



## Information Package for Applicants

# BUSINESS MANAGER

- Full time Permanent
- Start date: ASAP



## ST PATRICK'S COLLEGE SILVERSTREAM

### Appointment Timeline for

### BUSINESS MANAGER

Job ad posted on-line (Seek)	30 October 2018
Applications Close 5pm	14 November 2018
Candidates shortlisted	19 November 2018
Interviews conducted	23 November 2018
Start Date	ASAP
<b>Applications should include:</b>	<ul style="list-style-type: none"><li>• A completed application form</li><li>• CV</li><li>• Cover letter</li><li>• Three Referees</li></ul>

For further information or to submit your application please email:

Mrs Dawn Clark, [clarkd@stream.school.nz](mailto:clarkd@stream.school.nz)



# St Patricks Silverstream

## Job Description

Job Title	<b>Business Manager</b>
Responsible to	<b>Rector</b>
Responsible for	<b>Property and maintenance staff</b> <b>Finance Officer</b> <b>Uniform Shop Manager</b>
Appraiser	<b>Rector</b>
Purpose	The Business Manager has responsibility for financial, property and business management at the College. Strategic advice and support is provided for both College Boards and the Senior Leadership Team. Success in the role will see best practice processes in place which allow the College to meet its long-term financial and property objectives, consistent with its educational mission and special character as a Marist Catholic College.

### Key Tasks

- Provide strategic advice on financial and property matters to enable the College to achieve its annual and longer term objectives
- Establish and maintain a comprehensive overview of the College's business operations and property and infrastructure requirements, including the uniform shop.
- Attend Board and committee meetings and ensure reliable, timely, accurate and insightful reporting on financial and property matters to the Rector, Board of Proprietors and Board of Trustees and their respective finance committees, against agreed annual and long-term budgets, business plans and property plans
- Manage the monthly financial reporting process including reliable, timely and accurate monthly financial reporting to HODs and updates to financial forecasts
- Oversee the annual budget process
- Manage the preparation of annual financial statements and the audit process
- Ensure the College operates financial management governance, systems, processes, delegations and internal controls that are highly reliable and effective, have high integrity and meet the expectations of monitoring agencies (Ministry of Education, Education Review Office, Audit New Zealand; New Zealand Catholic Education Office)
- Ensure the College manages its financial and property risks and associated insurance arrangements cost-effectively, and is fully compliant with its legal obligations
- Assist the Boards in achieving agreed revenue targets from the College's business interests, investments and assets, including management of land and property rentals and hireage of College facilities
- Participate in developing new business and identifying new funding opportunities
- Advise the Boards on setting fees and adjusting revenue and expenses to achieve business objectives
- Negotiate and maintain documented contracts with external providers that deliver value-for money and appropriate quality at optimum cost
- Work alongside the Director of Boarding to ensure the boarding school operates on a commercially sound and sustainable basis
- Oversee the uniform shop to ensure it is operated on a commercially sound and sustainable basis
- Develop a collaborative working relationship with the Rector, the College leadership team and the Director of Boarding and other key external stakeholders
- Participate in senior leadership team meetings
- Oversee the fortnightly payroll process and the employment relationship with all non-teaching staff to ensure that all staff have appropriate employment documentation, understand their responsibilities, comply with the code of conduct and receive regular performance feedback
- Establish a high trust and high performance environment for staff reporting to the position

Other requirements:

- Accounting qualifications
- Successful commercial and/or CFO experience
- Experience managing commercial property and infrastructure
- Understanding of the special character of the College
- Strong relationship management skills
- Leadership team experience

Important Relationships:

- Deputy Rectors
- Department Heads
- Board of Proprietors
- Board of Trustees
- Society of Mary & Marist Senate
- Silverstream Foundation
- Parents & Friends group
- ASB Bank
- Ministry of Education
- NZ Catholic Education Office/Archdiocese of Wellington
- Deloitte
- Hobson Private Wealth
- Marsh Ltd

**Shaded Areas** Support Staff Generic Accountability/Outcomes

*(Any changes to these areas need to be discussed with your Manager)*

Accountability Area Key	Deliverables/Outcomes
<b>Customer Service</b>	<ul style="list-style-type: none"><li>• Ensures that internal and external customers receive responsive advice or support</li><li>• Ensures that internal and external customers receive agreed deliverable on time</li><li>• Ensures that customers are immediately informed of any changes to agreed deliverables</li><li>• Maintains a positive approach to solving problems/issues and practices a continuous improvement approach by reviewing own work methods</li><li>• Develops approaches to understand/measure service user experiences.</li></ul>
<b>Team Effectiveness</b>	<ul style="list-style-type: none"><li>• Demonstrates professional standards and integrity consistent with the values of the School</li><li>• Contributes to team effectiveness by:<ul style="list-style-type: none"><li>- identifying good service practice and offering value adding suggestions to apply good practice</li><li>- assisting other members of the team to improve team performance</li><li>- providing learning feedback and support to</li></ul></li><li>• Presents and supports a logical point of view by clear oral and written expression, as appropriate. Takes responsibility (with manager) for increasing capability by enhancing skills for own role.</li></ul>

<b>Quality Systems and Processes</b>	<ul style="list-style-type: none"><li>• Develops and enhances simple, consistent and connected systems and processes to improve service delivery to users</li><li>• Builds and applies effective corporate administrative systems to underpin work</li><li>• Contributes to business and management reports and information to enhance decision making.</li></ul>
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(Staff member)

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(Date)

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(Responsible to)

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(Date)

# Our Catholic Faith

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We believe in the person of Jesus Christ

We believe in his teachings, as found in the Gospels

We believe in the inherent dignity of each human person and their limitless possibilities,

further developed by Christ's Grace and Mary's Inspiration.

