



Ballarat High School

POSITION DESCRIPTION

Business Manager: Operations and Resources

TIME FRACTION	1.0 (38 hours/week)
CLASSIFICATION	ES Level 2, Range 6
JOB TITLE	Business Manager: Operations and Resources
EMPLOYMENT PERIOD	10/08/2026 – Ongoing
JOB OPENING NO.	1525818
APPLY BY	13/05/2026

School Profile

Ballarat High School is a vibrant and inclusive government secondary school with a proud history dating back over a century. The school caters to approximately 1,500 students from Years 7 to 12 and offers a broad, challenging and future-focused curriculum designed to meet the diverse needs and interests of our students.

Ballarat High School is a learning community where every person is valued, respected, and challenged as a learner. At Ballarat High School, we are guided by the core values of Pride, Respect and Responsibility, which underpin all aspects of school life. These values shape a positive school culture where students are encouraged to strive for excellence, take ownership of their learning and behaviour, and contribute meaningfully to their community.

We are committed to evidence-based teaching, student wellbeing and the ongoing professional growth of our staff.

With strong community connections, modern facilities and a culture of high expectations, Ballarat High School provides a dynamic environment where all students are supported to thrive.

Role Purpose

The Business Manager is a vital member of the senior leadership team, working collaboratively with the principal to lead the school strategically in addition to maximising and developing human resources.

The primary responsibility is to oversee, manage, and provide leadership across all non-teaching support functions to maximize student outcomes and engagement. The Operations and Resources Manager has overall responsibility for financial, risk, and resource management, inclusive of finance, compliance, information technology, and property management.

Responsibilities

1. Strategic Leadership and School Operations

- **Senior Leadership:** Act as a key member of the School Leadership Team, contributing to resourcing and supporting high-level student-centred decision-making.
- **Strategic Planning:** Support the implementation of the School Strategic Plan (SSP) and Annual Implementation Plan (AIP) through sound resource management.
- **Governance Support:** Provide executive functions and authoritative advice to the School Council and its Finance, Facilities, and Risk subcommittees.
- **Positive Culture:** Provide leadership and act as a professional role model, partnering with staff to achieve operational excellence through capacity building.

2. Financial Management and Regulatory Accountability

- **Financial Leadership:** Act as the school's Chief Financial Officer, ensuring all financial, regulatory, and compliance standards are met in accordance with Department of Education (DE) requirements. A thorough knowledge of Departments reporting requirements and the communication skills to ensure stakeholders are provided with accurate, timely and transparent data.
- **Budgeting & Reporting:** Develop the schools' annual budgets ensuring consultation with appropriate stakeholders and compliance with department best practice. Provide high-quality financial information and advice to the school leadership team and School Council to support ongoing school improvement is adequately resourced. Complete Profit & Loss statements for transparency of trading operations and activities for sound decision making.
- **System Management:** Ensure high proficiency in the management of the **CASES21** finance system, accounts payable/receivable, budget management and reporting and end-of-year financial rollovers.
- **Compliance & Audit:** Oversee financial risk management and ensure the school meets all Internal Controls and DE Audit Program requirements.
- **Revenue Management:** Administer government grants, manage taxation requirements (FBT/GST), and research new areas for school revenue.

3. Human Resource Management

- **Workforce Planning:** Provide significant input into the School Workforce Management Plan and offer strategic advice on support structures and work practices.
- **Staff Management:** Direct and coordinate all Education Support (ES) staff, including recruitment, staff selection procedures, and the facilitation of professional development.
- **HR Systems:** Manage staffing data entry via **EduPay** and **Recruitment Online** and maintain accurate personnel files.
- **Safety & Welfare:** Serve as the Return-to-Work Coordinator; manage WorkSafe and WorkCover processes and ensure Occupational Health and Safety (OHS) standards are maintained.

4. Property, Facilities, and Resource Management

- **Masterplanning:** Oversee the development and review of the school's Facilities Masterplan and Capital Development Policy in collaboration with the Principal.
- **Project Management:** Supervise building, maintenance, and refurbishment projects, ensuring all capital development follows Victorian Government and Department of Education requirements.
- **Asset Stewardship:** Manage the school's asset register and coordinate the sustainable use of school buildings, grounds, and equipment.
- **Contract Management:** Liaise with service providers and supervise the delivery of contracted services to ensure quality and cost-effectiveness.

