



Presbyterian Ladies' College

MELBOURNE

Appointment of Business Manager



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Appointment of Business Manager

Information for Applicants

Presbyterian Ladies' College (PLC) is one of Australia's largest girls' schools with more than 320 teaching and non-teaching staff, and a rich culturally diverse student population of over 1,600 from the Early Learning Centre (ELC) to Year 12. Although proud of its rich heritage, having been established in 1875, PLC very much reflects modern and forward-looking Melbourne. It provides a warm, welcoming, and cohesive community within which to educate today's girls.

The current Business Manager, Mr. Hamish Blair, is relocating interstate for a new role at the end of June 2022, after more than nine years of strong financial leadership of the College. Under his care, PLC has undergone extensive building works and maintenance. Mr. Blair has worked closely with the Principal and the College Council on the development of magnificent new facilities, and consolidated a very strong financial position, undergirded by robust enrolment numbers.

The College is seeking applicants with outstanding experience and qualifications for the position of Business Manager. The role of Business Manager demands active and effective leadership across a wide range of areas, including financial management, governance, project management, staff development and performance, risk and compliance. The College is in a healthy financial position and total turnover in 2022 is expected to exceed \$60m. A five year strategic plan is in place and available on the [PLC website](#). Plans are in place for the development of the strategic plan for 2024-2028.

The successful applicant will have a strong Christian faith and the strength of character, values, vision, energy, capacity and resilience to be a key member of the Executive team, invaluable to the Council, and an integral member of the College community.

Enrolments

The College has strong enrolments going forward. Many year levels are full with some corresponding waiting lists. The ELC operates with two streams: a 48 week program and a term-time only program. The Boarding House is currently below capacity, in part due to COVID-19, however a number of families posted overseas have found the Boarding House of particular benefit to their daughters. We currently have 33 international students but are licensed to take up to 90.

ELC (FTE) 6 months to 4 yrs.	Junior School Prep to Year 6	Senior School Years 7 - 12	Boarding House Years 7 - 12
140	506	973	58

The PLC Story

PLC was founded in 1875 as one of Australia's first independent schools for girls, with an initial enrolment of 60 girls. Situated in East Melbourne, its first students included Catherine Deakin, sister of future Prime Minister, Alfred Deakin, and Ellen Mitchell who was to become Dame Nellie Melba.

When the University of Melbourne opened its doors to female students in 1881, many were graduates from PLC: Constance Ellis, the first Victorian woman to receive the degree of Doctor of Medicine; Flos Greig, the first woman to be admitted to the Victorian Bar; Ethel Godfrey, Victoria's first woman dentist; and Vida Goldstein, suffragette and the first woman to stand for election for Federal Parliament.

In 1939, with 600 pupils and 46 teachers, accommodation at East Melbourne had reached the limits of its capacity and "Hethersett", a landed residence on PLC's current expansive location in Burwood was purchased.

The Junior School moved to the new site that year and in 1958 was joined by the Senior School and Boarding House. At the centre of the new school was Wyselaskie Hall, seating 1,200, which is still used for daily Assembly, meetings and events. The College has developed an impressive range of facilities since then, as detailed in on pages 18 and 19 below.

In 1980 the College was incorporated as a separate legal entity, retaining its links as an educational institution in connection with the Presbyterian Church of Victoria.

The College has had twelve Principals, seven of whom have been women.



The College Mission and Foundations

PLC aims to provide strength, breadth, balance and quality of education as a leading Christian independent girls' school in its Australian and international contexts.

All these are built upon the College's strong Christian foundation and vision of service which is expressed in our motto:

***Lex dei vitae lampas:
The law of God is the lamp of life.***

PLC's guiding purpose is to enhance the potential of our students to take their place in the global community by renewing our framework for learning and wellbeing and providing our community with the support and infrastructure required to work together toward this end.

PLC is a Christian college that is firm in its faith and its commitment to reflecting the loving, gracious and compassionate nature of God in all areas of College life. Welcoming students from diverse backgrounds and traditions, we encourage our girls to understand life informed by biblical values of selflessness, compassion and justice, to know God personally and to serve Him and humanity throughout their whole lives. We seek to develop integrity and character for service inspired by Christ's example.

The Christian message is celebrated through relevant and contemporary worship, prayer, biblical teaching and the connection of faith with service. A core part of the curriculum from ELC to Year 12 is the Christian Studies program, and we greatly value our Christian chaplaincy and ministry programs.

