core values underpin our service delivery and are the cornerstone of our workplace environments. Translating these values into daily practice is an expectation of all ACT public servants.

The ACT public education system continues to expand with over 50,000 students attending 94 public schools, comprising:

- Fifty-five preschool to year 6 schools (including four Koori preschools),
- Twelve year 7 to 10 high schools,
- Eight year 11 and 12 secondary colleges,
- Five early childhood schools (preschool to year 2);
- Four specialist schools;
- Eight preschool to year 10 schools
- One Kindergarten to year 10 schools; and
- One year 7 to 12 school
- one outdoor school/accommodation centre.

The Directorate also has responsibility for the planning and coordination of early childhood education and care services for the ACT.

The Directorate is structured around four divisions: School Improvement Division; System Policy and Reform; Business Services Division and Service Delivery and Design. The Directorate employs approximately 7,050 staff including 4,211 school teachers and leaders.

Further information about working in the ACT Public Service and the Education Directorate can be found at <https://www.jobs.act.gov.au/about-the-actps> and <https://www.education.act.gov.au/>.

BRANCH OVERVIEW

The School Improvement Branch works closely with schools supporting them to develop sustainable processes that ensure a culture of school improvement and accountability related to their individual context.

SCHOOL OVERVIEW

University of Canberra High School Kaleen (UCHSK) is a professional learning community committed to ensuring every student achieves success. As an inclusive school serving students in Years 7 to 10, we provide a comprehensive educational program for young people from Kaleen, Giralang, McKellar, Lawson and neighbouring suburbs in North Canberra.

Our staff believe that all students can learn and achieve success when they are provided with high-quality teaching practices, support and time. We are dedicated to creating collaborative learning environments where every student is encouraged and empowered to achieve their best.

The values of Kindness, Achievement, Respect and Endeavour (KARE) are at the heart of our school culture. These values underpin our policies, programs, fostering a positive, respectful and inclusive environment where every student can succeed.

POSITION OVERVIEW

The Business Manager position is an active member of the school leadership team, overseeing the operations of the school business, and is accountable to the ACT Education Directorate in meeting relevant legislative requirements. The Business Manager plays an integral role within the school community and the school improvement agenda, ensuring the school is a safe and positive environment where students love to learn. The role provides support to the Principal while working collaboratively with the broader staff and School Board to support student outcomes.

This role demands strong leadership, strategic vision, and the ability to collaborate effectively with staff and stakeholders to enhance overall school effectiveness and success. The successful applicant for this role will need to fulfill several critical responsibilities:

- Advising and guiding the principal on all aspects of the school's business operations.
- Taking charge of both daily and strategic operations management.
- Promoting ongoing improvement in service delivery.
- Leading and overseeing staff to ensure business objectives are achieved.
- Setting priorities, monitoring workflow, and developing school-specific procedures and practices.

This position requires strong proficiency and understanding in: Strategic planning, Financial and Facilities Management, Human Resources, Communications and Stakeholder Engagement, Procurement and Contract Administration, Compliance, Risk Management, and Governance.

The ideal candidate must demonstrate the ability to prioritise and manage workflows and practices in alignment with Directorate policies and procedures, recognising the dynamic and ever-evolving nature of school environments. Additionally, they should exhibit exceptional communication and liaison skills to effectively engage with a diverse range of staff and clients.

WHAT YOU WILL DO

Business Manager positions at this level work under minimal direction in managing the operations of the school and provide strategic advice and recommendations on complex matters. Business Managers working at the SOGC level are responsible for achieving results, accountable for business outcomes in using and allocating resources and which may have a major impact on the day-to-day operations of the school. Responsibilities include:

Strategic Management

- Engage and collaborate with the school leadership team
- Provide advice and recommendations to the school leadership team on business improvement approaches
- Provide advice and recommendations to the school leadership team to support strategic objectives and the priorities in the School Improvement Plan
- Design programs and policies that deliver innovative solutions
- Recommend and lead business improvement across the school, including:
 - Working with the school leadership team to improve business outcomes at the school
 - Develop, implement and maintain processes that contribute to the efficient and effective operations of the school
 - Encourage business planning and improvement with the school administration and support team

- Facilitate and implement innovative initiatives that contribute to business improvement strategies and changes in workplace practices.

Human Resources

- Provide advice to the Principal on a range of staffing related matters across several enterprise agreements
- Work with the Principal to determine and manage staffing requirements within the allocated staffing resources
- Lead, mentor and manage the school administrative team to provide operational, administrative and technical support to the school community
- Set priorities, maintain team cohesion and ensure quality outputs for the school
- Manage human resources activities including identify, develop and/or deliver training and development programs
- Understand and work within required legislative, policy and regulatory requirements such as the relevant ACT Government Enterprise Agreements
- Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect, Equity and Diversity framework.

