



# Business Manager **Application Package**



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# INTRODUCTION & HISTORY

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FCJ College Benalla is a coeducational Catholic school for Years 7–12, established in 1900 by the Faithful Companions of Jesus (FCJ Society). The College was founded on the vision of Marie Madeleine d'Houët, who sought to provide a "solidly Christian education" for young people of all backgrounds.

In 2025, FCJ College proudly celebrates its 125th anniversary, marking over a century of faith, learning, and community. Throughout its rich history, the College has remained committed to fostering a positive learning environment for its 467 students, challenging them to reach their full potential. Academic achievement is promoted alongside a strong emphasis on extracurricular participation, with a range of pathways ensuring that each student can pursue their individual goals.

Originally known as the Convent of Our Lady of the Angels, FCJ College was established in response to an invitation from Dean Davy, the Parish Priest of Benalla. On 14 August 1900, Mother Xavier Macdonald and six FCJ Sisters arrived to pioneer Catholic education in the region. The College began as a small convent school for 16 girls, alongside St Joseph's Parish School, which initially enrolled 120 boys and girls. Over time, the College expanded to accommodate both day and boarding students. It became coeducational in 1960 and was renamed FCJ College Benalla, with the boarding school closing in 1981.

Guided by its motto, Pro Deo Semper (For God Always), and its crest, FCJ College continues to inspire students to put faith at the heart of their lives. As we celebrate this milestone anniversary, the College reflects on its enduring legacy while looking ahead to a future of continued excellence in education.

[Click here to view more about the FCJ Sisters - Education Ministries](#)







FCJ College Benalla proudly celebrated 125 years of education in 2025, marking a significant milestone since the College's founding in 1900. This anniversary honoured the remarkable journey of the FCJ Sisters, whose arrival in Benalla laid the foundations for the thriving learning community we know today.

Throughout 2025, the College commemorated this milestone with a series of special events that brought together past and present members of the FCJ College community. A highlight of the celebrations was the August anniversary weekend, beginning with Founders Day on August 15, followed by the 125th Anniversary Gala Dinner on Saturday, August 16, and a commemorative Mass on Sunday, August 17. These occasions provided meaningful opportunities to reflect on the College's rich history, celebrate its achievements, and acknowledge the enduring impact of the FCJ Sisters.

As we move forward in 2026, FCJ College remains focused on the future, continuing to build on the strong foundations established over the past 125 years. Guided by the values of the FCJ tradition, the College is committed to offering innovative programs and a nurturing environment where students are supported to grow intellectually, spiritually, and socially.

The 125th anniversary celebrations served not only as a time of reflection, but also as a reminder of the strength of the FCJ College community. They reaffirmed our commitment to honouring the past while inspiring future generations to carry forward the legacy of faith, learning, and service that defines FCJ College Benalla.

[\*\*View the 125<sup>th</sup> Anniversary Film here\*\*](#)



## IDENTITY STATEMENT

FCJ College is an *inclusive* Catholic community that inspires companionship, courage and confidence, justice, and gentleness.



## VISION STATEMENTS

At FCJ College, we:

- Are inclusive and embrace diversity.
- Believe the Good News should be shared and encourage our community to see God in all things.
- Offer hope through education.
- Are companions to those in our community and beyond.
- Provide a curriculum within and beyond the classroom that encourages a love and respect for learning in all its forms.
- In partnership with our families, teach students to be confident and critical thinkers.
- Provide an excellent education for an ever-changing world.

## GRADUATE OUTCOMES

At FCJ College, we commit to educating students who:

- Are inspired by the characteristics of companionship, courage and confidence, justice, and gentleness.
- Draw upon their Catholic Education to guide their own faith journey through life.
- Are inclusive and embrace diversity through listening and dialogue with others.
- Strive for individual excellence in academic learning.
- Are beacons of hope by courageously acting for justice.
- Develop kinship with creation.
- Form authentic relationships where each person is recognised and nourished by the other.



# FCJ EDUCATION GOVERNANCE

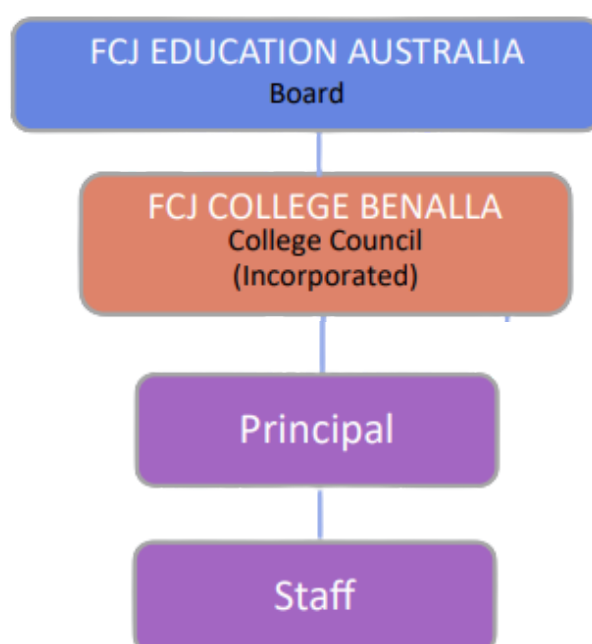
FCJ College Benalla is governed under the auspices of FCJ Education Australia. The Society of the Faithful Companions of Jesus (FCJ) are the canonical authority for FCJ education.

