



## ST PAUL'S COLLEGE

WITHIN THE UNIVERSITY OF SYDNEY

<b>POSITION:</b>	<b>BUSINESS MANAGER</b>
<b>POSITION TYPE:</b>	Permanent full-time
<b>REPORTS TO:</b>	Warden (Head of College), who is the Chief Executive Officer of the College
<b>LOCATION:</b>	St Paul's College 9 City Road, Camperdown, NSW 2050
<b>PURPOSE:</b>	<p>To be the senior business manager of the College with primary responsibility for its finance and investments, administration and operations, human resources management, property, commercial business (hospitality management), legal matters and regulatory compliance; and to lead and manage the staff team responsible for delivering outcomes in these areas.</p> <p>From mid-2019 onwards, to be secretary of the College Council, key committees and associated entities of the College.</p>
<b>SPECIFIC ACCOUNTABILITIES</b> (by key area of responsibility):	<p>To lead and manage the staff team responsible for delivering outcomes in the following areas (including through appropriate delegation):</p> <ol style="list-style-type: none"><li><b>1. Finance and Investments</b><ul style="list-style-type: none"><li>• Responsible to the Warden for the financial affairs of the College. This includes: development of financial strategy and business plans; supervision of the accounting function through the Financial Controller; preparing operating budgets and forecasts; preparing capital expenditure budgets; making recommendations on financial policy, strategy, fees and charges; and preparing management and statutory accounts.</li><li>• Responsible for controlling expenditure and ensuring adherence to recurrent, capital and building budgets. Control of expenditure includes payroll and expenditure on contractors and consultants.</li><li>• Responsible for the relationships with lenders and compliance with loan documents and associated interest rate arrangements.</li><li>• Responsible for the levying and collection of fees and charges, with the support of the Finance Office, including financial modelling and preparation of proposals for recommendation.</li><li>• Manages the financial aspects of scholarships and bursaries and support for student hardship in consultation with the Warden, the Sub-Warden, the Dean of Graduate House and</li></ul></li></ol>

the Senior Tutor.

- Supports and advises on fundraising across the College in conjunction with the Community Development Office, including in relation to the St Paul's College Foundation.
- Maintains the College's insurance across all relevant areas.
- Secretary to the Finance Committee and the Investment Committee.
- Works with the Investment Committee to monitor the performance of the College's investment manager (currently Credit Suisse).

## **2. Administration and Operations**

- Manages, controls and co-ordinates all aspects of the College's administration and business operations, including operating costs, to ensure maximum efficiencies and effectiveness.
- Leads and supervises all full-time, part-time and contracted administrative and operational staff.
- Supervises the risk management framework and business continuity plan of the College.
- Provides continual review of policies and procedures within the College on all aspects of its operation.
- Selects, engages and manages contractors for the College for certain projects and services, particularly for catering and housekeeping.
- Responsible for the provision and maintenance of high quality Information Technology in the College.
- Responsible for the provision of appropriate security in the College.

## **3. Human Resources (HR) Management**

- Advises the Warden on all matters relating to personnel management.
- Works with the Warden to ensure a friendly, efficient, "can do" staff team.
- Responsible for all contractual and legal matters relating to the employment of staff and contractors, including staff benefits, terms and conditions.
- Oversees the administration of salaries, superannuation, taxation, and other benefits of all employees.
- Carries out annual salary reviews for staff in consultation with the Warden, and supports the Warden in performance reviews.
- Responsible for communication with staff.
- Responsible for training and professional development of staff.
- Responsible for staff welfare and Workplace Health and Safety (WHS).
- Responsible for staff performance and disciplinary issues.
- Responsible for ensuring all staff policies and regulations are up-to-date.

