



Marist Regional College

Burnie, Tasmania



BUSINESS MANAGER

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POSITION OVERVIEW

Applications are being sought from dynamic leaders with outstanding business and financial management acumen for the position of Business Manager of Marist Regional College. Marist Regional College is a co-educational college with over 750 students from Years 7 to 12.

The successful applicant will possess qualifications and experience in industry or education sector commensurate to that of the position of Business Manager in a College with a reputation for excellence within the Catholic tradition and beyond.

The Business Manager will join the Principal, Deputy Principal Learning and Teaching / Deputy Principal Pastoral Wellbeing / Director of Organisation and Director of Faith and Ministry as members of the College Leadership Team.

Following consideration of applications and recommendations by the interviewing panel, the appointment of the Business Manager will be made by the Principal, subject to the approval of the Governing Body of Marist Regional College.

TERMS OF APPOINTMENT

It is intended that the Business Manager will begin service in April 2020 on a full time basis.

Terms and conditions of employment will be in accordance with the Tasmanian Catholic Single Enterprise Agreement 2018 (the Agreement) or any successor document thereto.

The position will attract the following remuneration and benefits:

1. Salary equivalent to 95% of Deputy Principal Level 4 \$122,585
2. Employer Superannuation contribution of 9.50% \$ 11,645
3. Vehicle including personal use or vehicle allowance. \$ 10,000

Total Remuneration \$144,230

APPLICATIONS

Applications for the position of Business Manager of Marist Regional College must be submitted electronically via the College website *Employment Opportunities* page and should include the following information:

1. Full name.
2. Postal address, contact telephone number and e-mail address.
3. Resume containing professional qualifications.
4. Cover letter with introduction and broad details of current and past positions held with particular reference to business and financial management, leadership and administrative experience.
5. Responses to the Selection Criteria contained in the Role Description.
6. Details of membership of relevant professional associations/organisations, as well as membership of any broader community, church and/or sporting organisations/associations.
7. Confirmation of eligibility to attain National Police Check clearance and Tasmanian Working with Vulnerable Persons registration for Employment.
8. The names, addresses and contact details of three confidential professional referees.

Applications must be submitted online via the [APPLY HERE](#) link at

www.mrc.tas.edu.au/employmentopportunities

Enquiries should be directed to:

Principal
Marist Regional College
Burnie TAS 7320

Telephone: (03) 6431 7612
Email: principal@mrc.tas.edu.au

APPLICATIONS CLOSING DATE

The closing date for applications is **Monday 27 January 2020**.

INTERVIEWS

The interview panel will meet with short-listed applicants individually during the period Monday 10 to Friday 21 February 2020 in order to discuss, in detail, their application, experience and suitability. If required, second interviews will occur shortly thereafter.

CONFIDENTIALITY

Applicants are assured of complete confidentiality with respect to applications submitted, and the information contained therein. Throughout the recruitment and selection process, the provisions of the Marist Regional College Privacy Policy will be adhered to. This policy is available from the College.

SELECTION CRITERIA

The Role Description (page 4), details both the Essential and Desirable Criteria for this position.

Applicants are required to provide a written response to each of the criteria (separate to their cover letter) and attach this document to the online application form in the area provided.

MARIST REGIONAL COLLEGE

HISTORY

Marist Regional College is a co-educational, senior secondary College educating students from Year 7 through to Year 12. As a regional College, Marist enrolls students across the North-West of the State, from the West Coast through to Circular Head to Ulverstone. The ethos and tradition of the College comes from the two founding religious congregations, the Marist Fathers and the Sisters of Mercy.

Society of Mary (Marist Fathers)

The Marist family is the work of many founders, such as Jean-Claude Colin of the Marist Fathers, Jeanne-Marie Chavoine of the Marist Sisters, Marcellin Champagnat of the Marist Brothers, Marie Françoise Perroton of the Marist Missionary Sisters and numerous Marist Laity.

While each branch of the Marist family has its own characteristic features and spirit, there is a clear family likeness and many shared characteristics. Three particular traits which all Marists share are the name they bear, the spirit they share and the virtues that form the cornerstone of their lives.

