

POSITION DESCRIPTION

EXECUTIVE BUSINESS MANAGER

DEPARTMENT	Corporate
REPORTS TO	Chief Executive Officer
DIRECT REPORTS	Accountant, Senior Finance Officer, Café Manager, Facilities Manager, ICT Manager, Lead Customer Service Officer (Copy Centre)
DATE	June 2025
POSITION OBJECTIVE	To effectively manage CCG's Corporate Services to facilitate the business meeting its' strategic objectives as well as legal and statutory obligations.
Achievement of the position objective will be reviewed against key performance indicators in the annual appraisal and review process and as required	

Our **Values** are reflected in our commitment to:

- ★ *Integrity*
- ★ *Inclusion*
- ★ *Quality*
- ★ *Collaboration*
- ★ *Safety*

Community College Gippsland (CCG) is a child safe organisation with zero tolerance for child abuse and is committed to the safety and wellbeing of all students. CCG supports and adheres to Child Safety Standards.

United we belong. Together we thrive.

The CCG community welcomes people from all backgrounds, abilities, and identities. We are enhanced by our diversity and learn through inclusion, respect and understanding.

At CCG we:

- *Provide a safe and inclusive environment that is free from discrimination*
- *Empower students and harness their uniqueness through voice and agency*
- *Ensure equal employment opportunities for all and encourage the participation of underrepresented staff*
- *Celebrate the differences of our people and recognise their unique contributions to our community*

SCOPE OF THE ROLE

CCG is registered as an Independent Special Assistance School (ECG Secondary College) delivering the Vocational Pathways Certificate (VPC) and VCE Vocational Major (VM) as well as years 9 and 10. CCG is also a Registered Training Organisation (RTO) registered with the VRQA and is also a registered Learn Local Provider.

The Executive Business Manager's role has oversight of several key aspects of CCG's Corporate Services division that relate to finance, ICT, and facilities as well as the Copy Centre and Café.

ROLE SPECIFIC RESPONSIBILITIES

- Working with the Board, CEO and Senior Leadership Team to drive and deliver the achievement of strategic planning objectives and milestones.
- Providing high level information and support to the Board and Senior Leadership Team in the support of meeting the operational and governance requirements of the business.
- Ensuring the corporate services functions within the remit of the Executive Business Manager's role are fulfilling operational requirements and are being acquitted to the optimum levels of efficiency and effectiveness whilst performing within budgetary parameters — including:
 - The finance function (incorporating accountancy, accounts payable and receivable) and associated record keeping and administrative requirements.
 - The maintenance, integrity and utilisation of the finance system that facilitates all associated financial reporting is undertaken accurately and within required timeframes.
 - The provision and maintenance of ICT support services, applications, infrastructure, and equipment.
 - The management and maintenance of CCG's facilities and equipment.
- Providing oversight of the financial management of CCG, including the preparation of management reports, statutory reports and budgets while monitoring and reporting on performance against OPEX, CAPEX and cash flow budgets. This also includes the facilitation of the annual external financial audit and any extensions to the audit scope.
- Providing oversight, support and guidance of the Café and Copy Centre and associated staff to ensure they meet performance and quality expectations, whilst operating within budget parameters.
- Motivating, developing, and leading a high performing and accountable team while actively monitoring and addressing staff performance and any staffing or HR issues in a timely manner.
- Driving, promoting, and facilitating innovation and best practice across the organisation.
- Leading by example to set the tone for expectations, behaviour, and performance in line with CCG values and policies.
- Building and maintaining effective and productive relationships with key internal and external stakeholders.
- Assisting in meeting Philanthropic Fund Strategic Plan objectives, milestones, and fundraising targets.

- Ensuring continuous improvement practices are embedded into all corporate services related tasks and processes.
- Ensuring the highest quality of service delivery and customer service is being delivered across CCG.

ORGANISATION WIDE RESPONSIBILITIES

- Actively participate in and comply with the Health and Safety systems, policies, and emergency procedures in place throughout the organisation including;
 - Promptly and accurately reporting all hazards, accidents, incidents, and near misses;
 - Ensuring safe use and maintenance of equipment including PPE for self and students;
 - Maintaining a current knowledge of emergency evacuations procedures for all relevant campuses and participating positively in drills and training sessions.
 - Make recommendations for improvements in health and safety.
- Be aware of and participate in strategic planning process including making suggestions for improvements and assisting in rolling out strategic initiatives.
- Actively contribute to a safe and supportive working environment through building positive relationships and teamwork across the whole organisation.
- Perform other duties as requested, in a timely, professional, empathetic, accurate manner and in accordance with Community College Gippsland Policies and Procedures.

The tasks and responsibilities outlined in the job description may be changed throughout the course of employment to meet business requirements. Changes and additions to the role will be directed by the appropriate Manager.

KEY PERFORMANCE INDICATORS

- Meeting Strategic Plan objectives and milestones within associated timeframes.
- All legal and compliance responsibilities within your remit have been upheld and risk is being managed effectively.
- The business units within your remit are operating efficiently and effectively to meet the needs of the organisation.
- All reports (including Board, management and financial reports) are completed accurately and within require timeframes.
- All facilities and equipment are fit for purpose and adequately maintained, including IT infrastructure.
- All capital works projects are completed within required timeframes and within budget.
- Delivery of highest-level customer service to all internal and external stakeholders from both you and from the teams that you oversee.
- Demonstrable evidence of having led and supported a high performing and accountable team.
- Demonstrable evidence of having actively contributed to a positive, safe, and supportive workplace culture.
- Demonstrable evidence of having actively upheld the values of CCG.

KEY SELECTION CRITERIA

- 5+ years' experience as either a Business Manager (or equivalent) within an education setting (desirable); or as an Executive with financial oversight of a diverse business.
- Experience in and knowledge of accounting, budgeting, financial and risk management.
- Understanding of governance and regulatory requirements of a not-for-profit organisation.
- Capacity to lead and manage building and maintenance works.
- Highly developed communication, interpersonal, presentation and written skills.
- Experience with successfully leading and managing a team.
- Strong interpersonal skills and an ability to successfully communicate and liaise with people at all levels, both internally and externally.
- Demonstrable workflow management skills with the ability to manage competing priorities.
- Demonstrable successful task organisation skills and implementation of continuous improvement.

MANDATORY REQUIREMENTS

- Clear Police Check or a Victorian Institute of Teaching registration
- Clear Working with Children Check or a Victorian Institute of Teaching registration
- Current Victorian Drivers Licence

QUALIFICATIONS

- A minimum tertiary level qualification in Business, Finance or Accounting or another discipline or disciplines relevant to this role.

FUNCTIONAL RELATIONSHIPS

Key Internal

Board and Subcommittees
 Chief Executive Officer
 Senior Leadership Team

Key External

VRQA
 School and RTO Funding Bodies
 Regulatory bodies (i.e., ASIC, ACNC, ATO)
 Independent Schools Victoria (ISV)
 Auditors
 Contractors

DECLARATION:

I have read, understand, and accepted the above Position Description and understand that the Roles, Functions and Key Performance Indicators in this Position Description form part of the Community College Gippsland Contract of Employment.

Signed: _____

Date:

Name:

TOID: 4181

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