We encourage Christian growth within the student body and the wider PLC community. Parent prayer groups are held each fortnight in both the Junior and Senior School, and Connect gatherings are held each term. These groups are greatly valued by the College in their support and encouragement of our Christian mission.



The College Council

The College operates as a Company Limited by Guarantee.

The Council comprises seventeen members who constitute the membership of the company and who are its directors. Five are nominated by a joint committee of the Parents' Association and the Old Collegians' Association and seven are nominated by the Council itself. The General Assembly of the Presbyterian Church of Victoria approves all appointments, including the remaining five members who are appointed directly by the Church.

The College Council meets a minimum of five times a year. Its major sub-committee, the Executive and Finance Committee, meets three times a year, Property and Planning meets three times a year, Governance and Leadership meets twice a year, and the Finance, Audit and Compliance Committee meets six times a year. The PLC Foundation and the Scholarship Trust Fund sub-committees meet regularly during term time. Our Scholarship Trust Fund is a separate entity which has been established as an independent investment company to hold and manage a substantial body of trust funds that provide various scholarships and bursaries. An annual Council Planning and Strategy Day is held each year.

Facilities

The College is very well resourced: its 16-hectare landscaped site includes the Performing Arts Centre, Learning Resource Centre, and separate areas for the Senior School, Junior School, ELC and the Boarding House. The ongoing expansion and improvement of facilities has kept PLC at the forefront of educational practice.

PLC has extensive sporting facilities which include an indoor Aquatic Centre, gymnasium, ovals, modern Olympic sized hockey fields, tennis, netball and basketball courts.

Plans are underway to commence a new Sports and Aquatic Fitness Centre in 2023.

The Role of The Business Manager

Reporting directly to the Principal, the Business Manager holds a significant Senior Executive position in the College. They will have an active Christian faith and want to work in a Christian school, seeing this as a way to live out their faith in serving this community. The Business Manager supports the Principal in managing all areas of business administration, finance, risk management, property and facility management and development. They have responsibility for ensuring that the administrative and financial services of the College are conducted efficiently and ethically in accordance with correct established standards and such that all statutory and compliance obligations are met.

This includes, but is not limited to, all matters in relation to administration, procurement, finance, government compliance and reporting, contractors, property, maintenance, minor and major capital works, trading activities, budgeting and reporting. These tasks are either undertaken directly by the Business Manager or by direct supervision of appropriate staff. In addition to the property, grounds and maintenance staff listed above, the Business Manager also has oversight of the Business Office staff, including an Assistant Business Manager, Payroll Officer, other business staff, the Aquatic Centre and all contractors. The Business Manager also holds the position of Company Secretary for School Council and its sub-committees, in addition to being the Company Secretary to the Presbyterian Ladies' College Foundation Limited and Charles Pearson Pty Ltd, which is the trustee company for the College's bequests.

Key Responsibilities

- Work with the Principal and as a member of the Executive to deliver the School's strategic vision in accordance with the College's values and Statement of Christian Ethos
- Oversee Governance, Risk and Compliance to ensure the risks are managed in line with the School's risk tolerance and regulatory requirements
- Lead and manage a team of staff
- Ensure the College's facilities and grounds are maintained to an appropriate and safe standard
- Oversee the internal and externally provided support services, including the efficient and effective management of the College's finances, physical facilities, on site services (such as the PLC Shop, catering, print room and after care), and business administration
- Support the College Council to ensure that governance is carried out effectively
- Provide services and governance to support the School's reputation
- Other duties as directed by the Principal

Key Capabilities

- Provide exemplary leadership of people, enabling and encouraging them to perform their job effectively
- Possess the ability to present confidently to the Board on complex governance, financial and compliance matters
- Prepare and present required information and data in a timely and concise manner
- Demonstrate the ability to work independently to ensure the Business Manager role is delivering to meet the business needs of the College whilst also recognising the need to liaise with other Executive team members to create synergies and clear communication channels
- Implement clear budget strategies, managing this from start to finish, monitoring, communicating and reporting this at every level from Council to staff

- Possess a knowledge of the IT interface within a business context and an ability to build relationships with key staff to progress its effective integration

Examples of duties include but are not limited to:

Strategic Planning

- Provide collaborative and strategic input into the development and delivery of the College's Strategic Plan
- Deliver effective business practices
- Lead the prioritisation, planning, design and delivery of capital projects
- Identify, develop and deliver strategies for generating additional revenue streams and procurement savings to minimise fees, increase value for money for parents/guardians and strengthen the School's financial position