The key to understanding a Marist's unique relationship with Mary is not found in any particular devotion or act of piety, even though these are important. The relationship between Mary and a Marist exists at a much deeper and more profound level. As Marists identify with Mary, they are called to give shape to her presence in the Church and the world. They do this by endeavouring to live just as she lived. This reality is summed up for Marists by Jean-Claude Colin in the following way:

“So they must think as Mary, judge as Mary, feel and act as Mary in all things...”
(Constitutions SM, n. 228 www.maristsm.org/identificationwithmary)

Sisters of Mercy

As well as sharing a heritage with the priests and brothers of the Society of Mary, the College derives much of its ethos from the Sisters of Mercy, founded in Dublin in the early 1800s by Irish humanitarian, Sr Catherine McAuley. Catherine was born in Dublin in 1778.

In 1824, she used her inheritance from an Irish couple she had served for 20 years to build a large House of Mercy where she and other lay women sheltered homeless women, reached out to the sick and dying, and educated under privileged girls. The house on Baggot St opened in 1827.

To give these efforts greater stability, Catherine and her co-workers soon decided to found a new religious congregation. Catherine founded convents and works of mercy throughout Ireland and England. Sr Ursula Frayne led the first Mercy community to Australia, arriving in Fremantle in January 1846.

Catherine's approach to education was very simple – she wished to empower poor people and others to lead happy, mutually sustaining lives, she believed the development of girls' and womens' talents was most conducive to the good of society, and she saw religious education as the centrepiece of a truly merciful education.

Catherine supported these aims not just by her words, but even more by her own good example. She was convinced that “we learn more by example than by precept,” and that the testimony of a teacher's own example, manner and values is the most persuasive instruction.

Catherine always maintained the special obligation of The Sisters of Mercy to educate under privileged children, but she also saw the need to educate other children in tuition-paying schools. She sought to develop in all students, the well-off and the poor alike, a true commitment to the wellbeing of all children and of the whole human community.

Here, as in her own personal life, Catherine sought to connect wealth with poverty, needs with gifts, in ways that build up the union and charity of all God's people. She loved each student, found joy in the presence of young people and celebrated their development. She valued good order in schools, but cautioned against "too many laws, for if you draw the string too tight it will break."

MISSION

Marist Regional College is a welcoming community drawn from the North-West and West coasts of Tasmania committed to engaging young people fully in a broad based secondary education, enlivened by Catholic ethos in the Marist and Mercy traditions.

As a Christian community with a common spirit, we are passionate about learning and celebrating the unique qualities and dignity of each member.

We contribute actively to our ever changing society and seek the common good.

We gain strength from Catholic social teaching and our motto "Love the Truth".

VALUES

The key values of Marist Regional College are:

Hospitality

We strive to be a community, open and generous towards each other.

Respect

We respect each person's dignity and uniqueness as created by God.

Justice

We seek to be open and honest in our dealings with one another, reflecting our motto: "Love the Truth".

Compassion

We commit to supporting each other sensitively in times of need.

Responsibility

We each accept an obligation to work collaboratively to maintain a vibrant learning community, which is inclusive, encourages excellence and is safe and enjoyable.

COLLEGE MOTTO

“Love the Truth” is the motto of Marist Regional College.

And most important is love.
The kind that gives without demanding,
Supports without holding too tightly
And understands that we are all of us, imperfect.

“Love the truth”

In its simplest sense, it means to love God because God is Truth. How do we know God? Through Jesus Christ in the Gospels.

Jesus Said: "I am the Way, the TRUTH, and the Life..." "You shall know the Truth, and the Truth shall make you free." So we are called to love Jesus and all that he taught us.

MARIST REGIONAL COLLEGE AS A CATHOLIC SCHOOL

The religious dimension of the College is of prime importance to the educational program of the school. Flowing from the Mission Statement, it aims to offer all students a living experience of a committed faith community in which they have the opportunity to synthesize life and belief in growing towards a mature faith.

The cognitive domain is fostered through the formal classes in Religious Education at each year level. Classes at each year level follow a common syllabus and teachers are encouraged to use a collaborative model of teaching and learning.

Faith formation of all members of the Marist Regional College Community is experienced in a number of ways. Prayer is a normal part of gatherings, be they at the class, year or whole school level. Faith formation is supported and strengthened through regular reflection days in Years 7 to 10 and retreat programs for Years 11 and 12.

The College celebrates major events through liturgies and Masses involving a wide range of student skills and interests.

