



Catholic College Wodonga

# BUSINESS MANAGER

## APPLICATION PACK

Applications close Monday 14 November 2022



**Catholic College**  
Wodonga **Life in Jesus**



## APPLICATION PROCESS

The application and referee information are contained within this package. The application is to be completed and submitted electronically. Please ensure the non-relevant pages of this package are removed prior to submission.

In order to complete your application please ensure the following are included:

- Covering letter
- Completed application form
- Referee contact details
- Reflection addressing the Key Selection Criteria

Applications must be emailed to: [recruitment@ccw.vic.edu.au](mailto:recruitment@ccw.vic.edu.au) by 3:00pm Monday 14 November

## SELECTION TIMELINE

Advertising period: 29 October – 14 November

Shortlisting period: 15 – 18 November

Interviews: Wednesday 23 November

## REFEREES

Please nominate three referees who will be available to provide a verbal reference. Referees should include:

- your current employer
- a peer who can attest to your leadership capabilities
- a direct report (either current or recent) who can speak to your leadership style, experience and capability



## APPLICATION FORM

### 1. PERSONAL PARTICULARS

Title:		Given Names:		
Surname:				
Address:				
Postal Address:				
Religious Affiliation:				
Phone:		Mobile:		
Email 1:				

### 2. CURRENT EMPLOYMENT DETAILS

Present Employer:	
Position:	
Address:	
Description of Responsibilities:	

### 3. TERTIARY AND FURTHER INFORMATION

Qualifications/Major	Name of Institution	From	To

Note: Please attach supporting document with the application.



4. LEADERSHIP EXPERIENCE

From	To	Position Held	Description of Experience

Note: Please include all previous positions.

5. VOLUNTEER WORK

From	To	ORGANISATION & ADDRESS	Position/Work Performed

Note: Please list all previous places of volunteer work where such work was child-related, e.g. coaching, tutoring, youth groups, etc.

6. OTHER RELEVANT EXPERIENCE

From	To	Description of Experience



7. RELEVANT AND SIGNIFICANT PROFESSIONAL LEARNING IN THE PAST 5 YEARS

Year	Course/Unit	Description

8. PROFESSIONAL ASSOCIATIONS

Association	Position Held	Year



9. REFEREES (verbal)

Name:		Position:	
Address:			
Relationship to Self:			
Mobile:			
Email:			
Name:		Position:	
Address:			
Relationship to Self:			
Mobile:			
Email:			
Name:		Position:	
Address:			
Relationship to Self:			
Mobile:			
Email:			

## APPLICANT KEY SELECTION CRITERIA

Each applicant is required to provide a separate letter addressing the following Key Selection Criteria.

1. Tertiary qualification in Business Management, Accounting, Economics or similar, with extensive relevant work experience.
2. In-depth understanding of strategic financial management, and experience in leadership and management of staff and business operations across a number of disciplines.
3. Demonstrated ability to work at an Executive level.
4. Demonstrated ability to project manage Capital Works programs, including Occupational Health and Safety, risk management, budget, and resource management.
5. Commitment to the ethos and values of Catholic education.

## PRE-EMPLOYMENT DISCLOSURE QUESTIONS

Under Victorian Child Safe Standards, it is an inherent requirement of the position that you be a person suitable to work in child-connected work. Each of the following questions are relevant to the prospective employer understanding and determining your likely ability to carry out the inherent requirements of the advertised position. **You must answer each question.**

1. Have you ever had any disciplinary action taken against you by an employer (eg: received a warning or had your employment terminated) in relation to any inappropriate or unprofessional conduct?

No       Yes

If yes, please provide details:

2. Have you ever been the subject of an allegation of inappropriate or unprofessional conduct which has been substantiated by an employer or other body?

No       Yes

If yes, please provide details:

3. Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?

