



Corporate Services Executive Officer

POSITION DESCRIPTION

Our Vision: Catherine McAuley College (CMC) lives out the Mercy charism, striving to make Jesus Christ known and loved by all. We are a Child Safe School, our learning community identifies, values and develops the gifts of each young person and provides them with educational opportunities to experience personal success.

Our Touchstone Statement: *Inspiring members of our community to be learners impelled to thrive and serve.*

We are dedicated to developing students who are critical and creative thinkers, with the skills to be self-motivated in the pursuit of knowledge. Our students are empowered to see themselves as positive agents of change, who are called to participate actively and ethically in society as young people of Mercy.

The College is a reGEN school committed to promoting and adopting an integrated curriculum approach to sustainable living including respecting, conserving, and renewing our global environment.

POSITION SUMMARY

The Corporate Services Executive Officer assumes a Senior Executive role who, along with the College Principal, and Deputy Principals form the College Executive. The Corporate Services Executive Officer is employed by Mercy Education Limited and reports directly to the Principal. This key role is vital to support the Principal and to ensure the efficient running of the College and its long-term viability.

Key Relationships

The Corporate Services Executive Officer is required to work collaboratively with the College Executive Team, College Leadership Team, teaching staff, education support staff, parents and the wider community.

It is crucial that the Corporate Services Executive Officer establish and maintain relationships with key bodies such as Mercy Education Limited, Catholic Education Sandhurst Ltd (CESL), appropriate Federal and State Government Departments and College Advisory Council (CAC).

The Corporate Services Executive Officer oversees the functions of Finance, People and Culture, Risk and Compliance, Occupational Health and Safety, ICT, Administration Services, Communications and Promotions, Maintenance and Cleaning, and Catering Services.

ESSENTIAL DUTIES & RESPONSIBILITIES

Strategic Leadership

- Play an active role in the development and implementation of the College reGEN Direction.
- Support the Principal in the development of the College Master Plan.
- Through sound financial modelling, ensure the College makes the best use of its resources particularly the financial implications of planned developments.
- Develop and maintain collaborative relationships and partnerships with internal and external stakeholders thorough understanding of and commitment to Catholic education.



	<ul style="list-style-type: none"> • Ensure the focus on future sustainability is at the forefront of decisions. • Ensure that CMC is compliant in risk management and compliance reporting. • Oversee the development and maintenance of the significant ICT infrastructure.
Financial Management	<ul style="list-style-type: none"> • Oversee sustainable long term financial management of the College. • Understand and adhere to the requirements of Mercy Education Limited, CESL and government policies, legislation, compliance and directives. • Oversee the development and monitoring of the annual budget reports, asset register, accounts payable, monthly bank reconciliations, monthly departmental reporting, and executive and governance reporting. • Oversee all aspects of cash flow including leases and loans. • Act as the key contact for all funding agencies, including preparing and lodging grant applications and reporting. • Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services. • Prepare and provide commentary to the Financial Reports for College Advisory Council Meetings. • Lead the College Finance Committee, including the organisation of all Financial Reports. • Oversee the preparation of the Annual Financial Statement and Financial Questionnaire. • Oversee the preparation and management of the annual audit. • Oversee effective risk management practices including the School's Risk Register and Chairing of the Occupational Health & Safety (OH&S) Committee. • Ensure College staff and workers on the campus are aware of and comply with all OH&S policies and procedures. • Oversee the Mercy Education annual compliance register and associated policies and requirements. • Ensure the currency and suitability of the College insurance portfolio and handle any claims that arise including Work Cover issues.
Property Management	<ul style="list-style-type: none"> • Be responsible to the Principal and the College Advisory Council for the oversight, coordination and reporting of all Capital Works planning and construction. • Take an active role in project management and the monitoring of outcomes across major projects, building and maintenance initiatives. • Oversee the work of the College Maintenance team. • Co-ordinate the College security including contract security services and the key register. • Oversee the maintenance of the College buildings, grounds and assets in conjunction with the facility management service provider and liaise with external contractors. • Arrange all leasing as required including the motor vehicle fleet management. • Be responsible for the preparation of a maintenance schedule for all capital property and oversight of the maintenance works in conjunction with the facility management service provider.
Staff Leadership	<ul style="list-style-type: none"> • Provide leadership to education support staff including those working in Finance, People and Culture, Risk and Compliance, Occupational Health and Safety, ICT, Administration Services, Communications and Promotions, Maintenance and Cleaning, and Catering Services. • Review and lead administration and organisational processes, structures and flows. • Guide, monitor and evaluate education support staff performance, succession planning, recruitment, induction and professional learning and relevant training. • In conjunction with the Principal and Director of People & Culture, conduct Staff Development Review Meetings for education support staff. • Ensure that legislative and regulatory requirements are met by all education support staff.