Business Administration and Finance Operations

- Implement efficient business strategies and processes
- Develop, lead and promote a strong financial strategy to maximise value to students and their parents/guardians while protecting the longer-term future of the College
- Provide support to all leaders and managers across the College, setting in place clear processes, guidance, advice to assist them in their day to day roles as it connects to the business of the College
- Manage and ensure standard business policies, processes, systems and ICT infrastructure are in place to support capability and consistently deliver the strategic objectives of PLC
- Build and develop direct reports to provide service to internal College groups in all business matters
- Plan, produce and control the annual recurrent and capital budgets ensuring resources are used and reserves are generated in line with the longer-term financial strategy of the College
- Oversee the collation of regular, timely and accurate financial information and reports for the Principal, School Council, Executive Team and budget holders; oversee timely preparation of annual financial statements and management of audit processes
- Ensure financial accounting and transaction implementation procedures and internal controls are robust, reliable and fit for purpose including raising revenue, collection of debtors, management of creditors, administration of payroll, investment management and debt management
- Manage the financial outcomes of the Business Office through effective engagement in the budget setting process and ongoing monitoring of expenditure, in conjunction with the Principal
- Ensure the validity and accuracy of payroll and the adherence to respective awards, staff employment agreements, superannuation and salary packaging structures
- Support all staff in issues pertaining to salaries, salary packaging and superannuation
- Arrange the College's insurance cover to the values agreed by Council
- Arrange the investment of surplus funds in accordance with principles established by the Council and control cash flow accordingly
- Keep up to date with all funding agreements and changes, and advise the Principal and School Council accordingly of implications of any impending funding changes
- Keep abreast of any Government Grants or Capital Grant schemes that may be available to assist the school
- Coordinate the collection of required data and other statutory reporting requirements of Government funding, including completing the State and Commonwealth census each year, keeping supporting documentation for audit purposes
- Oversight of capital works spending and other associated spending

- Provide the Principal and Director of Admissions with financial information regarding scholarships, bursaries and concessions
- Ensure that appropriate procedures and guidelines are in place regarding cash handling and security in the Business Office and throughout the College
- Identify, assess and mitigate administrative and financial risks
- Maintain and make recommendations for the ongoing improvement of the College's administrative and accounting records and procedures
- Maintain and review the quality, efficiency and capacity of the College's accounting system in order to ensure all our requirements are met in an expedient, transparent, cost effective and up-to-date way
- Oversee, in conjunction with the Director of ICT, the College's database Synergetic, ensure its efficient operation and use to meet the needs of all areas of the College – accounting, business, administration enrolments and development
- Actively contribute to College-wide committees
- Actively contribute to a broad range of College activities and attend after hours commitments when required
- Participate in specific projects as required
- Coordinate the use of the College's facilities by associated/outside bodies
- Oversee the Facilities Manager to coordinate staff and job allocation to ensure the smooth running of the College, and that all facilities and set ups are organised and delivered on time for all College functions and events
- Develop policies, procedures and systems that affect the use of facilities
- Oversee the College's security system and security of the Campus in conjunction with the Privacy Officer
- Meet regularly with the Head of Grounds and the Principal to discuss the priorities for the development, maintenance and care of the College grounds, including sporting fields, gardens, landscaped outdoor areas, paths, roads, car parks, fences, gates and other external infrastructure throughout the Campus
- Oversee, plan and monitor the annual budget for property and grounds with the Facilities Manager and the Head of Grounds

People and Culture

- Work with the Principal and Director of People and Culture to assist in legal matters where relevant with compliance of legislative requirements
- Manage efficient and effective recruitment, selection, appointment, any performance management and appraisal processes for staff in the Business Office, PLC Shop and Grounds and Maintenance
- Provide coaching and performance development for all staff reporting into the role
- Assist with review of relevant job descriptions as required

School Council

- Act and report as Company Secretary to the School Council and its Committees
- Ensure new Council members are effectively inducted in a timely manner
- Keep minutes for all School Council and Committee meetings
- Liaise with Chairman and Committee Chairs regarding minutes and circulate accordingly
- In conjunction with the Chair, set meeting agenda and distribute all papers to Council and Committee members
- Maintain the financial records of the College as required by the Articles of Association and the Australian Securities and Investments Commission in accordance with established accounting and audit standards and requirements

