

# 3.08A

## MERCY EDUCATION POLICY 3.08A APPRAISAL OF BUSINESS MANAGERS

### Rationale:

Mercy Education shares responsibility with the Principal both for the professional growth of the Business Manager and accountability to the community for their professional performance. In discharging this responsibility it demonstrates the Mercy values of *justice, courage, compassion, respect and service*.

### 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 Appraisal of Business Managers is viewed as one element of a continuum involving annual review of leadership goals and articulation of priorities.
- A02 The purposes of Business Manager Appraisal are:
- To facilitate the process of reflection by the Business Manager upon their leadership and provide them with helpful feedback to enable professional growth
  - To confirm and affirm the work of the Business Manager
  - To identify areas in performance requiring further development and assist in the development of future leadership goals
  - To inform decisions about the Business Manager's professional learning and career planning to facilitate enhanced future effectiveness in the role
  - To enhance the effectiveness of the College Leadership Team and other teams and the relationships therein
  - To provide a means by which the Business Manager is accountable to their College and Mercy Education
  - To evaluate the performance of the Business Manager over the period of the appointment. The Appraisal Report is one element that may inform the Principal in consideration of re-appointment of the Business Manager for a further term.

- A03 The Annual Review Meeting is conducted each year by the Principal and is based on the Position Description, a self-reflection and the needs and priorities of the College at the time. Annual goals are articulated in this meeting.
- A04 Appraisal is conducted early in the fourth year of a five year contract.
- A05 Reappointment to further contracts is subject to successful appraisals.
- A06 The areas covered by the appraisal of Business Managers encompass all aspects of their role in the College.
- A07 A key element of Appraisals is completion of a self reflection report by the Business Manager, in which they describe their perception of their achievements, strengths and challenges and ideas for development during the period under review. The focus should be on achievement of goals set in Annual Review Meetings.
- A08 The Appraisal report is distributed to the Business Manager, the Principal and the Board of Mercy Education.
- A09 Confidentiality on the part of all the panel members and any other person involved in the process of appraisal is paramount.
- A10 Appraisal processes will be equitable and transparent, criterion based and consistent with Commonwealth and State legislation

**Associated Procedures:**

Procedure 3.08B: Appraisal of Business Managers

**Related Documents:**

Policy 3.07A: Appointment of Business Managers in Mercy Schools

**Review History**

February 2017

**Next Review**

2020

**Version Control**

Version	Date	Changes	Authorised
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 &amp; March 2017 Meetings</li> </ul>	Board