## **4. Property**

	<ul style="list-style-type: none"> <li>• Oversight of College property, grounds and facilities, including collection of charges for rent and usage of facilities.</li> <li>• Responsible for the repair, refurbishment and ongoing maintenance of all College buildings and grounds.</li> <li>• Creates and maintains the property strategy and advises on the planning of maintenance and longer term development of the College, and leads working parties on specific building projects, providing the business case to justify expenditure on such projects and providing the case for support to facilitate fundraising.</li> <li>• During major building projects, work with the project manager and other College staff on detailed input to decisions made by consultants and to supervision of quality and delivery. For its new buildings the College uses a wholly owned subsidiary (SPC Graduate House Limited) to develop and own the buildings and facilities. The Business Manager will be a Director and Company Secretary of this Company.</li> </ul> <p><b>5. Hospitality management - Commercial Businesses</b></p> <ul style="list-style-type: none"> <li>• The General Manager – Hospitality (who leads the College’s “events and stays” business) reports to this position.</li> <li>• Provide strong support to the “events and stays” business (short-stays, conferencing, meetings and events, particularly during University vacation periods) and any other commercial activities of the College, while ensuring these are pursued in line with the College’s core mission of collegiate education.</li> </ul> <p><b>6. Legal matters, risk and regulatory compliance</b></p> <ul style="list-style-type: none"> <li>• Responsible for ensuring that the College complies with charity law, accounting law, tax law, employment law, liquor licensing law, fire safety and all other relevant areas of legal/regulatory compliance.</li> <li>• Maintains the legal documents of the College and its associated entities in line with decisions of the College Council and other relevant bodies and any relevant external legislative changes. This applies particularly to the new development and its associated loan agreements.</li> <li>• Selects and employs consultants for the College on matters of specialist input such as legal affairs, taxation and audit.</li> <li>• Acts as the College’s Privacy Officer.</li> <li>• Maintains the College’s risk register and works closely with the Warden and colleagues in the management of the College’s risks.</li> </ul> <p><b>7. Governance matters (from mid-2019)</b></p> <ul style="list-style-type: none"> <li>• Secretary to the Council and the Finance and Investment Committees (and others as requested), including preparation of agendas, distribution of papers, attendance at meetings, drafting of minutes, and following up on actions required from decisions made at meetings.</li> <li>• Director and Company Secretary of SPC Graduate House</li> </ul>
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	Limited.
<b>OTHER ACCOUNTABILITIES:</b>	<ul style="list-style-type: none"> <li>• Supporting the wider aims of the College</li> <li>• Promoting and developing strong relationships with College staff, students and other residents of the College</li> <li>• Promoting strong relationships with other colleges, the wider University of Sydney, and the wider Pauline community</li> <li>• Participating as a key member of the College senior executive team</li> <li>• Assisting in promotion of the College as a venue for commercial activities as appropriate</li> <li>• Complying with the ethos of the College in accordance with its policies and codes of behaviour, and by living its values each day</li> <li>• Providing clear, concise and comprehensive reports, advice, correspondence and other written materials as required</li> </ul>
<b>PROFESSIONAL EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>• University degree qualification, with a preference for postgraduate or professional qualification in management, accounting and/or finance</li> <li>• CEO/CFO/COO level experience</li> <li>• Successful leadership and senior management experience within an academic/ educational, corporate, student accommodation, or other relevant environment</li> <li>• Proven strength in engaging with, leading, and managing staff at all levels of an organisation</li> <li>• Experience and proven ability in building communities and/or businesses will be highly regarded</li> <li>• Strong personal interest in the education of young people in the University and College context</li> <li>• Demonstrable financial and business acumen and a track record of managing budgets and teams</li> <li>• Commercial focus: income generation and cost management</li> <li>• Excellent interpersonal and communication skills, both written and oral</li> <li>• Ability to exercise sound, expert independent judgment within general policy guidelines</li> <li>• Experience in both internal and external advocacy for an organisation in a complex environment</li> </ul>

<p><b>PERSONAL ATTRIBUTES:</b></p>	<ul style="list-style-type: none"> <li>• Supportive of the College’s values, purpose as a residential academic community, and faith tradition</li> <li>• Commitment to respect and dignity for all, and to the College’s determination to fight sexism</li> <li>• Self-starter while also a team player and good colleague</li> <li>• Creative intellect and strategic thinker, with the ability to solve complex problems, encourage and support innovation, and build a robust case for development</li> <li>• High level of emotional intelligence and empathy</li> <li>• Strong sense of integrity</li> <li>• Demonstrated initiative, with proactive, “can do” attitude</li> <li>• Good resilience and strength of character in the face of challenges</li> <li>• Meticulous attention to detail and accuracy in work</li> <li>• Ability to handle sensitive information with absolute confidentiality</li> <li>• Ability to establish and meet deadlines</li> <li>• Strong inter-personal and communication skills</li> </ul>
<p><b>KEY WORKING RELATIONSHIPS:</b></p>	<ul style="list-style-type: none"> <li>• Warden (Head of College)</li> <li>• Sub-Warden</li> <li>• Dean of Graduate House</li> <li>• Financial Controller</li> <li>• Director of Operations</li> <li>• General Manager – Hospitality</li> </ul> <p>(See Organisation Chart attached)</p>

*Dated: September 2018*



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**PROPOSED ORGANISATIONAL CHART 2019**