- Manage Council processes – Council and committee papers, preparation and distribution of agendas, minutes, Council papers, proposals for Council and its Committees
- Ensure meetings are properly called and held
- Maintain the necessary records of Council and committee meetings, statutory registers and financial records, and prepare reports in accordance with the requirements of the Constitution, Corporations Act 2001 (the Act) and other legislation and regulations
- Record declarations/conflicts of interest of Council members
- Understand and ensure the College complies with its Constitution and statutory obligations, including the requirements of the Act, ACNC, ASIC, VRQA and other regulators
- Provide or procure advice for Council regarding legal and regulatory requirements
- Assist with/attend to signing of contracts and other documentation in connection with administrative matters
- Carry out other functions, if any, required of the Company Secretary by the Constitution
- Assist the Chair and Council members in the conduct of meetings and their directorial and governance obligations and responsibilities
- Development, implementation, communication and maintenance of compliance policies, processes and procedures

Risk Management

- Oversee the implementation of an appropriate and effective enterprise risk management framework
- Actively develop and support an increased risk aware culture across all aspects of the College, aligning with, and supporting the work of the Risk and Compliance Manager and the Occupational Health and Safety Manager
- Ensure compliance with all applicable laws and regulatory guidance over business operational matters
- Adapt and respond effectively to Critical Incident Management specifically through the development of Business Continuity Plans
- Conduct or arrange testing to provide assurance that risk mitigation procedures are in place and operating effectively

Property – New Capital Building Works

- Together with the Facilities Manager, project manage construction of minor capital works
- Work with the Principal, Project Manager's architects and consultants, and other appropriate school staff, to develop plans for new building developments and major renovations
- Attend the Consultants' meeting during the design phase of a new project
- In consultation with the Principal, exercise the administrative oversight of all capital building works, including instructions to architects, project managers, consultants, negotiations, with local government bodies, the tender process, review of tender documentation, selection of builders, contract administration and supervision, and ongoing supervision of the project including managing the financial planning and payments.
- Attend all Site Meetings and Project Control Meetings and other meetings as required
- Coordinate necessary outcomes after meetings to ensure that school needs and Architect/Builders' deadlines are met
- Liaise with Deputy Principal (Curriculum, Learning and Administration), the Head of Junior School, the Head of the Early Learning Centre, Heads of Boarding and other senior staff as appropriate regarding the impact of the building program on the day to day running of the school, and to ensure minimum disruption to all parties involved
- Liaise with the College's neighbours as required through the different stages of the development

Knowledge, Skills and Experience

- Highly developed leadership and management skills
- Demonstrated ability to work within a team environment, and to lead a cohesive and effective team
- Highly developed decision-making skills and a demonstrated ability to think strategically, creatively, analytically, and problem-solve
- Outstanding interpersonal and communication skills, with demonstrated ability to build rapport and interact effectively at all levels of the College
- Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing tasks
- Highly competent computer, writing and proofing skills
- 10+years previous experience in Finance/Management and ideally some experience in property management and development
- Experience in managing contracts, staff, budgets and reporting
- Outstanding managerial and leadership skills and the ability to work well in teams
- Demonstrated / proven capacity to think creatively and strategically and, at the same time, accuracy and attention to detail
- Excellent negotiation skills and interpersonal and communication skills

Key Attributes

- Demonstrates a passion and commitment to the vision and values of PLC, including the Christian faith
- Committed to striving for continuous improvement and achieving exceptional outcomes
- Demonstrates high levels of confidentiality, trust, credibility and honesty
- Demonstrates a respect for and acceptance of difference in students, parents and staff
- Displays empathy, enthusiasm, commitment and is highly motivated
- Possesses a strong work ethic
- Exercises ownership and concern for quality of own work reflected in accuracy and attention to detail
- Is flexible and has an ability to adapt and operate effectively in a challenging and changing environment

Qualifications / Registrations

- Qualified Accountant (CPA or ACA as a minimum)
- Other appropriate tertiary qualifications e.g. GAICD
- Current Working with Children Check (Employee), essential

Key Relationships

- Principal
- Executive Team
- Head of Early Learning Centre
- School Council members
- College architects and other suppliers

Additional Information Relating to the Position

We provide a challenging, stimulating and nurturing Christian environment that is dedicated to the learning and development of the whole person – academic, emotional, social, creative, physical and spiritual.