Financial Management

Understand and apply financial management principles to:

- Identify, forecast, develop and report on annual school budgets
- Prepare financial statements and coordinate finance reports
- Identify financial issues and assist the school leadership team to understand business needs and costs

Facilities Management

Plan, forecast, develop and implement major projects including:

- Drafting submissions and managing procurement
- Delivering major works, repairs and maintenance
- Managing school infrastructure projects and the school maintenance program
- Managing the Building Services Officer

Communications and stakeholder engagement

- Provide excellent customer service
- Communicate, liaise, negotiate and influence key stakeholders
- Prepare complex documentation

Procurement and contract management

- Strategic management of procurement activities to support school infrastructure and service delivery, and provide evidence of informed advice and recommendations to the school leadership team
- Manage hire and licence agreements including identifying opportunities for new revenue streams

Compliance, Risk and Governance

- Work with the school leadership team to identify risks and develop mitigation strategies including preparation of school risk registers
- Interpret, understand and apply legislative, policy and regulatory frameworks
- Ensure compliance of Work, Health and Safety Practices
- Provide support to the School Board

Other duties as directed by the Principal.

WHAT YOU REQUIRE

The following capabilities form the **selection criteria** that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Demonstrated ability to plan, forecast, develop and implement financial requirements to manage the school budget using sound financial principles.
2. Demonstrated ability to manage and lead staff to meet operational and business requirements, and improve outcomes.
3. Ability to make decisions within governance frameworks that may have a major impact on the business operations of the school, including initiating another course of action or reviewing decisions to deliver business outcomes.

Behavioural Capabilities

1. Demonstrated high level liaison and communication skills and an ability to negotiate with and influence key stakeholders.
2. Demonstrated strategic thinking to design and deliver strategic programs that meet the needs of the school community, including recommendations on best practice service delivery and business improvement practices.
3. Ability to collaborate with the school leadership team to deliver on outcomes that best support students and the school community.

Compliance Requirements / Qualifications

- This position requires a Working with Vulnerable People (WWVP) registration.
- Asbestos Awareness Training is a mandatory requirement of this role and must be completed prior to or on commencement of this role.

Desirables

- Qualification or equivalent in Business Administration, Finance or
- Experience in a business-related role and financial qualifications and/or relevant experience.
- Knowledge of Xero and Sentral systems.
- Knowledge of office practices and procedures.
- Knowledge of Microsoft Office packages.

- First Aid qualification. A First Aid Certificate or a willingness to undertake appropriate training.

Other information

Working in a School Setting Duty of Care

The legal duty of care requires that all staff should take all reasonable measures to ensure the safety of any student. Whilst administrative and related classifications do not have the same level of duty of care as teachers, all staff are required to take reasonable steps to protect students against risks of injury that could have reasonably been foreseen.

The duty is not to ensure that there is no injury but to take reasonable care to prevent injury that could have reasonably been foreseen. The level of duty of care for administrative and related classifications will depend on the individual role and the arrangements put in place by the principal.

All administrative and related classifications are responsible for providing basic physical and emotional care for students. This may include activities such as toileting, assisting with meals and lifting of students and/or the provision of support to students in accordance with approved student health care/treatment plans. The degree of responsibility for these activities will vary depending on the role, individual student needs and the working environment.

Extracurricular activities

Administrative and related classifications in schools may be required to assist teachers with the care and supervision of students in out-of-class activities including on school excursions, overnight camps and when transporting students to other campuses or facilities.

These school activities may be in addition to their ordinary hours of work. In these circumstances, participation is voluntary and following agreement with the principal, administrative and related classifications may be granted flex or overtime in accordance with the enterprise agreement.

The degree of responsibility for these activities will vary dependant on the Business Managers student needs and environment.

Mandatory reporting requirements

Administrative and related classifications in schools also have an additional responsibility for the care and protection of students. *The Children's and Young People Act 2008* (the Act) identifies certain persons, including teachers and public servants who in the course of their employment works with or provides services to children and young people, as mandatory reporters.

A mandatory reporter must notify Care and Protection Services when they believe, on reasonable grounds, that a child or young person has experienced, or is experiencing, sexual abuse and/or non-accidental physical injury.

Reportable conduct

The ACT Reportable Conduct Scheme is an employment based child protection measure designed to ensure that allegations and convictions against employees, related to abuse and misconduct against children, are identified and acted on appropriately. The Scheme was developed in response to the Royal Commission into Institutional Responses into Child Sexual Abuse and mirrors the NSW system, which has proven to be an effective and successful model.

The ACT Education Directorate is considered a 'designated entity' under the scheme and as such is

required to report allegations, offences or convictions relating to child abuse or child-related misconduct by an employee, to the ACT Ombudsman. For the purposes of the scheme, a child is classified as a person under 18 years old.