## FCJ College Council

FCJ College was incorporated in 2010 as a company limited by guarantee and is governed by the College Council, according to their constitution.

The FCJ College Council is the employer of the Principal on behalf of the Province Leader. The Principal is the Chief Executive Officer of the College Council and has responsibility for the overall management and leadership of the College. The Principal is directly accountable to the College Council, primarily through a professional and transparent reporting relationship to its Chair. The Chair is accountable for College Council operations through the FCJ Education Board, to the Province Leader.

FCJ College benefits from the expertise of a supportive and highly engaged College Council. A wide range of professional backgrounds are represented amongst the Council members. Together with the two Council Committees, the Council determines general strategy and policy for the College, delegating its day-to-day running to the Principal and the Leadership Team.



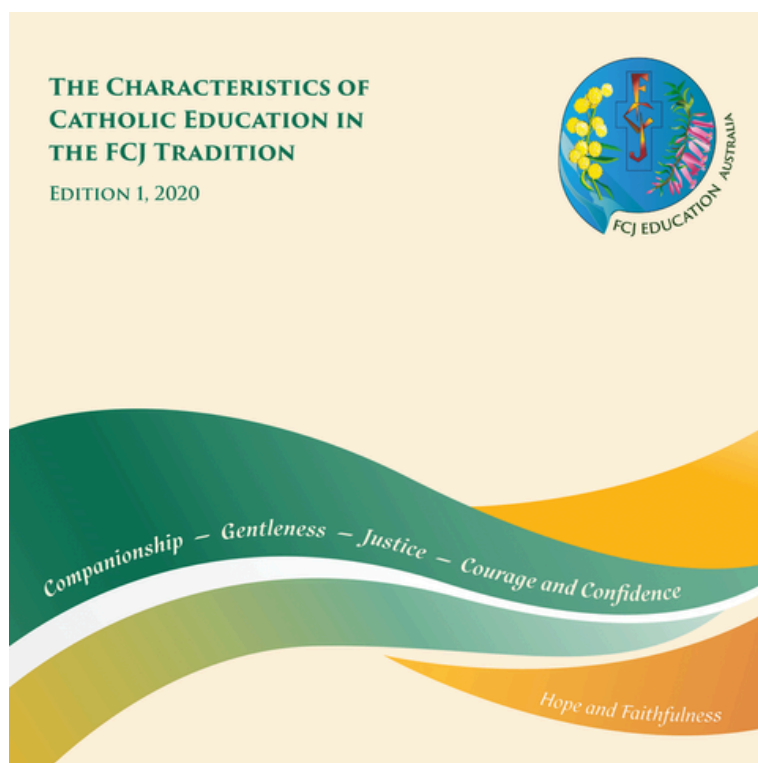




The Characteristics of Catholic Education in the FCJ Tradition is a guiding document that outlines the core principles of education within the Faithful Companions of Jesus (FCJ) tradition. It highlights key values such as compassion, justice, excellence, inclusivity, and faith, drawing inspiration from Marie Madeleine d'Houët's vision. The document emphasizes holistic education, nurturing students academically, spiritually, and morally while fostering a strong sense of community and service.



The culture of a faith-based community of an FCJ college seeks to be characterised specifically by



[Click here to view the Characteristics of Catholic Education in the FCJ Tradition Document](#)



Hope & Faith



# ORGANISATIONAL STRUCTURE

## College Council

## College Executive

Principal, Deputy Principal - Learning, Deputy Principal -Community, Director of Catholic Identity, Director of Learning & Teaching, Director of Learning Diversity, Director of Wellbeing, Business Manager

## Learning Leaders

Year 7 Learning Leader  
Year 8 Learning Leader  
Year 9 Learning Leader  
Year 10 Learning Leader  
Year 11 Learning Leader  
Year 12 Learning Leader

## Learning Coaches

Technology & Applied Learning Coach  
English/Literacy Coach  
Humanities Coach  
Languages Coach  
Maths/Numeracy Coach  
PE/Health & Outdoor Education Coach  
Positive Education Coach  
Religious Education Coach  
Science Coach  
Arts Coach

## Other Leadership Positions

VCE Co-ordinator, Sports Coordinator





# CURRICULUM OFFERINGS

At FCJ College, students are encouraged to embrace learning as a journey that extends beyond themselves, fostering both academic excellence and personal growth. The curriculum is designed to challenge students while ensuring an enjoyable and engaging learning experience. A range of pathways and extra-curricular opportunities are available to help each student reach their full potential.