STAFF AND STUDENTS

Marist Regional College provided for 763 students in 2019 in Years 7 to 12. These students are drawn from across the North-West of the State, from the West Coast to Circular Head to Ulverstone.

The College has 122 staff comprising of 76 teaching staff and 46 support staff including administrative, clerical, teacher assistants, student wellbeing, information technology, grounds, maintenance, library, and laboratory.

STUDENT WELLBEING

The pastoral care of our students is fundamental to the way in which we express our College values. All staff share responsibility for pastoral care and are committed to building genuine, positive and respectful relationships with our students.

Several staff have specific pastoral responsibilities. Pastoral Care Group teachers, Year Level Coordinators, counsellors and the Deputy Principal Pastoral Wellbeing are readily accessible to students and parents for advice and support in relation to wellbeing issues.

Our Pastoral Care program provides the support and individual care necessary to help each young person develop a sense of belonging, to grow in self-esteem and to develop their talents in the service of others. The program is supported by our Pastoral Care and Year Level structures and activities such as camps, renewals, special focus days and visiting guest speakers.

We encourage our students to value and embrace diversity, to challenge injustice and to take responsibility for their actions. We encourage our students to develop their leadership potential through involvement with the Peer Leaders' Program, as Class Captains, Sports Leaders or as members of the Student Representative Council.

To enable students to reach their full potential and to facilitate the development and smooth operation of the College community, a set of guidelines exists regarding the management of student behaviour. We have in place a range of policies and procedures supporting student wellbeing. These include Personal Responsibility Guidelines, Grievance Procedure and Safe School Policy.

Our aim in the implementation of these policies is to promote empathy, understanding, responsibility and accountability within the student body. For this reason, we work closely in partnership with parents to help our students reflect on their choices and the impact of those choices on others. The principles of working restoratively to promote justice are embedded in our practice.

MARIST REGIONAL COLLEGE COMMUNITY

Marist Regional College is supported by many groups within its community. Students, parents, teachers and ex scholars have an opportunity to contribute to the life of the College through a variety of structures.

The College Board is a strong group providing leadership for parents as well as the school. The student contributions generally come via the Student Representative Council. There are other groups that also operate for particular purposes.

CURRICULUM

We aim to instil in each student a passion for life, a love of learning and the courage and the confidence to serve others. We do this through a comprehensive and structured academic and vocational learning program, quality religious education, an intensive and diverse co-curricular program and active involvement in issues of social justice. Opportunities for the development of leadership skills are considered essential to these aims. We aim to develop effective communicators who are able to engage in high level critical thinking, creativity, problem solving and teamwork.

Students are encouraged to be self-directed, ethical and responsible. Individual talent and interests are fostered through our extensive range of extra-curricular activities. Our outstanding facilities, innovative teaching practices and use of 21st century technologies ensure that students have access to first class learning opportunities.

CO-CURRICULUM

An extensive co-curricular program enhances student learning at Marist Regional College. While participation is not compulsory, students are encouraged to be involved and many take the opportunity to do cultural or sporting activities or both and take part in various competitions.

Areas covered in the cultural opportunities include Public Speaking and Debating, Dance, Drama, Art, Liturgy, Music (Concert Band, Strings, Foundation and Development Bands, Rock Band and Choir), Musical Production, Wakakirri and Rock Eisteddfod.

Competitions other than subject based ones include the Tournament of Minds and the Burnie Eisteddfod. Participation in various groups supporting the disadvantaged is also encouraged – St Vincent de Paul activities and Stronger Youth are two while each year level stages activities to support local and national charities.

COLLEGE FACILITIES

Marist Regional College boasts exceptional facilities. The College is situated on 17 hectares of prime real-estate in central Burnie with an outlook that would rival any educational facility in Australia. Key aspects of College facilities include:

Marian Centre

The commissioning of the Marian Centre in August 2019 saw the culmination of five years in planning. The Centre is now the learning hub for Year 9 students and will serve the College for the next 50-60 years.

As a Marist and Mercy School our spirituality is embedded in a devotion to Mary as a model of discipleship or way of living in tune with God's plan. Being a Marist means being part of the Society of Mary, a group dedicated to living and serving as Mary did. This devotion inspired the naming of the Marian Centre.

Senior College Wing

Planning is in progress for the potential redevelopment of the Senior College Wing in 2020/2021.