5. General Administration and Support

- **System Oversight:** Manage administrative support systems, including records, archives, and Information Technology infrastructure.

- **Stakeholder Liaison:** Consult with school staff, parents, and community groups (e.g., sporting or arts support groups) regarding school operations and financial assistance to deepen connection through regular communication.
- **Policy Development:** Review, develop, and implement school policies and procedures relevant to the areas of responsibility.

Key Selection Criteria

Applicants are requested to present a written response to the key selection criteria below:

1. **Financial Expertise:** High-level experience in financial management and accounting practices within a complex environment, including proven ability to ensure compliance with Department of Education (DE) audit and accountability requirements.
2. **Human Resource Leadership:** Detailed knowledge and experience in the management of human resources, including statutory requirements of employment, performance development (PDP), and WorkCover.
3. **Facilities & Asset Management:** Substantial experience in the strategic and operational management of facilities, including capital projects, maintenance, and asset registers.
4. **Strategic Thinking:** Demonstrated ability to undertake a leading role in the development, implementation, and evaluation of organizational policies and strategic plans.
5. **Interpersonal & Communication Skills:** Excellent capacity to provide high-level organizational and interpersonal skills to support a high-performing school community and its business practices.
6. **Technical Proficiency:** Demonstrated experience in managing complex administrative and financial software systems (e.g., CASES21, EduPay) and Information Technology oversight.
7. **Qualifications:** An accounting qualification or equivalent tertiary Business qualification.

Who May Apply

Individuals with the aptitude, experience and/or qualifications to fulfil the specific requirements of the position.

Child Safe Standards

Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department's exemplar available at [Child Safe Standards: Policy | education.vic.gov.au](https://www2.education.vic.gov.au/child-safe-standards-policy)

DE Values

The department's employees commit to upholding the department's Values: Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights. The department's Values complement each school's own values and underpin the behaviours the community expects of Victorian public sector employees, including those who work in Victorian Government Schools. Information on the department values is available at:

<https://www2.education.vic.gov.au/pal/values-department-vps-school-employees/overview>

Diversity and Inclusion

The Department is committed to diversity and inclusion and developing a workforce that is representative of the community we service. We value diversity and inclusion in all forms – culture, gender, religion, ethnicity, LGBTIQ+, disability and neurodiversity. Aboriginal and Torres Strait Islander candidates are strongly encouraged to apply for roles within the Department. The Department recognises that the provision of safe, respectful and inclusive workplaces is essential to high performance and promotes flexible work and diversity across all schools and Department workplaces. It is our policy to provide reasonable adjustments for persons with a disability (see [Disability and Reasonable Adjustments – Staff: Policy and Guidelines | VIC.GOV.AU | Policy and Advisory Library](#)).

Additional support and advice on the recruitment process is available to Aboriginal and/or Torres Strait Islander candidates from the Koorie Outcomes Division (KOD) via marrung@education.vic.gov.au.

Conditions of Employment

- All staff employed by the Department and schools have access to a broad range of employment conditions and working arrangements.
- Appointment of successful applicants will be made subject to a satisfactory pre-employment conditions check.
- A probationary period may apply during the first year of employment and induction and support programs provided.
- Detailed information on all terms and conditions of employment is available on the Department's Human Resources website at <https://www.education.vic.gov.au/hrweb/Pages/default.aspx>
- A current Working with Children Check.

Applications

Enquiries regarding the position can be directed to Mr Stephan Fields 03 5338 9000.

Please ensure that your application includes:

- A resume including relevant experience as well as personal details (name, address, email and contact number)
- A section addressing the key selection criteria and the requirements for application under the *Who May Apply* section
- Names and contact numbers (telephone and email) of three referees who are able to attest to the claims made in your application.

Please note that the selection panel may seek additional referees beyond those you name. Consistent with policy, we shall advise you if we will take this action.

Applications should be submitted via School Jobs Vic (formally Recruitment Online)

<https://www.education.vic.gov.au/hrweb/careers/Pages/advacsSch.aspx> or a copy of your application can be emailed to Mrs Julie Pickering, Personnel Manager, julie.pickering@education.vic.gov.au marked Confidential – Administration Manager, by 11.59pm on the closing date.



If you need help to understand the information in this Job Description, please contact Ballarat High School on (03) 5338 9000 or ballarat.hs@education.vic.gov.au