## **Years 7 & 8: Broad Exposure to Learning Domains**

Students are introduced to all key learning areas while continuing to develop essential literacy and numeracy skills.

Subjects include:

English, Mathematics, Science, Humanities, Positive Education, First Nations Studies, Japanese and variety of elective subjects in Arts and Technology

## **Year 9: Expanding Knowledge & Personal Development**

Year 9 students continue their learning with a combination of core subjects and elective choices, allowing them to explore their interests.

All students study:

Core Subjects (Full Year): English, Mathematics, Science, Humanities, Health & Physical Education, Religious Education, and Positive Education

Electives (Semester-Long): Students choose six electives across three categories: Art, Technology and Showcase Subjects.

The Showcase subject, based on Inquiry-Based Learning, encourages students to develop critical thinking and research skills. This subject follows a structured approach:

- Asking questions and exploring topics of curiosity
- Conducting investigations and creating new knowledge
- Engaging in discussions and reflecting on discoveries

A key component of Year 9 is The Rite Journey, a year-long program that integrates Religious Education and Positive Education. This program supports students' transition into adulthood by fostering self-awareness, resilience, and strong connections with mentors and peers.

## Year 10: Preparing for Senior Pathways

Students customise their own elective program, with parameters in place to ensure that they build on their knowledge in all core subject areas while also allowing them to explore their passions to enable them to move confidently into their senior years .

Year 10 students also have the opportunity to accelerate their studies by enrolling in VCE and VET subjects, this allows students to experience senior-level learning and gain credits towards their final years of study.

## Years 11 & 12: Tailored Pathways for Future Success

- Students can customise their studies based on career aspirations and interests through:
- Victorian Certificate of Education (VCE) – A globally recognised qualification leading to university, TAFE, or employment.
- VCE Vocational Major (VCE VM) – A hands-on, applied learning program preparing students for apprenticeships, further training, or direct entry into the workforce.
- Victorian Pathways Certificate (VPC) – an inclusive certificate designed to meet the needs of students who require a more individualised and flexible program.
- VET & School-Based Apprenticeships (SBA) – Integration of vocational training and real-world work experience.

With a commitment to holistic education, FCJ College ensures that every student has the opportunity to thrive academically, socially, and personally.







# CAMPS, SPORTS & CULTURAL IMMERSIONS

FCJ College is committed to the development of the whole person: the intellectual, emotional, physical, moral, spiritual and social growth of each student. To support this development we offer students opportunities to participate in a range of co-curricular activities. Students are encouraged to participate in activities designed to cater for diverse interests and abilities. The programs offered provide opportunities for student leadership, decision-making and problem solving.

Students are offered a chance to enjoy a learning experience outside the classroom. Many camps/excursions are offered at different year levels, each with a specific educational or social purpose.

## FCJ College Camps Overview

**Year 7 Camp** – Held at the beginning of the year, this camp focuses on building connections between students and staff, helping students settle into secondary school life.

**Year 8 Melbourne Experience** – Students travel to Melbourne for an immersive cultural experience, which includes attending a live theatre production.

**Year 9 Camp** – A two-night camp just outside Myrtleford, packed with team-building activities designed to develop resilience, collaboration, and leadership skills.

**Year 10 Excursion** – A visit to the Holocaust Museum in Melbourne, providing students with a deep and meaningful educational experience about history and human rights.

**Year 11 Formal** – Instead of a camp, Year 11 students celebrate their major event of the year with a formal held at a local venue. The evening includes student presentations and a meal shared with their families.

**Year 12 Retreat** – A reflective and bonding experience for students, held at various locations each year, allowing them to step away from their studies and focus on personal growth and their final year of schooling.





## FCJ College Sports & Activities

FCJ College offers a wide range of sports and extracurricular activities to encourage student participation, teamwork, and personal development. As a member of School Sports Victoria (SSV), the college competes in various interschool competitions, giving students the opportunity to represent FCJ at local, regional, and state levels.

### Sports Offered:

Athletics  
Cross Country  
Swimming  
Basketball  
Netball  
Soccer  
Football (AFL)  
Cricket  
Volleyball  
Tennis  
Hockey  
Badminton  
Table Tennis  
Bowls  
Horseriding

### Other Activities & Opportunities:

- House Competitions (Athletics, Swimming, Cross Country)
- Recreational Sports Program
- Lunchtime Sports & Clubs
- Leadership Opportunities in Sport
- Specialist Training & Development Programs

Through these programs, FCJ College promotes an active and inclusive school culture, encouraging students to challenge themselves, build resilience, and develop lifelong skills in teamwork and leadership.



