



Columba College

POSITION DESCRIPTION GENERAL MANAGER

TYPE: Fixed for 12 months, full time.

HOURS: 8am – 4.30pm

REPORTS TO: Principal

RESPONSIBLE FOR: Director of Business
Director of Boarding
Director of International
Office Manager
Property Manager

PURPOSE:

The purpose for this position is to realise the Mission of Columba College by working with the Principal and Board to oversee business operations and provide strategic leadership in this area. The College is especially interested in the development and achievement of business development strategies and commercial and funding opportunities to enhance and grow revenue for the College. The role is responsible for working with the Business and Support teams, including Boarding and International, to oversee current business operations, identify and improve efficiencies across the full range of college support activities and to lead the development and implementation of a facility and building renewal programme to cater for future learning and growth of the College. This role together with the Principal and Head of Schools forms the Executive Leadership Team of the College and will provide necessary executive management to support the Business, including Boarding, International, Office management, IT and Property teams and functions of the College.

KEY TASKS AND RESPONSIBILITIES

Accountability	Key Performance Indicators	Measure/Target
Business Operations	<ul style="list-style-type: none">• Oversee the College's business operations, financial performance, investments, and ventures.• Work with the Director of Boarding and Director of Business to set, manage and report on the financial status of boarding• Work with the Director of Boarding and Director of Business to ensure banking protocols for loans are adhered to and reported.	

	<ul style="list-style-type: none"> • Work with the Director of International Students and Director of Business to set, manage and report on the financial status of the International Department • As part of the ELT, maximise and rationalise the delivery of IT services to the College. • Assess, manage, and resolve problematic developments and situations. • Maintain positive and trust-based relations with current business partners, stakeholders, and authorities. • Report to the boards, providing market insights, strategic advice and current status. • Develop and implement business plans to improve cost-efficiency and rationalise processes • Ensure policies and legal guidelines are clearly communicated. 	
Business Development	<ul style="list-style-type: none"> • Develop and implement a College business development and marketing strategy that identifies revenue opportunities and achieves short term and long term goals. As such, assist with the development of modelling to manage and forecast financial sustainability across the College, especially in Boarding and International • Establish and leverage relationships and market knowledge to identify and implement new education related business and revenue opportunities that align to the College strategy and special character • Evaluate and report on education business trends and develop market studies to support new entry, expansion or new business model evaluations • Oversee ongoing market strategy for education and college business including yearly planning of activities • Develop a long term pipeline of business opportunities to achieve growth and revenue targets • Build partnerships and relationships with key partners for education opportunities 	<p>Revenue meets or exceeds target</p> <p>Pipeline of future funding in place</p>
Business strategy and improvements	<ul style="list-style-type: none"> • Provide strategic thinking and planning recommendations to ensure effective and efficient College financial, business systems and infrastructure developments that support learning 	<p>Efficiencies and best practice identified and successfully implemented</p>

	<ul style="list-style-type: none"> • Provide leadership to all business processes and procedures implementing best practise and efficient business and commercial operations • Deliver significant business systems improvements/upgrades and infrastructure projects within scope • Ensure that HR, H&S, business and financial management decisions are delivered in a timely and customer focused and comply with College policy and legislative requirements • Lead the development design, evaluation and approval of business cases for additions or changes to services, facilities, systems and support functions • Continually monitor and improve systems, methods, efficiency and the quality of services provided. • Manage risk, budgets and the delivery of business and project outcomes 	<p>Legislative Compliance</p> <p>Customer feedback</p>
<p>Assets and Facilities</p>	<ul style="list-style-type: none"> • Contribute to the development of College Property and Asset strategy and manage the operationalisation and implementation of the strategy. • Develop a full understanding of government funding streams available as a state integrated school and how these can best be managed and used • Manage the development and implementation of a facilities and long term asset management plans including the 10Year Property Plan and ensure arrangements are in place to deliver long term life of asset benefits and short term repair and maintenance responses • Develop and operationalise the College building and facilities site redevelopment plan ensuring business cases, funding approvals, resourcing requirements, budgets and reports are in place and communication plans are well developed to inform all of the College, Alumni and Community on future plans • Undertake research and analysis so that risks are identified, understood and assist in decision making • Provide a professional facility maintenance operations and support service continually balancing asset cost and performance, bring a commercial perspective to whole of life asset lifecycle costs and achieve cost efficiencies 	<p>Long term strategy agreed and in place</p> <p>Site/Facilities redevelopment plans developed scoped and approved</p> <p>Facility maintenance plans and operations in place balancing asset cost and performance</p> <p>Deliver major and minor works within budgeted scope</p> <p>Funding streams, facilities and redevelopment activity meet</p>

