



AMBROSE TREACY COLLEGE

# CANDIDATE INFORMATION PACK

## DEAN OF BUSINESS OPERATIONS





# AMBROSE TREACY COLLEGE

Ambrose Treacy College is proudly a Catholic school in the Edmund Rice tradition for students from Years 4-12.

Our community strives to animate the Charter and Touchstones of Liberating Education, Gospel Spirituality, Inclusive Community and Justice and Solidarity as lived realities in the everyday life of our school. Our Pillars of Service, Leadership and Learning guide us in forming young people to be and become for our world, Signum Fidei: Signs of Faith

## **VISION STATEMENT**

*Who We Are* - We are a Catholic school inspired by the story of Jesus, the charism of Edmund Rice and the example of Patrick Ambrose Treacy.

*What We Do* - We inspire, educate and form our students to be Signs of Faith through learning, leading and serving.

*Why We Do It* - We empower our students to be the best version of themselves to make a courageous difference for the world.

*How We Do It* - We engage with the energy of our students, intentionally and relationally, through a balance of challenge and support.





## **MISSION STATEMENT**

In our future endeavours, we strive to be an inclusive community on a journey to:

Live and grow as a faith community based on the story of Jesus, Edmund Rice and Ambrose Treacy in order to make their message of compassion, justice and love an active reality.

Demonstrate respect for the dignity of the person by celebrating and supporting the holistic pursuit of their potential.

Engage students in dynamic and relevant experiences and pathways that promote learning, personal growth, achievement and service.

Develop courageous young people of character and integrity who build compassionate relationships and proudly contribute to the College, its traditions and aspirations.

## **STRATEGIC PLAN**

The Strategic Plan for 2024-2028 provides the key characteristics and components that will define the College by 2028 which include:

best practice teaching, positive outcomes for students, become widely known as a quality provider of education, formalise partnerships with key stakeholders and continue our Master Site Plan.





**To learn more about Ambrose Treacy College**

- **Ambrose Treacy College website – [Click here](#)**
- **Ambrose Treacy College Strategic Plan – [Click here](#)**
- **Annual Report 2023 – [Click here](#)**
- **Ambrose Treacy College policies – [Click here](#)**

# POSITION DESCRIPTION

**DATE** – August 2024

**POSITION TITLE** – Dean of Business Operations, Ambrose Treacy College

**CLASSIFICATION & CONTRACT TENURE** – Full Time (5 Year Contract + 5 years on review)

## PURPOSE

The Dean of Business Operations is a member of the College Leadership Team. The position has a key role in business operations, finance and planning of the College. The key responsibilities of this role include strategic leadership, financial management and reporting, legal and personnel management, administrative services, accounting and property and facilities management.

As a member of the College Leadership Team, the Dean of Business Operations will be involved in College Community activities and operations.

### Direct reports:

- Director of Finance
- Compliance Officer
- Services and Facilities Manager
- Food Services Manager
- Aquatics Coordinator

### Other Key Relationships include:

- College Leadership Team
- School Advisory Council (SAC)
- SAC Finance
- Risk & Compliance and Master Planning committees
- EREA Colleges Ltd CEO, CFO and Board

The Dean of Business Operations is responsible for:

#### 1. Financial Management

- developing and implementing appropriate financial policies and procedures in line with EREA guidelines

- preparing annual school budgets and supporting documentation in conjunction with Director of Finance, Principal, School Advisory Council (SAC) and key stakeholders
- providing ongoing and long term financial advice and planning to the Principal
- providing regular financial statements and reports (including interpretation and recommendations) on financial and operating data to the Principal, SAC and EREA
- contributing to the equitable distribution of financial resources within the school
- providing, as a matter of priority, sufficient financial resources to support child safeguarding initiatives to ensure the ongoing safety and protection of students
- overseeing curriculum budget planning and control with the relevant College Leadership Team staff
- establishing and maintaining up-to-date financial management, accounting, and reporting systems
- managing the College's fixed asset register
- establishing and maintaining financial and budgetary controls over cash, capital expenditure (including information technology infrastructure) and investments
- maintaining regular contact with school auditors, bankers, legal advisors, in relation to the school's financial position, and overseeing the implementation of appropriate recommendations
- monitoring government funding policies, and ensuring effective action in securing the school's entitlements
- overseeing the preparation of financial/statistical questionnaires and documents for government and relevant authorities
- adhering to all accountability requirements of government and relevant authorities

