

## Operations Manager for a school community-focused P&C.

**Position:** Operations Manager

**Location:** Burnside State High School, Blaxland Road, Nambour QLD 4560

**Relevant Award:** *Parents' and Citizens' Associations Award – State 2016 (Award)*

**Nature of position:** 6-month part-time limited term (with possibility of further employment being offered).

**Hourly rate of pay:** In accordance with Level 3 under the Operations Managers Stream of the Award, \$34.12 per hour gross and less tax.

**Ordinary working days:** 9.00am to 2.30pm Wednesday during school term preferred but negotiable

Burnside High P&C Assn (**P&C**) is a community-minded organisation dedicated to achieving the best outcomes for Burnside State High School's students.

We are looking at employing a highly engaged and organised Operations Manager to ensure the smooth and efficient running of the P&C's canteen, uniform shop and bookkeeping business units. You will benefit from a rewarding interaction with staff, volunteers, and parents, whilst also collaborating with the wider school community. This opportunity is ideal for someone with a strong business acumen wanting to assist a school community.

**Your duties and required skills as Operations Manager will include but will not be limited to the following:**

### General Duties

- Provide exceptional leadership and management of the P&C Association's business operations;
- Work positively with all staff, parents, P&C's Executive Committee members and community members;
- Attend all meetings as required of the P&C's Executive Committee;
- Consistently demonstrate professionalism, integrity, commitment, fairness and co-operation in all aspects of work;
- Assist with the overall financial and administration requirements of the P&C Association and its subcommittees in accordance with relevant legislation;
- Oversee all aspects of communication in consultation with the P&C's Executive Committee; and
- Assist in the business development of the P&C Association by exploring avenues to increase revenue, making recommendations to the P&C's Executive Committee and implementing changes where authorised by the P&C's Executive Committee.

## **Planning**

- Participate in the preparation of the annual budget and take all steps to ensure compliance with the budget;
- Apply detailed knowledge of the P&C Association's objectives, performance, projected areas of growth, product trends and general industry conditions for the purposes of assisting in developing policy or new products and services to meet changing market needs or other circumstances;
- Assist in the annual scheduling of events and ongoing engagement for effective execution of events; and
- Coordinate the resourcing needs and subsequent rostering of the canteen, uniform shop and bookkeeping business units.

## **Organising and Coordinating**

- Manage day to day business operations;
- Supervise all staff to ensure the efficient and effective management across all business units under the control of the P&C Association;
- Finalise quotations or costings by applying a detailed knowledge of variable inputs, margins, market conditions, supply and delivery arrangements;
- Develop appropriate signage/instructions;
- Maintain key systems that support event delivery e.g., try-booking, flexi-schools, volunteer sign-up, etc.; and
- Act as key contact for event co-ordinators, providing support and guidance to P&C Association volunteers in the planning and execution of events.

## **Human Resources**

- Build a strong and flourishing team environment consistent with the P&C Association's values;
- Manage recruitment and contracts in collaboration with P&Cs Qld HR Support Services team;
- Manage staff orientation, rostering, labour costs, morale, conflict, communication, meetings and employment relations for each department;
- Find and schedule professional development opportunities; and
- Operate and be responsible for a complex and diverse payroll system under the guidance of the bookkeeper.

## **Monitoring and Reporting**

- Keep abreast of all changes in current legislation which may affect the operations of the P&C Association's businesses;
- Control and/or maintain oversight of stock takes, stock levels and wastage;
- Ensure the work environment complies with workplace health and safety (WHS) legislation and develop WHS procedures;
- Provide regular reports to the P&C's Executive Committee on P&C Association activities, including monthly formal reports with the income and expenditure analysis for the business operations;
- Regularly research, implement and manage the POS System; and
- Manage staff training and compliance.

**To be successful in this role you will possess:**

- A current Blue Card and an ability to work around children;
- Knowledge of the *Parents and Citizens Associations Award – State 2016, Industrial Relations Act 2016* (Qld) and *Work Health and Safety Act 2011* (Qld);
- Excellent communication skills;
- Outstanding organisational skills;
- A leadership ability;
- Supervisory and problem-solving skills;
- Experience in budgeting and forecasting;
- Internet and PC proficiency with advanced skills in XERO or similar apps, Excel, PowerPoint and Outlook;
- Ability to produce work with a high level of accuracy;
- Commitment to, and maintain enthusiasm for, client service and delivery; and
- Flexibility and adaptability to manage changing work requirements and varying volumes of work.

If you hold these skills and are looking for a rewarding role within a great school, please send your CV, as well as a cover letter addressing why you would be suitable for the role to Alison Donaldson at [pandc.treasurer@outlook.com](mailto:pandc.treasurer@outlook.com) by 5.00pm Monday 07-03-2025.