We seek to live out the gospel daily in the way of Mary (the Marist Way)

Our students have identified the following virtues/values as ways of being Catholic and Marist at St Patrick's College Silverstream:

**Courage**

**Faith**

**Humility**

**Support**

**Unity**

*"What a task it is to form a man!*

*How difficult it is*

*How much patience is required*

*But is there anything greater"*

Fr Jean-Claude Colin, SM  
Founder of the Society of Mary



## APPLICATION FOR APPOINTMENT TO A POSITION AT ST PATRICK'S COLLEGE SILVERSTREAM

Thank you for applying for a position with our school. Please ensure you have a copy of the position description and person specifications before completing this application.

1. Please fully complete this form personally. Read it through first then answer all questions and make sure you sign and date where indicated on the last page.
2. Attach a curriculum vitae (CV) containing any additional information. If you include written references, please note that we may contact the writers of the references.
3. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide originals as proof of qualifications.
4. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.
5. All applicants will be asked to give consent to a police vet. It is a requirement in the Education Sector for all employees to be vetted.
6. a) In terms of a Criminal Conviction, the Criminal Records (Clean Slate) Act 2004 provides certain convictions do not have to be disclosed providing:
  - You have not committed any offence within 7 (consecutive) years of being sentenced for the offence and
  - You did not serve a custodial sentence at any time (this would exclude serious offences such as murder, manslaughter, rape and causing serious bodily harm) and
  - The offence was not a specified offence (specified offences are in the main sexual in nature) and
  - You have paid any fine or costs

Custodial sentences include a sentence of preventive detention and corrective training. Non-custodial sentences include fines, reparation orders, community-based sentences and suspended sentences. Please note that you are not obliged to disclose convictions if you are an eligible individual but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.

b) Under the *Vulnerable Children Act 2014*, core workers in schools will not be covered by the Clean Slate. All serious sexual or violent offenses against children will be included in their police vetting results. The Act will make it unlawful to employ people with convictions for these offenses, unless they have an exemption.

This application form and supporting documents will be held by the school. You may access it in accordance with the provisions of the Privacy Act 1993. If you have any queries, please contact the person cited in the advertisement.

**OFFICE USE ONLY: This page must be retained on file as part of the application;**

**it must not be removed or destroyed.**

TO: Mr Grahame Duffy, Rector  
St Patrick's College, Silverstream  
Private Bag 906  
UPPER HUTT 5018

207 Fergusson Drive  
Silverstream, Upper Hutt 5018  
Telephone: 64 4 9394224  
E-mail: duffyg@stream.school.nz

Position Applied for \_\_\_\_\_

Surname \_\_\_\_\_ First Names \_\_\_\_\_

Full Postal Address \_\_\_\_\_

Home Telephone No \_\_\_\_\_

Work No \_\_\_\_\_

Mobile \_\_\_\_\_

E-mail address \_\_\_\_\_

Title: Dr / Mr / Mrs / Miss / Ms

Gender: M / F

Date of Birth \_\_\_\_\_

## REFEREES

1.	2.	3.

### Authority to Approach Other Referees

I authorize the Board, or nominated representative, to approach persons other than the referees whose names I have supplied, to gather information related to my suitability for appointment to the position.

Yes / No

### Proof of Identity and Right to Work Check

*Shortlisted applicants being interviewed will need to provide two types of identification (one photo ID e.g. passport, New Zealand driver licence and the other a record ID e.g. birth certificate, bank statement, a bill).*

#### Immigration information

Are you a New Zealand citizen?

Yes / No

If not, do you have resident status, or

Yes / No

A current work visa?

Yes / No

Are there conditions applied to this Visa? .....

Have you ever received a police diversion for an offence?

Yes / No

If "Yes" please detail:

Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of license, or imprisonment?

Yes / No

If "Yes" please detail:

Are you awaiting sentencing/currently have charges pending?

Yes / No

If "Yes" please state the nature of the conviction/charges pending:

In addition to other information provided are there any other factors that we should know to assess your suitability for appointment and ability to do the job?

Yes / No

If "Yes" please elaborate:

Have you ever been the subject of any concerns involving student safety?

Yes / No

If "Yes" please detail:

Are you willing and prepared to work in a College with a special Catholic character, and to support that Catholic character as appropriate?

Yes / No

What co-curricular activities of the College are you willing and prepared to contribute to:

**CONFIRMATION**

- a. I certify that the information given in this application is to the best of my knowledge correct. I understand that this may be verified.
- b. In accordance with the Privacy Act, I authorise the Board of Trustees to obtain further information from the referees listed in this application and consent to the referees disclosing such information to the Board.
- c. I know of no reason why I would not be suitable to work with children/young people.
- d. I also authorise the Board of Trustees to make other enquiries as they see fit in relation to my application and consent to the disclosure of information to the Board of Trustees by such persons of whom enquiry is made on matters pertinent to the job description and person specification.
- e. I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment, or if appointed, may be liable to be dismissed.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**NOTE: If completing this electronically, a hard copy (signed) must be provided**