## FCJ College Cultural Immersion Overview

### Cape York Immersion

The Year 9 Cape York Immersion, in partnership with Red Earth, is an opportunity for students to engage with remote Indigenous communities in Far North Queensland. This experience fosters cultural awareness, leadership, and personal growth as students participate in community-led projects, learn from Traditional Owners, and gain a deeper understanding of Indigenous culture and connection to Country. The immersion encourages reflection, teamwork, and a broader perspective on social and environmental issues.

### Philippines Immersion

The FCJ College Philippines Immersion is a transformative program that offers students the opportunity to engage deeply with communities in the Philippines. Initiated in 2017, the program has seen successful immersions in both 2017 and 2019 and 2024.

Central to this immersion is the partnership with Daniel Kuzeff, an Australian who, at 22, was instrumental in building 42 houses in ANCOP Malbago Village on Bantayan Island, Cebu.

Through this collaboration, FCJ College students have the unique opportunity to visit Malbago Village, engaging directly with local residents and participating in community-led projects.

This immersive experience is designed to foster cultural understanding, empathy, and a commitment to social justice, aligning with FCJ College's mission to develop globally aware and compassionate individuals.

### Sacred Heart, Tokyo

FCJ College has a strong sister-school relationship with Sacred Heart in Tokyo, fostering cultural exchange and global connections between students. This partnership includes reciprocal visits, where FCJ College students travel to Tokyo to experience Japanese culture, school life, and homestays with Sacred Heart families. In return, Sacred Heart students visit FCJ College, immersing themselves in Australian education and community life.

These exchanges strengthen international friendships, promote language learning, and broaden students' global perspectives.





# COMMUNITY

## **Benalla Regional Catholic Education (BRCE)**

FCJ College has forged strong relationships with our partner Catholic Primary schools through the Benalla Regional Catholic Education (BRCE) network. The members of the BRCE are FCJ College, St Joseph's PS Benalla, St John's PS Euroa and St Mary's PS Mansfield. We meet four times a year to plan activities that foster community building amongst our schools, and every second year hold a Professional Learning day focused on our Catholic Identity for the staff of our four schools.

### **BRCE aims to:**

- Provide leadership in the ongoing development and planning in the community for Catholic Education from F – 12.
- Strengthen relationships between the four partner schools through various events held over the year.
- Enhance transition to Secondary Education for students in the three primary schools.
- Promote to the wider community that Catholic Education in the Benalla region has an F-12 focus and pathway

## **Live4Life Community Program:**

In 2018, FCJ College joined other Benalla community organisations and schools to deliver a community focused Youth Mental Health program as a way of raising awareness and educating our students and the wider community about how to recognize youth mental health issues and find support for those in need through community and broader health providers. The L4L program has a targeted educational program for students, staff and parents and is making a difference in how we all tackle youth mental health. Young people are being identified and supported much earlier, leading to better outcomes. We are committed to this local community partnership and program.

## **Annual International Women's Day Breakfast**

FCJ College hosts an Annual International Women's Day Breakfast to celebrate and honour the achievements of women. The event features inspiring alumni guest speakers, who share their personal journeys and insights on leadership, empowerment, and gender equality. Year 12 students act as MCs, showcasing their leadership skills, and the event also includes a Q&A session, allowing attendees to engage with the speakers directly.



## Let's Find Our Voice Wellbeing program:

Companionship, joy, hope and kindness – all of these precious human traits are on display and evident throughout the annual Let's Find our Voice project undertaken by community members and students of FCJ College Benalla.

The strength of music to break down barriers and allow connections to be made between groups of people that start out as strangers, may have limited or no contact with that age group, and end up as friends is evident time and time again with this project. The weekly interactions allow each group to see beyond the stereotypes and come to see the energy of the young and the wisdom of the elders shine through.

The shared journey allows all to experience an awakening of the joy of group singing, in a non-threatening and enjoyable way. We never have to round up our students – they are always ready and waiting by the bus to head off to the singing sessions.

The heartwarming concert that is the culmination of the project is a true gift of the heart and spirit. Each one is special and unique in its own right, as there is a whole new group of students involved each year. The obvious accomplishments throughout the concert are lovely, but what really touches me personally are the less obvious moments– the student who finds the pages for the next song in the songbook of an elderly person, or who offers to hold the songbook and point out the lines for another. To me, these small gestures indicate that we have tapped into the humanity of our choir members at a much deeper level than simply the singing of songs.