## **2. College Operations**

- facilitating and supervising the appropriate training of administrative support staff and other non-teaching staff as appropriate
- ensuring, with the College Principal's PA and other College staff, that administrative staff and support staff, as appropriate, receive induction and ongoing training and refresher training in child safety, compliance and wellbeing
- Managing the Director of Finance to oversee school payroll operations, systems of billing and collection of student tuition and other fees and managing the collection of debts
- overseeing systems for the payment of authorised creditors
- maintaining adequate insurance cover for all risks through accurate completion of Insurers reports
- managing Risk Management Programs in accordance with relevant legislation and EREA guidelines

- overseeing the operation of College enterprises, including College Bakehouse and Aquatics Centre
- managing and overseeing contracts for the provision of services to the College

### **3. Legal and Personnel Management**

- keeping the College Principal apprised on relevant legal and/or industrial matters
- negotiate the letting and monitoring of the performance of contracts to outside contractors in accordance with EREA delegations
- work closely with the Director of Human Resources to conduct appropriate Human Resource functions as required
- ensure that outside direct contact contractors and regular/casual contractors have the necessary WWC checks or if exempt, have completed a WWC Check Declaration
- developing a sound working relationship with relevant Catholic Education advisory bodies within the State/Diocese/Region
- overseeing school compliance in relation to all copyright matters
- overseeing school compliance in relation to industrial awards, taxation (including FBT and GST), superannuation, worker's compensation, rehabilitation, and Work Health & Safety
- assisting in the employment of non-teaching staff as required
- overseeing hire arrangements for third party users of school resources including insurance arrangements.

### **4. Plant Management**

- ensuring the College has an effective, proactive building and plant preventative maintenance program for the College's building and grounds
- overseeing all new construction, structural alterations, and repairs
- monitoring specifications, negotiations, and supervision of all maintenance contracts
- overseeing the purchase of new furniture, equipment and plant as required and the disposal of surplus assets
- Managing the Services and Facilities Manager to oversee the operation of the school cleaning program, the upkeep of the school grounds and supervising the work of the maintenance staff, regular audits of school plant and all systems in relation to the security and protection of school assets
- Liaise with the IT Manager to oversee the decision-making process in relation to the acquisition, use and evaluation of the information technology and regular audits of online environments to ensure the safety and protection of all students.
- maintaining school property records and archives
- ensuring facilities are well maintained providing a safe working environment in line with WH&S requirements.

## **5. Strategic Management**

- assisting in the formulation of strategic initiatives of the school by conducting feasibility studies and preparing impact scenarios of proposed changes from the financial/resource perspective
- providing financial/resource information and advice as required by the SAC
- providing financial/resource advice to the College Leadership Team on Child Safety and Protection initiatives
- assisting in the development of the College's Strategic Plan and Capital Development Master Plan

## **6. Other Duties**

- attending College Finance, Risk and Compliance and Master Planning meetings and preparing all relevant reports as required
- attending other meetings such as College Sports, SAC and College Leadership Team as required
- representing the College on appropriate external bodies relevant to the position of Dean of Business Operations including EREA Reference Groups
- undertaking other duties as assigned by the College Principal from time to time including EREA duties that may be requested through the College Principal
- undertaking Company Secretarial responsibilities for The ATC Foundation, including ASIC and ACNC regulatory requirements

## **KEY SELECTION CRITERIA**

The following criteria will be used by the selection panel when short-listing candidates. Candidates must address each of the following Selection Criterion in their written applications:

### **Selection Criterion 1 – Qualifications**

- Hold a Bachelor's degree (or higher) in Accounting.
- A CA or CPA qualified is highly desirable.
- Hold a current Working With Vulnerable People Card, or be eligible to apply for one.

### **Selection Criterion 2 – Skill Set**

- ability to work autonomously and collaboratively within a team environment
- highly developed communication and interpersonal skills in order to relate to a variety of audiences



- understanding of or the ability to acquire understanding of the funding arrangements and reporting obligations surrounding the education sector
- knowledge and awareness of Workplace Health and Safety, Risk Management requirements and Equal Opportunity and Anti-Discrimination requirements applicable in the work environment
- a commitment to the ongoing and proactive protection and safeguarding of children, young people and adults at risk of abuse
- awareness of and support for the Charter and key EREA policies, procedures and practices
- demonstrated ability to manage the financial functions of a complex organization, including high level financial advice and support, and complex budget advice and support
- high level of professional competency and ensure that behaviour and personal presentation reflect the College's values and professional expectations
- ability to provide collegial team leadership, demonstrating behaviours, communication and professional relationship skills to create an atmosphere of collaboration and professional purpose
- a commitment to self-development and ongoing professional development
- respond to operational needs of the College and to other duties as directed by the College Principal or their delegate.