No       Yes

If yes, please provide details:

4. Do you consent to the prospective employer contacting the appropriate person at any or all of your current or former employers (including any retired person who at the relevant time may have been employed by a former employer) to confirm the accuracy of your answers in questions 1-3 above and to ask about your suitability to work with children?

Yes       No

If no, this will be discussed further if you are offered an interview.





## APPLICANT DECLARATION

I declare that the contents of this form are true and correct and complete to the best of my knowledge and no information concerning my employment history has been withheld.

I understand that any wilfully incorrect or misleading answer or material omission which relates to any of the questions in this form may make me ineligible for employment, or if employed, liable to disciplinary action which may include dismissal.

I understand that all applicants are required to undergo background screening which may include a National Police Record Check. I consent to such screening and checks in connection with my application for employment. I consent to the prospective employer making inquiries of any current and/or previous employers in connection to the information and answers I have provided in this form to verify the accuracy of the information in this form and to confirm my ability to carry out the inherent requirements of the position including my suitability to perform child-connected work. I understand and accept that my appointment to this position requires compliance with the College's child-safe policy and code of conduct.

I understand and accept that my appointment to this position requires a commitment to Catholic Education and its ethos. I have read and understand the Statement of Principals regarding Catholic Education.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## EMPLOYMENT COLLECTION NOTICE

1. In applying for this position, you will be providing Catholic College Wodonga with personal information. We can be contacted at 1 Bowman Court, Wodonga VIC 3690 (PO Box 591, 3689) [principal@ccw.vic.edu.au](mailto:principal@ccw.vic.edu.au) 02 6043 5500.
2. If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.
3. The School's Privacy Policy is accessible via the school website, or by request from the school office. The policy contains details of how you may complain about a breach of the Australian Privacy Principles (APPs) or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
4. The School may disclose your personal information to service providers, including Google, Inc. through the School system that uses 'Google Apps for Education' (GAFE). Consequently, your personal information may be transferred, stored and processed in the United States, or any other country where Google provides the Google App services. School personnel responsible for the School system and the Catholic Education Commission of Victoria (CECV) and their service providers may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering the system and ensuring its proper use. Any personal information accessed by the Google App will be stored in accordance with the APPs.
5. Where personal information is held by GAFE it will be limited and may include:
  - Name
  - Email Address
  - Date of BirthPersonal information held by GAFE will be stored in accordance with the APPs.
6. We may disclose your personal information to the Catholic Education Commission of Victoria, Catholic Education Offices, and support vendors that provide services around staff administration systems, but will not disclose this information to other third parties without your consent.
7. The School may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia. The school uses the services of a third party online provider which may be accessible by you. The school has made reasonable efforts to be satisfied about the security of any personal information stored outside Australia as not all

countries are bound by laws which provide the same level of protection for personal information provided by the APPs.

**Please tick to confirm you consent to this disclosure**, processing and storage of your personal information.

Tick box

8. We are required to collect information under Victorian Child Protection laws. Employees who are not registered teachers are required to have a current and valid Working with Children Check (WJWCC), and a National Criminal History Record Check. We may also collect other personal information about you in accordance with these laws.
9. Where personal and sensitive information is retained by the CECV by a cloud service provider to facilitate HR and staff administrative support, this information will be stored on servers within Australia. This includes the Integrated Catholic Online System (ICON).
10. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.
11. If you are employed by Catholic College Wodonga, the personal information that we collect about you will become part of your employee record and will be handled in accordance with the law and clause 6 of this notice.
12. Staff information is exempt from the Privacy Act 1988. Other requirements (e.g. staff contracts, other school policies) may contain confidentiality clauses or other restrictions on the entities that staff information can be disclosed to.

Signature \_\_\_\_\_ Date \_\_\_\_\_



## APPENDICES

Appendix 1 – [Business Manager Position Description](#)

Appendix 2 – [Catholic Education Sandhurst Leadership Framework](#)

Appendix 3 – [CECV Commitment to Child Safety](#)

Appendix 4 – [Statement of Principles for working in Catholic Education](#)