	<ul style="list-style-type: none"> Promote a positive working relationship between teaching and education support staff to deliver effective outcomes for students, staff and the College community. Foster a positive and dynamic working environment by developing a team approach, ensuring open communication, transparent and effective decision making and collaborative work practices. Be actively involved in the life of the College and College events. Attend Executive, Leadership, College Advisory Council, Finance Committee and OH&S Committee meetings. Attend whole College Staff Meetings as required. Attend relevant and applicable Mercy Education Limited forums as required.
Professional Development	<ul style="list-style-type: none"> Commit to ongoing professional development. Be open to researching areas of interest relevant to directions provided in the school's strategic plan. Continue development of ICT skills as technologies evolve. Participate in the staff appraisal process. Be an active member of a relevant professional association as duties permit.
General and Administrative Duties	<ul style="list-style-type: none"> Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. Demonstrate duty of care to students in relation to the physical and mental wellbeing. As required, attend relevant school meetings and after school services/assemblies, sporting events, mass, community, and faith days as well as professional learning opportunities. Demonstrate professional and collegiate relationships with colleagues.

KEY SELECTION CRITERIA

Qualifications and Experience	<p>Essential</p> <ul style="list-style-type: none"> A degree qualification in Business, Economics or Accounting Relevant post-graduate studies (or a commitment to working towards such qualifications)
	<p>Desirable</p> <ul style="list-style-type: none"> Membership of a relevant professional body (e.g. accounting organisation CPA, CA, IPA).
Skills and Attributes	<ul style="list-style-type: none"> Ability and commitment to work at an executive level and support the Executive Team in all aspects of College life. Understanding of strategic financial, organisational and administrative management ideally within an educational setting. Knowledge and expertise in property management and capital works development. Capacity for innovative thinking and project execution. Proven capacity to work independently with the ability to manage complex tasks with minimal supervision. Proven time-management skills and the capacity to work to tight timelines. Ability and willingness to accept policy directives. A demonstrated ability to effectively engage stakeholders and negotiate and resolve conflict. Sound judgment with the ability to use initiative and innovative thinking in dealing with issues in a decisive and consistent manner.



	<ul style="list-style-type: none"> • A demonstrated ability to motivate and lead a multidisciplinary team to achieve desired outcomes. • The ability to maintain confidentiality.
Personal Attributes	<ul style="list-style-type: none"> • Willingness to uphold, implement and commit to the ethos, values and philosophy of Mercy and Catholic education and to support the College and all decisions of the Principal, the College Advisory Council and the Mercy Education Ltd Board. • Outstanding communication and interpersonal skills to with the ability to develop and maintain strong working relationships with key internal and external stakeholders. • Sound organisational skills including strong attention to detail.
Commitment to Catholic Education	<ul style="list-style-type: none"> • A demonstrated awareness or understanding of the ethos of a Catholic school and its mission. • Support and model College values and Catholic ethos when dealing with all stakeholders.
Commitment to Child Safety	<ul style="list-style-type: none"> • A demonstrated understanding of child safety including the Victorian Child Safe Standards and Ministerial Order 1359. • Familiarity with legal obligations relating to child safety (e.g., mandatory reporting) and comply with the College's child safe policy and code of conduct and any other policy, procedures or legislation related to child safety. • Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check. • Complete annual training in Child Safeguarding as required by Mercy Education.

EMPLOYMENT CONDITIONS

Appointment	This position is appointed by Catherine McAuley College and the incumbent is an employee of Mercy Education Limited. The role is subject to the College's Policies and Procedures as provided as part of the Induction Program and ongoing Training Program.
Reports to	Principal
Conditions	Conditions are in accordance with the Victorian Catholic Education Multi Enterprise Agreement (VCEMEA) 2018 at Deputy Principal level with standard superannuation and a fully maintained school vehicle as per MEL guidelines.
Review and Appraisal	As an employee of Mercy Education Limited this appointment will comply with the contract of employment. The incumbent is subject to the College's Annual Review Policy.
Professional Development	Undertake professional development in line with the College Professional Learning policy.
Last Reviewed	September 2022

No position description can be entirely comprehensive. The incumbent will be expected to carry out such other duties as may be required from time to time and are broadly consistent with the position description and the status of the post within the College. The position encompasses participation in decision-making processes and other activities relevant to the role which may require occasional involvement outside the currently designated school hours.