### **Selection Criterion 3 – Personal Requirements and Abilities**

- Commitment to the mission and the ethos of EREA, and Ambrose Treacy College.
- showing examples of being self-reflective
- giving personal witness to Christian values and the values contained in the Edmund Rice Charter through word and action
- demonstrates a strong commitment to child safety by modelling and reinforcing attitudes and behaviours that values and respects children and young people
- promoting a child safe culture as a shared responsibility that is championed and modelled at all levels of the College Community
- operating with a spirit of service and professionalism.
- demonstrating an ability to remain calm under pressure or when things go wrong
- displaying loyalty to the Principal, SAC, Leadership Team, members of staff and Staff of EREA
- displaying a spirit of hospitality and welcome within the school
- contributing to effective communication links within the school community
- developing positive working relationships with peers in other Edmund Rice schools
- assisting the College Principal, integrating the Charter for Catholic Schools in the Edmund Rice Tradition and its Touchstones in the life of the school

- assisting the College Principal in ensuring the safety of children by establishing and implementing child protection safeguarding preventative procedures according to annually reviewed, locally developed, contextually appropriate policies that are consistent with EREA and the EREA Child Safeguarding Standards
- promoting a child safe culture and environment in accordance with the requirements of the EREA Child Safeguarding Standards

## **CONDITIONS OF EMPLOYMENT**

### **Remuneration**

The remuneration package (in line with the EREA Colleges Framework for Remuneration) will include a base salary as per the guidelines for *Senior Leadership Salary, Deputy Principal (Catholic Employers Single Enterprise Collective agreement – Diocesan Schools of Queensland 2023-2026)*, an EREA loading, and superannuation. A fully serviced motor vehicle to be provided by the College.

### **Tenure**

A five-year Contract is offered with the potential opportunity for a further Contract.

### **Technology/Communication Provisions**

The school will provide the Dean of Business Operations with a mobile phone and laptop computer in order to fulfil their duties. Such items remain the property of the school and should be adequately maintained by the Dean of Business Operations.

### **Salary Packaging**

The Dean of Business Operations may enter a salary package arrangement, which will be in accordance with guidelines established by EREA Colleges Ltd. Southgate Salary Packaging Services, Paywise and Selectus are EREA Colleges' current providers.

### **Leave Entitlements**

The Dean of Business Operations will have sick leave and long service leave entitlements equivalent to those offered for *Senior Leadership Salary, Deputy Principal (Catholic Employers Single Enterprise Collective agreement – Diocesan Schools of Queensland 2023-2026)*,.

Long Service Leave portability is covered under the Intrastate/Interstate Catholic schools portability agreement.

Sick leave is portable between EREA Colleges schools nationally and QLD government.

### **Agreement**

*The requirements of this position description are intended to describe the general nature and responsibility of work in this position. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the position. This position description should be read in conjunction with the employee's contract of Employment. Employees will also be required to follow any other position-related instructions and EREA policies, and to perform other position-related duties required to support EREA's compliance with its legislative obligations. Through consultation with the employee, EREA may vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.*

## **APPLICATION PROCESS**

To apply for this role, email your application directly to [ereacollegeshr@erea.edu.au](mailto:ereacollegeshr@erea.edu.au)

Please address your application to the Chief Finance Officer – EREA Colleges, Ms Sharyn Finn.

Your application should include:

- 1. Current CV**
- 2. Covering Letter**, outlining reasons for your interest in and suitability for the position (2 pages max)
- 3. A Written Statement**, addressing each of the Selection Criteria on pages 10 & 11 (5 pages max).

Shortlisted candidates will be required to provide two nominated Referees.

All applicants will be subject to EREA Colleges and legislative screening procedures. These checks are consistent with EREA Colleges' commitment to child protection policies and procedures.

For a confidential conversation about the role, please contact Ms Sharyn Finn, Chief Finance Officer of EREA Colleges on 3737 6712 or [ereacollegeshr@erea.edu.au](mailto:ereacollegeshr@erea.edu.au).

For any enquiries about the process or submitting your application, please contact EREA Colleges Recruitment at [ereacollegeshr@erea.edu.au](mailto:ereacollegeshr@erea.edu.au).

## **APPLICATIONS CLOSE Tuesday, 1 October 2024.**

*The successful applicant must possess (or be eligible to obtain) and maintain a current Working With Children Check. All applicants will be subject to EREA and legislative screening procedures. These checks are consistent with EREA's commitment to child protection policies and procedures. Edmund Rice Education Australia is committed to ensuring the safety, wellbeing and dignity of all children and young people. Aboriginal and Torres Strait Islander people are encouraged to apply. Edmund Rice Education Australia is an Equal Opportunity Employer.*