The extremely popular video clip produced at the end of the project is another fun and engaging aspect of the program. Each year we are taken aback by the ripple effect of this video throughout the wider local and global community, with hundreds of thousands of views on Facebook and YouTube. Whilst this phenomenon is evidence of our highly connected world, it also shows that social media can be a medium of love, joy and positivity – another great lesson for our young people who often see and experience the negative and dangerous side of social media.

**Click on the play button below to view our latest film 'Forever Young'**





# STAFF PROFILE

FCJ College is supported by a dedicated team of 76 staff members, comprising 49 teaching staff and 27 non-teaching staff.

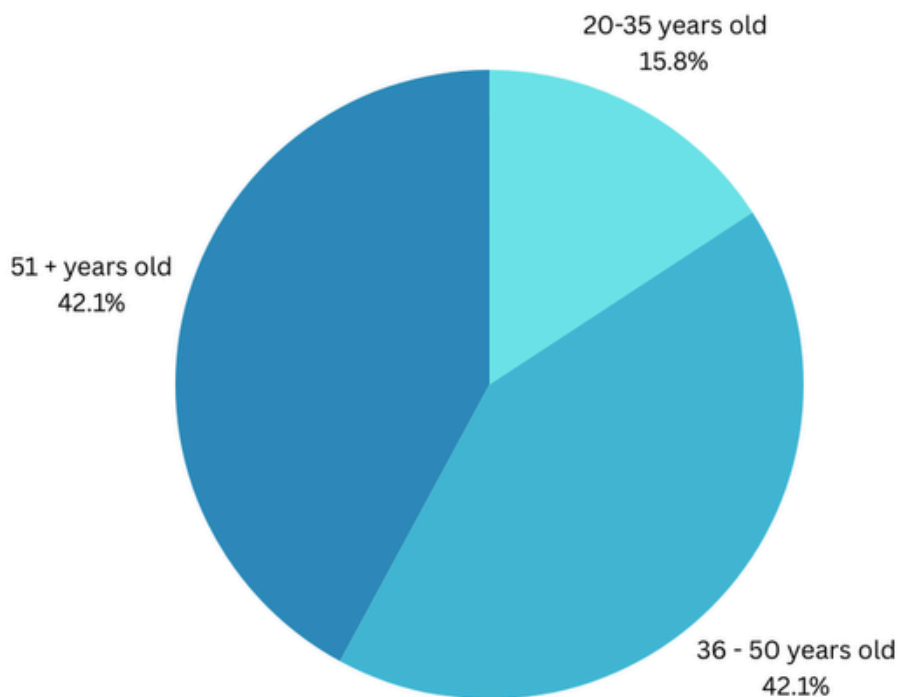
## Staff Age Demographics

- 20-35 years: 12 staff members
- 36-50 years: 32 staff members
- 51+ years: 32 staff members

This diverse age distribution highlights a balance between experienced educators and newer professionals, ensuring a dynamic and evolving learning environment.

## Teaching Experience

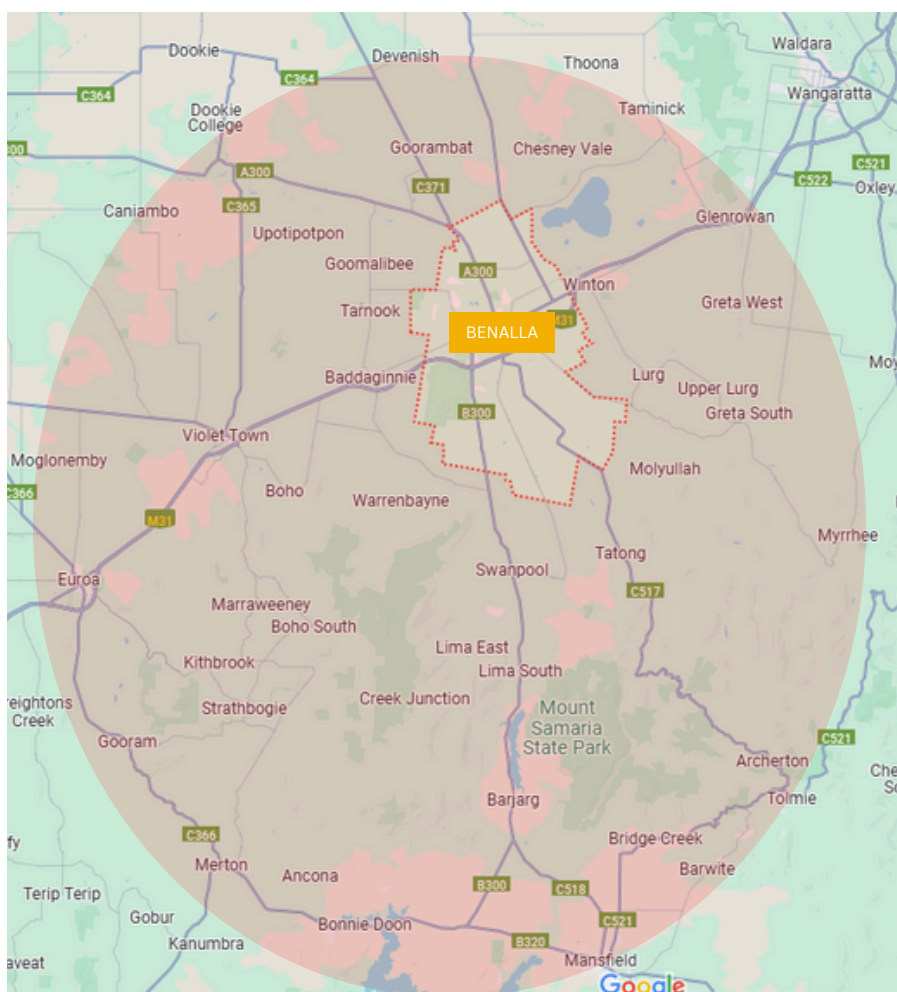
The average teaching tenure at FCJ College is 7.63 years, reflecting a strong commitment to the school and its students. Many staff members bring years of expertise while new educators contribute fresh perspectives and innovative approaches to teaching.