Arts Hub

The refurbished Arts Hub is home to the Art Department and the Fashion and Textiles Department. It features the same open, light-filled spaces that are featured of the Chanel Centre providing a modern, contemporary work space for Arts students. The wide open spaces allow students to comfortably work on large pieces of art. For the first time in many years, Textile & Fashion students have a suitable space to layout their materials and fabrics for contemporary fashion design.

Chanel Centre

Built in 2010 for our Year 7 students, the Chanel Centre was Stage 1 of the Middle Years Centre that now includes a similar learning area for Year 8 students. Chanel is at the forefront of contemporary design for educational spaces, with an emphasis on the learning needs of young adolescents in a community environment. Light, airy classrooms are placed around a large, central atrium. Quiet study areas, a Science Discovery Centre and collaborative learning spaces are incorporated into the flexible learning areas. Creative use of colour, glazing that takes advantage of the beautiful views of Bass Strait and access to the outdoors are all features of the modern design.

McAuley Centre

Built in 2013, this building completes the Middle Years building program. Building on the forward design principles of the Chanel Centre, the facilities are state of the art learning spaces. All facets of learning and wellbeing are incorporated into the building design.

Chapel

The Chapel is located in the Marian Centre and provides a faith centre for our students and staff alike. Class liturgies are held in the Chapel throughout the year and the Chapel is always open to all staff, students and friends of the College.

Colin Theatre

Opened in 2003, the Colin Theatre has tiered seats for 138 and serves as the College's main audio-visual complex for viewing movies and listening to guest speakers. The control console allows the operator to control DVD, video, or live television feeds as well as sound and lighting for a true cinematic experience. The seating is equipped with flip-out desks to allow students to take notes during lectures and film review sessions.

ICT Facilities

The College ICT facilities include a site-wide wired and wireless network of over 800 internet-connected computers, all regularly updated to the latest software and hardware specification. The computers are used across the curriculum in a number of subject specific computer laboratories, or wirelessly in classrooms throughout the school. All general use classrooms have access to television screens enabling the delivery of digital resources at the point of learning. This, an enterprise-level server infrastructure, and our full-time IT staff demonstrate the commitment to providing a modern learning environment.

Conway Hall

Conway Hall is home to our Performing Arts Studio, theatrical stage and drama learning spaces. Conway comfortably seats an audience of 120, making it an ideal venue for the intimate theatre experience. The sprung stage floor is also ideal for dance, and students also benefit from the mirrored wall which provides visual feedback on performance and technique.

Conway Hall is equipped with in-house, state-of-the-art theatrical lighting, sound rigs and audio-visual projectors. Dressing room facilities can accommodate a cast of 25.

There is also a purpose-built storage space for the many props and costumes used in past and present College performances. Conway Hall can be divided into two smaller studios and can be used for "Theatre in the Round". Conway Hall is used for music and dance productions as well as many theatrical productions.

Harcombe Centre

Featuring dual playing courts, classrooms and a modern equipped gymnasium, the Harcombe Centre is a magnificent sports stadium for our students and for sports teams from the wider community. Built to Olympic standard for a number of sports, students use the facilities for Health and Physical Education, Sports Science and Athlete Development as well as competitive sport. With seating for 900, the Harcombe Centre is also used as the College assembly space and by the wider community for large functions and events.

Home Economics & Textiles

Home Economics facilities at the College have seen continual development in recent years with Food Technology delivered out of two modern kitchens. The technology elective Lifestyle, Fashion and Technology is delivered out of the new state-of-the-art Design Room in the centre of the Arts Hub. The Design Room features a large student work area that is flooded with natural lighting, as well as both a wet area and a drying facility.

Library

Centrally located, the library features an extensive and up-to-date collection of fiction, non-fiction, teacher resources, DVDs, portable AV equipment and digital cameras available for loan to the staff and student community. The library has two classrooms available for booking and numerous study tables for use by classes and Senior College students. Students have access to library staff to provide assistance with reference and research queries, general enquiries and technical issues.

Materials, Design & Technology

Our Materials, Design & Technology workshops at the College consist of five workspaces. For senior Metal classes, Marist has a large facility that is fully equipped with extensive welding capabilities for Arc and MIG, a separate area for grinding and cutting and a large floor space. A junior technology workshop is attached and is capable of running both Metal and Wood classes for Years 7 and 8.