	<ul style="list-style-type: none"> • Ensure facilities meet government regulations and environmental, health and safety and security standards • Plan, manage and deliver minor and major works on time, within budget and to agreed scope • Manage and deliver contracted facilities maintenance service provider(s) to manage the scheduled and unscheduled maintenance work programmes ensuring that works are completed on time, budget and to the agreed scope. 	Council, Government regulations and environmental, health and safety and security standards
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Managing and developing staff	<ul style="list-style-type: none"> • Supervise, guide, and delegate relevant staff in their duties. • Provide guidance and support to direct reports ensuring work is completed to the Columba College expectation of standards • Develop work plans and objectives and ensure regular feedback and monitoring of performance is in place. • Complete 6 monthly performance and development reviews, and annual role description reviews with direct reports • Provide leadership support to direct reports and develop the team and individuals' competencies and experience 	98% positive feedback
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Health & Safety	<ul style="list-style-type: none"> • Work safely at all times, ensure that all activities are carried out in accordance with the College's Health and Safety policies and procedures and comply with relevant statutory requirements and legislation. • Identify and report all hazards and assist in resolving issues that may cause harm to students, staff, contractors and visitors. • Actively promote and assist in the development of policies, procedures and standard work practices which support pro-active risk management and a safety culture. Make recommendations and implement improvements to safety and pro-actively confront others about safety violations. 	Target 100%
General	<ul style="list-style-type: none"> • Build and enhance the College's public profile at events, speaking engagements, etc. 	

	<ul style="list-style-type: none"> • Promote and display a commitment to high standards, excellence and achievement • Provide a good role model for students and staff with regard to personal standards including courtesy, self-discipline, punctuality and general standards of behaviour • Work with the Principal, Board of Trustees and Board of Governors in the best interests of the College and in ensuring the preservation of Columba College's '<i>special character</i>'. 	
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Decision Making Authority

Decisions able to be taken within delegated authorities:

- Matters within budget and role delegations
- Day to day operational matters within the scope of the job description

Decisions which are recommended to a higher level of management for approval:

- Outside of approved budget
- Matters requiring the Principal's approval
- Reputational risk

Key Relationships

Internal	External
The Principal	MoE
Marketing and Communications	School Community
EA	Contractors
Teachers	Commercial organisations
Students	Educational forums
Parents	Facility, maintenance and building specialists
Board	
Alumni	

Person Specification

Education and Experience		
	Essential	Preferred
Education	Degree	Degree level
Technical and Functional Skills	<p>Imitative and self-motivation with the ability to lead changes to complex systems and approaches.</p> <p>Ability to prioritise work, meet deadlines and take responsibility, with the ability to cope with conflicting demands.</p> <p>Excellent computer skills in the range of micro soft products including word, excel and PowerPoint.</p> <p>Commitment to delivering excellent service and achieving positive outcomes. Ability to work effectively with people at all levels.</p>	
Experience	<p>5-10 years' experience in a commercial type role</p> <p>Ability to make significant contributions to the development and delivery of business plans</p> <p>Significant experience in developing funding proposals</p> <p>Proven experience to negotiate, influence and managing risk</p> <p>Business acumen and ability to interact with senior internal and external personnel</p> <p>5-10 years' experience in property/facility management</p>	

SALARY RANGE:

Working Towards	Achieving Outcomes	Exceeding Outcomes