Growth in student enrolments has been particularly noticeable in areas such as Mansfield and Euroa, where expanding communities and new residential developments are contributing to an increase in school-aged children. As the region continues to develop, FCJ College remains committed to providing exceptional learning opportunities and a welcoming school environment for students from all backgrounds.











# STRATEGIC PLAN 2023-2026

Our faith-based community characterised by Companionship, Gentleness, Justice, Courage and Confidence, will drive a reimagining of school and our world, with a focus on students as agents for positive change.

	WHO WE ARE	SOCIAL & ECOLOGICAL JUSTICE	WELLBEING	BUILDING OUR CAPACITY	ACADEMIC GROWTH & ACHIEVEMENT
	Inspired by the characteristic of Companionship 	Inspired by the characteristic of Justice 	Inspired by the characteristic of Gentleness 	Inspired by the characteristic of Courage & Confidence 	
STRATEGIC STATEMENT	Responding to our ECSI data, we will build a holistic Catholic identity in the context of a secular and pluralist society by promoting our foundations and also serving all regardless of their perspective or world view.	In dialogue with our community we will call on all members of the FCJ College community to hear, and respond to, the cry of the earth and cry of the poor.	Staff and students develop an understanding and appreciation of themselves and others.	A whole of school professional learning plan will support our explicit improvement agenda.	Students will encounter contemporary learning that demands personal growth and academic excellence.
OBJECTIVES	<ul style="list-style-type: none"> <li>Links between the Gospel and charism and characteristics of FCJ education are made clear.</li> <li>Catholic Social Teachings are explicitly taught across all year levels.</li> <li>FCJ College will value traditional custodianship and the place of the local Aboriginal peoples and their traditional knowledge and beliefs.</li> </ul>	<ul style="list-style-type: none"> <li>FCJ College develops an action response to the Laudato Si Action Platform.</li> <li>Social and ecological justice is integrated in the College curriculum, resources and facilities.</li> </ul>	<ul style="list-style-type: none"> <li>Wellbeing at FCJ College is taught overtly and embedded within the outcome of the school.</li> <li>To foster emotional and social capabilities in order to promote greater resilience and empathy within our students.</li> </ul>	<ul style="list-style-type: none"> <li>Implement a whole school professional learning plan, and individual strategy for each staff member that includes coaching, mentoring and focus on reflective practice.</li> <li>Implement professional learning program specific for leaders to support all staff and students on agreed leadership practices and teaching methods.</li> </ul>	<ul style="list-style-type: none"> <li>Students experience consistent pedagogy, through the implementation of the FCJ College ES instructional model in delivery of sequences of learning.</li> <li>Students' learning is enhanced through a well-documented scope and sequence and curriculum plan which encompasses horizontal and vertical streams of learning, differentiation and assessment.</li> </ul>
KEY SUCCESS INDICATORS	<ul style="list-style-type: none"> <li>10 hours of professional development that enhances an understanding of scripture, FCJ charism and principles of catholic social teaching.</li> <li>A reinvigorated FIRE Carrier program and visible connections around the school to our Indigenous links.</li> </ul>	<ul style="list-style-type: none"> <li>FCJ College has implemented our response to the Laudato Si Action Platform.</li> <li>FCJ College Masterplan reflects best practice ecological outcomes.</li> <li>Curriculum documentation demonstrates a commitment to social and ecological justice in the classroom.</li> </ul>	<ul style="list-style-type: none"> <li>Social and emotional capabilities are taught and practised within Pos Ed and the wider curriculum.</li> <li>That the ACER social and emotional wellbeing survey demonstrates an improvement in resilience, inclusion and empathy within our students.</li> </ul>	<ul style="list-style-type: none"> <li>A whole school professional learning plan is implemented and staff are engaged with coaching, mentoring, observations and feedback on a regular basis.</li> <li>School leaders are skilled and trained in coaching and mentoring staff and students and there is evidence of improved learning and practice outcomes.</li> </ul>	<ul style="list-style-type: none"> <li>All teachers will use the FCJ College ES instructional model in delivery of lessons, evident through lesson observations and coaching sessions.</li> <li>Longitudinal VCAA data shows improved results for FCJ College students – Years 7-12.</li> <li>ACER PAT testing shows growth in student literacy and numeracy results – Years 7-10.</li> </ul>





