POSITION DESCRIPTION

Directorate: Education

Branch: School Improvement

Business Unit: South Weston

Position Title: Business Manager

Position Requirements: Working with Vulnerable People (WWVP) registration

Position Number: 38545

Classification: SOGC

Location: Alfred Deakin High School

Last Reviewed: January, 2024

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 90 public schools, comprising:

- 52 preschool to year 6 schools (including four Koori preschools);

- nine year 7 to 10 high schools;
- eight year 11 and 12 secondary colleges;
- six early childhood schools (preschool to year 2);
- four specialist schools;
- eight preschool to year 10 schools (including one Koori preschool);
- one kindergarten to year 10 school; and
- one year 7 to 12 school.

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

ACT Public Schools deliver quality education to shape every child's future and lay the foundation for lifelong development and learning.

Alfred Deakin High School is a highly regarded ACT Public High School (7-10) based in the inner south suburb of Deakin. Our school values of Excellence, Responsibility, Community and Respect underpin all that we do, and are reflected in our learning programs, policies and the overall culture of the school. We are a multicultural school and cater for students from a richly diverse range of backgrounds. Inclusion is paramount and the Alfred Deakin community takes great pride in the warm, inclusive culture that is evident across the school - one that celebrates differences and centres around belonging and connectedness.

POSITION OVERVIEW

Alfred Deakin High School is looking for an innovative, united and strategic Business Manager to join our high performing executive team.

This successful applicant will be a crucial 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. Responsibilities include strategic planning, financial and facilities management; coordination of Government business requests, management and monitoring of contracts and leases, managing relationships with partners and vendors, identify opportunities and create business development plans to assist the school in delivering its strategic vision and business plan. Proficiency in human resources and compliance, risk management and governance are desirable.

An ability to think critically will be vital in providing informed advice to the principal to minimise risks, meet compliance requirements, to strategically ensure the most effective use of resources and to offer advice and solutions for business operations including identifying issues and setting up protocols. Excellent communication and customer service skills will be essential.

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. They provide valuable, enabling support to the principal while working collaboratively with the school leadership team and the school community to support student outcomes. Responsibility for leading, mentoring and managing the education support staff of the school also falls within the expectations of this role.

The successful applicant will be required to provide advice and guidance to the principal on the business of the school, lead and manage the day to day and strategic operations and foster continuous service improvement. Lead and manage staff to meet business objectives, set and achieve priorities, monitor workflow, develop school-based procedures and work practices.

WHAT YOU WILL DO

Business Manager positions at this level work under limited direction in relation to established priorities, task methodology and work practices to provide support to the Principal in the day-to-day management of the school. Responsibilities include:

Strategic Management

- Contribute as an effective member of the school leadership team providing advice and recommendations on the business functions of the school
- Contribute to the priorities, strategies and actions in the school improvement plan and annual action plans
- Contribute to business improvement at the school, including:
    - Develop, implement, and maintain processes that contribute to the efficient and effective management of the school
    - Facilitate business planning and improvement
    - Provide input to review the development and implementation of policy, guidelines, and procedures
    - Propose and facilitate innovative initiatives and contribute to business improvement strategies and changes in workplace practices.

Financial Management

Use financial management systems and processes, and with a clear understanding of financial management principles to

- Prepare, coordinate and monitor annual school budgets
- Prepare financial statements and report on the annual school budget
- Identify financial issues and apply financial management knowledge to inform decision making

Facilities Management

Under limited direction make decisions on the business of the school including:

- Identify infrastructure projects and capital upgrades
- Drafting submissions and coordinate procurement projects
- Overseeing minor works, repairs and maintenance
- Monitor and report on school infrastructure projects and the school maintenance program
- Supervise the Building Services Officer

Human Resources

Under limited direction:

- Manage the day-to-day operations of the administration and support team; coordinate and oversee workflows and priorities
- Lead a team to provide operational, administrative, and technical support and oversee team workloads.
- Provide supervision, training and guidance for staff including providing staff with development opportunities and mentoring.
- Set priorities, maintain team cohesion and ensure quality outputs for the work area.
- 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.

Communications and Stakeholder Engagement

- Provide excellent customer service and develop collaborative relationships with key stakeholders
- Effectively communicate with key stakeholders both orally and in writing
- Prepare complex documentation such as general correspondence and drafting of advice to the school leadership team. Provide a confidential customer focus and high level of client service by responding to stakeholder needs and expectations
- Develop, support and maintain customer relationships and liaise with internal and external stakeholders on a range of complex and sensitive matters.

Procurement and Contract Management

- Procure contractors to support school infrastructure and service delivery
- Manage and monitor use of school facilities

Compliance, Risk and Governance

- Work with the School Leadership Team to minimise risks and fraudulent behaviour
- Work with the Principal to ensure the school meets compliance requirements
- Identify and comply with legislative, policy and regulatory frameworks
- Monitor and implement Work, Health and Safety Practices
- Coordinate 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 understanding of financial principles, including coordinating the school budget to meet the needs of the school and effectively use resources.

2. Ability to manage staff effectively to meet business objectives and allocate resources to provide required services to the school community.

3. Ability to apply rules, regulations, instructions, and procedures to make decisions with limited direction, under appropriate delegations and governance frameworks.

Behavioural Capabilities

1. Demonstrated well-developed liaison and communication skills and an ability to build strong working relationships with the school community.

2. Ability to foster continuous business improvement aligned to the needs of the school community, including the ability to investigate, interpret or evaluate information.

3. Ability to contribute as an active member of the school leadership team.

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.

Highly Desirable

- Business qualifications or experience in a business-related role
- Financial qualifications or relevant experience

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 mayinclude activities such as toileting, assisting with meals and lifting of students and/or the provisionof 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.