We value:

- learning that is inspired by faith
- endeavour that enables the achievement of excellence
- service that defines leadership

We seek to promote the development of staff and students who exhibit the following attributes:

- *Scholar*: a confident and engaged person with an inquiring mind who takes responsibility for their learning
- *Thinker*: a creative, reflective and adaptive person who uses their intelligence to serve for greater good
- *Citizen*: a thoughtful, kind, and open-minded person with an informed world view, a well-developed social conscience and a sense of justice that is grounded in the values of Christian faith
- *Advocate*: a passionate person with a strong sense of agency who affects society and those around them in positive ways
- *Leader*: an articulate, capable and responsible person of integrity who works collaboratively, has a heart for service and uses their education to make the world a better place

All staff commit to:

- the Christian Ethos of the College
- Child Safety
- the Values and Behaviours of the College
- College policies, Staff Code of Conduct and legislative requirements
- Health, Safety and Wellbeing

Child Safety Commitment

All students who attend Presbyterian Ladies' College Melbourne (PLC) have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at, or is engaged by, PLC in child-connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and / or linguistically diverse backgrounds, and those with a disability.

Staff Obligation to Child Safety

All staff at Presbyterian Ladies' College Melbourne (PLC) take an active role, and are well informed of their obligations in relation to Child Safety under Ministerial Order No. 870 *Child Safe Standards*. The PLC Child Safety Commitment is incorporated into the School's employment cycle from recruitment and reference checking, to induction and a commitment to regular Professional

Learning. All staff at PLC are required to sign a statement that they have read, understood and agree to abide by the PLC Child Safety Policy and the PLC Child Safety Staff Code of Conduct.

In attending to Child Safety all staff must:

- provide a safe and welcoming environment for all PLC students and any young people who visit PLC to engage in PLC approved activities
- promote the safety and wellbeing of children and young people to whom PLC provides services
- ensure that all interactions with students are positive and safe
- provide adequate care and supervision of all students, not only on the campus but whenever students are involved in PLC approved activities
- act as a positive role model at all times for students
- report any suspicions, concerns, allegations or disclosures of alleged abuse to a Child Safety Officer
- maintain valid VIT or WWCC (Employee) documentation
- report to the Principal any criminal charges or convictions received during the course of employment or volunteering that may indicate a possible risk to children and young people, including any such charges or convictions prior to employment

Health, Safety and Wellbeing Commitment

Presbyterian Ladies' College (PLC) is committed to providing a safe workplace and learning environment that supports and enhances the health and wellbeing for students, staff, contractors, visitors and volunteers.

PLC will provide and maintain a working environment that is safe and free of risks to health so far as is reasonably practicable, comply with OHS Legislation as a minimum standard, strive to fully integrate health and safety in all aspects of College activities, establish a leader-led positive safety culture, and continuously promote and improve its health and safety practices.

In attending to Health, Safety and Wellbeing all staff must:

- participate in OHS related induction and training
- adhere to Presbyterian Ladies' College's OHS policies and procedures
- comply with instructions given for the health and safety of themselves and of others, and adhere to safe work procedures
- actively participate in the development of risk assessment and / or job safety analysis, identifying, assessing and controlling hazards
- report all hazards, injuries, incidents and near misses via Wyse
- assist with workplace inspections
- cooperate with management in its fulfilment of its OHS legislative objectives
- take reasonable care to ensure their own health and safety and that of others, and to abide by their duty of care provided for in the legislation

Policy and Compliance Commitment

Staff Obligation to Privacy

All PLC staff gain access to private and confidential information in the course of their duties. PLC Staff are expected to share this information in a professional context within the PLC community. Any confidential information may not be shared with any person beyond those expectations.