# BENALLA

Benalla is a beautiful and welcoming regional town in north-east Victoria—offering the perfect balance of lifestyle, community, and convenience.

## Great Location

- Just over 2 hours from Melbourne via Hume Freeway or V/Line train
- FCJ College is centrally located—right across from the beautiful Benalla Botanical Gardens

## Easy drive to surrounding regions:

- King Valley wine region – 30 to 45 minutes
- Albury – approx. 1 hour
- Shepparton – approx. 1 hour
- Mansfield – approx. 1 hour
- Mount Buller – approx. 1 hour 45 minutes

## Culture & Community

- Home to the famous Benalla Street Art Festival
- Benalla Art Gallery on Lake Benalla
- Local events, markets, and community festivals all year round

## Active Lifestyle

- Wide range of sporting clubs: football, netball, cricket, basketball, athletics, gliding and more
- Walking and cycling trails around Lake Benalla
- Family-friendly town with great parks, playgrounds, and outdoor spaces

## Cafés & Convenience

- Thriving café and food scene
- Shopping and essential services nearby
- Quality schools, childcare, and healthcare options

# POSITION DESCRIPTION

## Business Manager

**Terms of Employment:** Full Time - 5 Year Contract

**Classification:** Negotiable upon relevant experience & qualifications

**Requirements:** A degree qualification in Business Management, Accounting, Economics, Finance or related area.

**Annual Leave:** 4 Weeks Annual Leave

**Supervisor:** Principal / Deputy Principals

### CATHOLIC IDENTITY

- Actively live and promote the College Mission.
- To promote and maintain Gospel values and the Catholic tradition among all sectors of the College, including students, staff and parents.
- Ensure and facilitate a Catholic inspired ethos as articulated by the characteristics of FCJ Education within the college community .

### POSITION OBJECTIVE:

The Business Manager is a member of FCJ College Executive Team and Company Secretary to the FCJ College Council, as a company limited by guarantee. The Business Manager provides a key role in both the business operations and planning of the College. The key responsibilities of this role will include duties under the direction of the principal and deputy principals in supporting strategic leadership, financial reporting, planning and management, administrative services and accounting, property and contract management and overseeing the overall running of the College's facilities and services.

### STRATEGIC OBJECTIVE

- Lead and support the finance and administration team.
- Promote a strong and positive working relationship between teaching and support staff to deliver successful outcomes for students, staff and the College community.
- Attend Executive, College Council and Finance Committee meetings, Staff Meetings and other relevant meetings as directed by the Principal.
- Play an active role in the development and implementation of current and future strategies and objectives, ensuring that the College makes the best use of its resources including consideration of financial implications of planned strategies.
- Work with the College Executive to implement the Strategic Plan.
- Promote key strategic objectives to Finance, Administration and Maintenance teams.



- Develop, recommend and implement contemporary business management practices, policies and procedures.
- Encourage and develop collaborative relationships with internal and external stakeholders.
- Meeting regularly with administration team
- Duties as directed by the Principal and Deputy Principal/s

## **FINANCIAL MANAGEMENT & REPORTING**

- Providesustainable long term financial management of the College, including the development of financial strategies and goals in conjunction with the Principal and College Council.
- Manage the financial outcomes of the College through positive and effective engagement in the budget setting process along with ongoing monitoring and management of expenditure.
- Managethe preparation of the annual budget, financialplans and annual accounts.
- Develop, recommend, implement and monitor strong systems of internal control regarding income and expenditure.
- Actively participate in projectmanagement and the monitoring of outcomes across major projects, building and maintenance initiatives.
- Understand government policies, legislation and directives and the effects and implications along with developing effective solutions and managing their impact on current and future strategies.
- Provide financial reports to the Principal, the Finance Committee and the College Council.