Woodwork is catered for by a large co-joined workspace capable of running two classes at the same time. It is fully equipped with tools and equipment to cater for all year levels and students have the chance to experience all facets of woodworking and related trades throughout their time at the College.

Marist is also delivers Vocational Education and Training (VET) courses for both Construction and Automotive Small Engines.

Media Lab

The digital media lab incorporates 20 wide screen computers, the latest graphic design software from Adobe, a green screen, lights and camera to create videos and special effects and specialised teacher software to stream videos and text to the student computers. The media lab is used for students studying digital design, media studies and photography.

Music Recording Studio

The industry-standard recording studio at the College uses ProTools HD and professional quality microphones to enable students to record original music and performance pieces for assessment at College and TCE level.

The Music Department has thirteen individual practice rooms and three larger rooms for group rehearsals and classroom learning. The College has on hand, a range of rock, brass, woodwind and stringed instruments for students studying music in Middle Years and High School and for Senior College students undertaking Contemporary Music or Music Studies.

Science Wing

The Science Wing at Marist Regional College was renovated and reopened by Archbishop Eric D'Arcy in 1996. Since then the College has been constantly updating our fully equipped laboratories with new and improved technologies. This enhances educational experiences in science, particularly when conducting practical investigation which can lead to a better understanding of ideas and concepts within the Science curriculum.

The facilities of the laboratories include a number of gas connections for Bunsen burner use, a large range of glassware and chemical compounds for experimentation, fume cabinets, vertical power cords for safety and easy access, eye wash and fire safety equipment, junior and senior microscopes, block out blinds for light-sensitive experiments, electronic sensors and data logging equipment, laptop access across our wireless network, data projectors and stereo speakers.

Cradle Coast Trade Training Centre

Our Trade Training Centre is the hub for hospitality training and is equipped with a café, industrial kitchen and the Cloud 9 restaurant. The facility hosts catered functions to the public. These events are well patronised and provide students with valuable experience with the preparation, cooking and serving of food and drinks.

Sports Grounds

The College sits on 17 hectares of beautifully manicured sports grounds that include, two Australian Rules football grounds, two soccer fields, outdoor cricket nets, a concrete cricket pitch covered with artificial turf, long jump pits and concrete turning circles for discus and shot put, an all-weather outdoor surface for PE classes.

The College is within a short walk of the Burnie Tennis Centre and Burnie Netball Centre and students take advantage of these high-class community facilities all year round.

GOVERNANCE

The Governing Body's functions are to determine the nature of, and the broad policies for, the administration of the College in accordance with:

- Authentic Church teaching as befits the mission of the Catholic school.
- The constitutional structure and spirit of the religious congregations of the Sisters of Mercy and the Marist Fathers.
- The directives of the Tasmanian Catholic Education Commission.
- The spirit of the College Mission Statement

College Board

The Board is directly responsible to the Governing Body. Within the context of providing high quality Catholic education and promoting the Catholic life of the school, the Board's functions include:

- Promoting secondary education in North West Tasmania, in accordance with the doctrines, laws and educational ethos of the Catholic Church and the directions of the Archbishop, and for that purpose to take action in conjunction with the Tasmanian Catholic Education Commission, the Catholic Education Office, and institutes of education within the region.
- Within the broad parameters established by the Governing Body, formulating policy for the conduct of the College, in consultation with the staff, parents, students, and friends of the College.
- Co-operating with the Principal in maintaining the College as an institute of Catholic education.
- Taking direction from the Governing Body on matters regarding major changes.
- Liaising with the parish priests and parish pastoral councils of the region in matters of mutual concern to the College and parishes.
- Planning, implementing, and evaluating the financial and building programs necessary for the long-term effective management of the College.
- Managing the finances of the College as indicated in Section 12 of the Marist Regional College Constitution for Governing Body and Board.

ORGANISATION

The Principal is responsible for the operational policies and, ultimately, for the management of the entire College within the overall policy set by the Governing Body. The Principal works with the Board of Marist Regional College on policy formation, financial management and facility maintenance and planning.

The Board has sub-committees, including - Finance Committee, a Buildings and Maintenance Committee, WHS Committee and other subcommittees as required.

The appointed Business Manager will join the Principal, Deputy Principal Learning and Teaching / Deputy Principal Pastoral Wellbeing / Director of Organisation and Director of Faith and Ministry as members of the College Leadership Team.