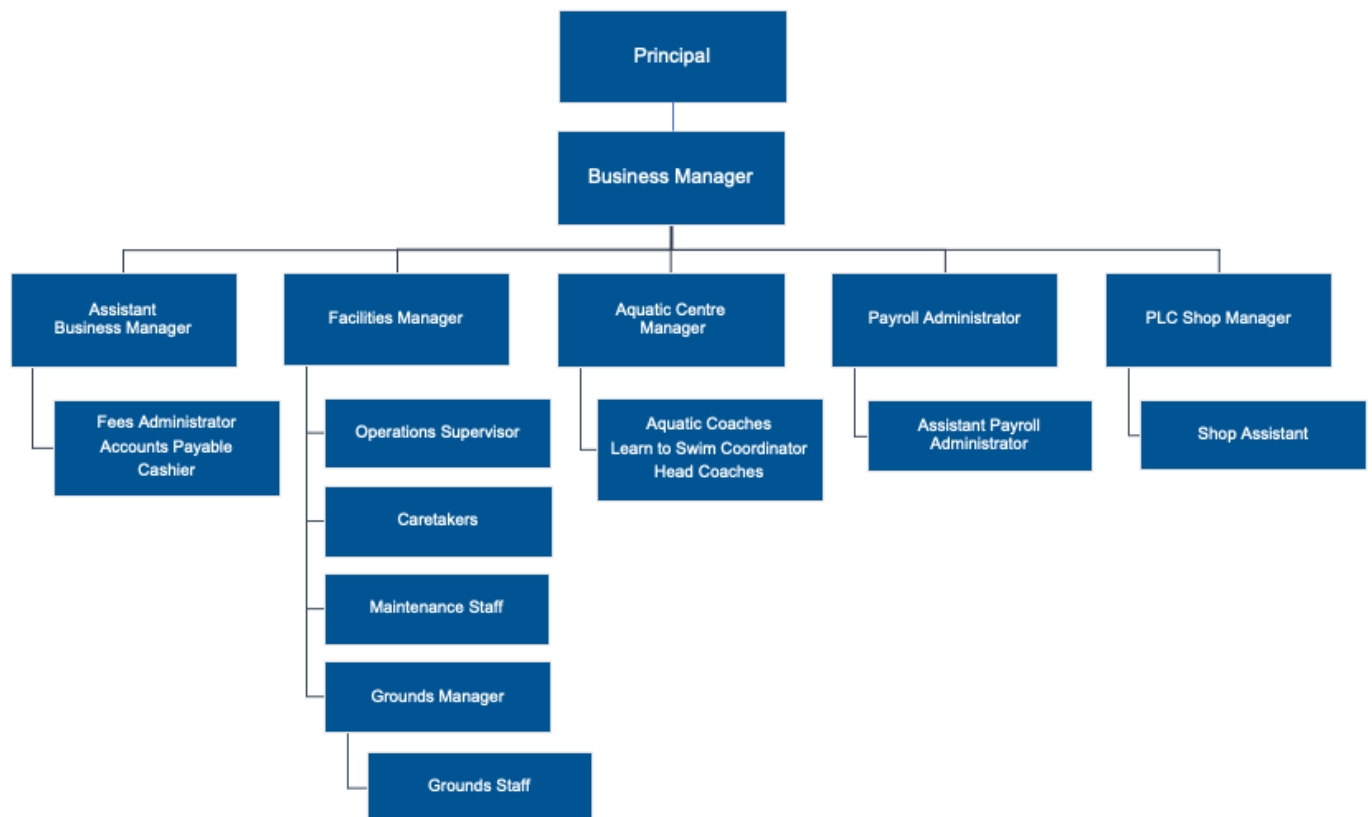
In attending to policy and compliance all staff must:

- perform their duties in an ethical, lawful and safe manner, and adhere to the compliance obligations relevant to their position
- maintain current registrations and certifications, including compliance with standards and codes of conduct required by professional bodies
- participate in mandatory compliance training
- maintain a current knowledge of, and compliance with the College's policies
- report and escalate compliance concerns, issues and failures

All appointments of general staff are subject to a satisfactory National Police Check, at the expense of the employer.



Business Manager's Organisational Chart



Terms of Appointment

The successful applicant will be offered an initial contract period of five years. The appointee will be required to undergo a yearly Professional Review and a comprehensive Performance Appraisal during the period of the appointment. The employment contract will deal with study and other leave, extensions, probation and reviews of performance and remuneration.

An appropriate remuneration package (including superannuation) will be offered, commensurate with the position, skills and experience of the successful candidate.

In normal circumstances, six months' notice by either party will be required should either wish to terminate the contract.

Application Process

Applications for the position of Business Manager should include the following information:

- Full name, address, telephone number and email address.
- A detailed resumé covering current position and areas of responsibility, prior positions
- Church membership and involvement
- Cultural, community and recreational involvement and interests.
- Academic and professional qualifications and publications.
- The names and contact details of three referees who may be approached in confidence about the applicant.
- A pastoral/church referee who may be approached in confidence about the applicant.

Applications will close on 30 May 2022. We reserve the right to fill the position by invitation or to re-advertise the position.

Applications may be lodged via email to Christopher Lewis, consultancy@cen.edu.au

Enquiries can be made by phoning Christopher Lewis on **0458 971 520**

Thank you for considering the position of Business Manager of Presbyterian Ladies' College. This is a significant appointment in the Australian educational sector and the College's Council is aware of the crucial need to appoint a Business Manager who is able to further the College's Christian foundation and educational mission.