## **PROPERTY MANAGEMENT**

- Be responsible to the Principal and the College Councilfor the oversight, coordination and reporting of all Capital Works planning and construction.
- Oversee the maintenance of the Collegebuildings, grounds and assets in conjunction with the Property Manager.
- Maintain a positive and strong relationship between the College and its current and possible futureexternal contractors to ensure quality
- standards are met at all times. Prioritising local businesses and contractors.

## **GOVERNANCE AND RISK MANAGEMENT**

- Ensure effective risk management practices including Occupational Health and Safety.
- Maintain College records to comply with State and Commonwealth government requirements and Catholic Education Commission of Victoria (CECV).
- Ensure the College has effective and adequate insurances (including for capital works projects) and be responsible for any claims that arise.
- Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.
- Work with the principalon compliance and risk at the operational level.

## **HUMAN RESOURCES**

- This role provides operational support to 'school management decision making' on a variety of staffing issues including:
- An advisory role for administering the Victorian Catholic Education Multi-Enterprise Agreement (VCEMEA)
- Providing advice on employment contract terms & conditions, salary classifications and administration of Work Cover matters.
- Annual performance appraisals, induction and training of non-teaching staff.
- Employment issues relating to recruitment and succession planning of non-teaching staff.
- Chair the College's Occupational Health and Safety Committee and ensure legal compliance with various government work place requirements.
- Ensure Child Safe Standards Compliance for volunteers and tradespeople, induction and safe processes.

## **KEY EXTERNAL RELATIONSHIPS**

- Catholic Education Office – Melbourne and Bendigo
- Catholic Education Sandhurst Limited (CESL)
- Catholic Education Commission Victoria (CECV)
- Australian Securities and Investment Commission (ASIC) and Australian Charities and Not-for-profits Commission (ACNC)
- Business Managers Sandhurst
- Catholic Education Business Administrators (CEBA)
- External Contractors- eg Benalla Bus Lines, Painters, etc
- College Providers

### **CHILD SAFE**

- Be familiar with and comply with the College's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.
- Assist in the provision of a child-safe environment for students.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.



## KEY SELECTION CRITERIA

### ESSENTIAL:

- Tertiary qualification in Business Management, Economics, Accounting, Finance or related area.
- Willingness to be a witness of the FCJ Characteristics by involvement in the day to day life of the College.
- Demonstrated ability to work positively within a team and with a community.
- Business management experience, including an in-depth understanding of strategic financial management, together with experience in leadership and management of staff and business operations across a number of disciplines.
- Demonstrated ability to work at an Executive level including Council reporting to satisfy the duties of a Company Secretary.
- Demonstrated ability to motivate and lead a multidisciplinary team to achieve a Strategic Plan using contemporary business practices.
- Demonstrated interpersonal skills to communicate at all levels of the College including external stakeholders.
- Demonstrated ability to project-manage Capital Works programs, including Work Health and Safety, risk management, budget and resource management.
- Demonstrated the ability to maintain confidentiality of information acquired in the course of undertaking duties for the school.

### DESIRABLE:

- Experience in the education sector with a strong understanding of educational legislative requirements including State and Federal Government policy and funding arrangements.
- Post Graduate business and/or education qualifications, such as CPA, CA, MBA qualifications.

### ALL STAFF:

- A demonstrated understanding of child safety.
- A demonstrated understanding of appropriate behaviours when engaging with children.
- Be a suitable person to engage in child-connected work.
- Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.

## PROFESSIONALISM / ETHOS & MISSION OF THE COLLEGE

- Be punctual for all duties
- Presents self appropriately, following dress-code as required
- Keeps privileged information to which they are privy by the virtue of the employment position confidential.
- Responds to own training/development needs.
- Seeks feedback on own performance.
- Participates in appraisals
- Maintains highly effective working relationships with all staff.
- Cooperates with colleagues to achieve the implementation of all College policies and procedures.
- Participates in meetings as required.
- Complies with all policies and directives issued by the College including OHS and FCJ College Staff Code of Conduct.
- Any other duties, as directed by the Principal and / or Deputy Principals.

## APPLICATION REQUIREMENTS

You are required to provide the following documentation in support of your application:

1. Covering Letter: Addressed to Joseph Mount, Principal of FCJ College
2. Responses to Key Selection Criteria: Responses should not exceed four A4 pages.
3. Current Curriculum Vitae: Include the names of three referees, one of whom must be your current employer.
4. Completion of Application Form

*The selection panel reserves the right to contact referees other than those nominated by the applicant. Applicants will be notified in advance if other referees are approached.*

## SUBMISSION INSTRUCTIONS

Forward your application electronically to the Principal, Joseph Mount  
principal@fcjbenalla.catholic.edu.au by 4:00pm on Monday 9th February 2026