

# 3.07A

## MERCY EDUCATION POLICY 3.07A APPOINTMENT OF BUSINESS MANAGERS

### **Rationale:**

Mercy Education Ltd seeks to appoint Business Managers who model its core values of *Compassion, Justice, Respect, Hospitality, Service* and *Courage*, to support College Principals in the leadership and stewardship of Mercy schools.

### **Definition:**

A Business Manager is a senior leader in the College whose primary role is responsibility for the College's business functions, generally including financial management, financial reporting, asset management, management of support staff, human resources and occupational health and safety.

### **Policy Statement:**

- A01 The process for appointing a Business Manager in a Mercy College must maintain the integrity of the Catholic and Mercy vision of education. It will also support the appointment of Business Managers who are able to uphold and sustain this vision. An authentic collaborative relationship between Principal and Business Manager is essential to fulfilling all aspects of the mission of the school.
- A02 Schools under the governance of Mercy Education must have a Business Manager who is responsible to both the Principal and Mercy Education for the financial leadership of the College. The specific role statement of the Business Manager will vary for each College and may include responsibility for property, office management and/or human resources and as a member of the College's senior leadership, will share responsibility for child-safety compliance.
- A03 The Business Manager must be supportive of and committed to Catholic and Mercy education and values.

- A04 The commitment to the Mercy Education value of *respect* for the dignity of each human person requires Business Manager appointment processes that are just and open, whilst maintaining appropriate confidentiality. Decision making will arise from a commitment to thoughtful and shared discernment, according to the principle of subsidiarity.
- A05 The selection process will be managed at the College level with the support of Mercy Education as required.
- A06 A selection panel will be formed to support the Principal in discernment of the best applicant. This will consist of the Principal, a nominee of Mercy Education, a representative of the College Council, and other experienced professionals as required in a particular State or Diocese or deemed appropriate. At least one member of the panel should have a thorough understanding of the role of Business Manager.
- A07 Confidentiality on the part of all the panel members and any other person involved in the process of appointment is paramount.
- A08 The appointment of a Business Manager will be for an initial period of five years. One element taken into consideration in the decision to offer a further appointment is a successful appraisal.
- A09 The Business Manager is appointed at a salary level between 90% and 100% of the Deputy Principal salary in accordance with the size of the school.
- A10 Appointment processes will be consistent with Catholic Education Office policies within the given State.
- A11 Appointment processes will be equitable and transparent and consistent with Commonwealth and State legislation.

**Associated Procedures:**

Procedure 3.07B: Appointment of Business Managers

**Related Documents:**

Catholic Education Commission of Victoria Ltd: Guidelines for the Employment of Staff in Catholic Schools (CECV 2016)

Catholic Education Commission of Western Australia Policy 2-C6:

Policy/Procedure 3.08A/B: Appraisal of Business Managers in Mercy Schools

## Review History

March 2017

## Next Review

2020

## Version Control

Version	Date	Changes	Authorised by:
1		<ul style="list-style-type: none"><li>• Original Public Release</li></ul>	Board
2	16/03/2017	<ul style="list-style-type: none"><li>• Reflects changes to Deputy Principal processes undertaken in 2015/2016 with FINCOM and Board recommendations from February and March 2017 Meetings</li></ul>	Board
2.1	April 2017	<ul style="list-style-type: none"><li>• Notice of appointment to ILT in 3.07B Procedures</li></ul>	Board
2.2	November 2017	<ul style="list-style-type: none"><li>• removal of Board approval for interview shortlisting;</li><li>• processes if Panel are unable to recommend an appointment and</li><li>• options if an approved or appointed candidate is rejected or reneges</li></ul>	Board