

3.07B

MERCY EDUCATION PROCEDURE 3.07B APPOINTMENT OF BUSINESS MANAGERS

Key Steps in the Appointment of Business Managers in Mercy Schools

- B01 A Business Manager vacancy will arise when a Principal notifies the Board of Mercy Education via the Executive Officer of the resignation, retirement or termination of the incumbent.
- B02 At the time of notification, a nominee of the Board is requested for membership of the selection panel.
- B03 The selection process is managed by the College concerned.
- B04 The position is advertised both within the College and externally in newspapers and other media options as deemed appropriate. The advertisement should contain:
- The College name and location
 - the title of the position
 - a brief description of the position
 - selection criteria
 - salary or reference to the relevant award
 - conditions of employment or reference to the relevant award
 - closing date of applications.
- B05 Selection criteria developed by the College should list the main qualifications, qualities, attributes, skills and expectations which would be required to perform the duties of the position to the satisfaction of the employer. Under normal circumstances the appointee would be a member of a professional accounting body. The selection criteria must be consistent with State and Federal legislation.
- B06 All applications should be acknowledged and a register of applicants prepared.
- B07 A selection panel is formed by the Principal. It should include the Principal, the nominee of Mercy Education, a representative of the College Council and other experienced professionals as required or deemed necessary. At least one member of the panel should have a thorough understanding of the role of Business Manager.

In selecting the panel, attention should be paid to gender balance. The panel agrees on a timeline for the process, including a date for interviews to take place.

- B08 Following closure of applications, the members of the selection panel receive copies of applications electronically or in hard copy.
- B09 Panel members meet in person or by teleconference to consider applications and to form a short list of candidates who they believe could meet the criteria for interview. Selection criteria are used to help to screen applications to determine who is to be interviewed.
- B10 The Principal forwards the shortlist for approval to MEL via the Executive Officer. A brief profile of each shortlisted candidate should be provided to Mercy Education. The Executive Officer distributes the list to Board Directors for comment.
- B11 The Executive Officer notifies the Principal of approval of the shortlist. The Principal contacts approved candidates and arranges interviews. Applicants who do not meet the criteria are advised in writing by the Principal that they have not been successful.
- B12 Interviews of the shortlisted candidates are conducted by the selection panel. The use of selection criteria during the interview facilitates an objective approach within the selection process, ensuring fairness and justice to each and every applicant.
- B13 The selection panel must establish, in an appropriate manner, whether the applicant is prepared in his/her professional role and personal example to strive to support Catholic and Mercy education and values.
- B14 *Prima facie* discrimination on the grounds of religion or marital status is unlawful. Although questions about religion may be asked, such information may not be acted upon in a discriminatory way. A practice of employment that is discriminatory will only be lawful if it conforms with the doctrine of the Catholic religion or is necessary to avoid injury to the religious susceptibilities of the people of the religion.
- B15 Under exceptional circumstances, if the panel is unable to distinguish between candidates, a second interview may be necessary. Second interviews should generally be conducted by the full Selection Panel.
- B16 Prior to a recommendation being made by the panel, referees will be contacted. The panel should confirm referee details with the applicant, establishing the professional relationship and/or history between the applicant and their preferred referees. Where possible, the panel should request to speak with referees who can provide insights into the applicant's experience involving child-connected work. Consent to contact nominated referees should be contained within the application form and this should include consent to contact the applicant's current and previous employers/principals. The referees should be questioned along an agreed line and the selection criteria should form the basis of the conversation.

- B17 If the calibre of applicants is not considered to be sufficiently high, the position may be re-advertised.
- B18 Following interviews and at the recommendation of the Selection Panel, the Principal advises the Executive Officer of Mercy Education of the preferred candidate. The Executive Officer seeks the approval of the Board.
- B19 The Principal is notified by the Executive Officer of the outcome of the approval process.
- B20 Once this notification is received, the position is offered by the Principal to the preferred candidate.
- B21 A verbal offer is confirmed in writing and a copy of the letter sent to the Executive Officer. This letter must contain:
- the offer of employment in the position of Business Manager
 - the conditions of employment including reference to tenure and reappointment
 - the salary and any other benefits
 - a copy of 'A Statement of Principles of Catholic Education' (for Victorian Colleges)
 - a description of the duties, with the proviso that duties may be varied from time to time
 - the commencement date of employment
 - a copy of the MEL Code of Conduct
 - a copy of the school's Child Safe Policy
 - any documents referred to by the relevant Catholic Education Office as required for offer of employment for employees in Catholic schools
 - a space for the applicant to sign acceptance of the offer of employment.
- B22 Once the successful applicant has accepted the position, others interviewed are notified by the Principal that their application was not successful.
- B23 The appointment is announced publicly by the Principal to the College staff and community. . The Executive Officer will notify the Institute Leadership Team through the Executive Officer Ministry Governance.
- B24 All documents relevant to the application process, including documents related to unsuccessful applications, should be retained on file for at least one year. Under the *Privacy Act 1988* (Cwlth), job applicants are not covered by the employee records exemption and therefore schools must ensure that they comply with the principles relating to storage and use of personal records.