



St Bede's  
College

# Role Description

## Executive Director – Business Strategy and Operations

St Bede's College is a Catholic school in the Lasallian spirit and tradition. The College is a faith community committed to social justice, especially to those who are *"the lost, the least and the last"*. Our motto is *Per Vias Rectas* (By Right Paths).

This role description is written in light of the Mission and Vision Statements of the College. Our Community is characterised by a strong set of values that underpin the way we live. We enact those values by respecting and honouring our collective heritage while looking with imagination to the future. The College seeks to assist our students to take their place in society, alive with the wisdom of the gospel.

### Commitment to Ethos

All staff in the Catholic school have an indispensable role to play in furthering the mission of the Church. It is expected of all employed in a Catholic school that they:

- Accept the Catholic educational philosophy of the College.
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work by their teaching and other work and by personal example, strive to help students to understand, accept and appreciate Catholic teaching and values.
- Avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church Community, in whose name they act.
- Comply with the accreditation policy of the VCEA to teach in a Catholic school.

Furthermore, it is expected of all employed at St Bede's College that they accept and support the ethos of the *Lasallian Order* and activities directed at the broader aims of the College.

### St Bede's College is a Child Safe School

St Bede's College holds the care, safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our young men and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular and appropriate learning opportunities in relation to child safety and young people's protection and wellbeing.

We also commit to listening to, and taking seriously, all concerns voiced by students, staff, parents and caregivers, volunteers, contractors and clergy. We commit to continuously reviewing and improving our systems to protect children from abuse.

Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.

## Overview

Reporting to the Principal, the Executive Director- Business Strategy and Operations is responsible for the business strategy and operations of the College, including non-academic administration. Key areas of focus will include the financial management of the College including school operations, ongoing identified projects and capital works, as well as the quality assurance, risk, compliance, and the further development of systems and processes.

The ideal candidate will be a strategic and operational leader with demonstrated strong financial, risk and/or governance experience gained within a large school or similar environment. They will have a strong understanding of the use of data to drive decision making, and the ability to plan, execute and implement digital transformation initiatives that enhance operational efficiency, effectiveness and overall business performance. As a member of the College Leadership team, the Executive Director—Business Strategy and Operations will be involved in preparing, collaborating and working to achieve the College's Strategic Plan and each of its Annual Action Plans inclusive of the annual financial plan for the College.

Strong written and verbal presentation skills together with exemplary relationship and team building skills, the successful candidate will display high energy and a hands-on approach to leadership and mentoring. High level organisational, planning, analytical and strategic thinking abilities will support a consultative decision-making style. The appointee will be aligned to the values and ethos of St Bede's College, as a Catholic Boys' College in the Lasallian tradition, and take an active interest in, and participate in, the life of the College. Relevant tertiary qualifications are essential.

## Attributes and Competencies

The Executive Director – Business Strategy and Operations is expected to exhibit the following qualities and competencies:

- A lively and practical support to the Catholic nature of the College.
- A firm belief in, and commitment to, the Mission and Vision of the College and an ability to articulate and promote these.
- Display a high level of commitment to student welfare
- Flexibility to work across both campuses
- Display a high level of administrative and organisational ability.
- Display strong financial discipline and a problem-solving mind set
- Display loyalty to the Leadership of the College and understand the nature of confidentiality as required.
- Develop cooperative working relationships with staff.
- Exhibit ongoing professional growth on a personal level and for the benefit of the College community, including participation in different Lasallian Professional Learning activities that the College offers.
- Demonstrate a high level of ability to articulate strategic and operational issues and perspectives in communication with colleagues and others and particularly in public forums.
- Demonstrate an understanding of key priorities of the legal requirements surrounding Child Safety
- Exceptional communication ability to disseminate information to all stakeholders, direct reports and other reporting lines.

## Digital Transformation

- Develop business models to support digital transformation.
- Develop key artefacts such as business cases and budgets to clearly articulate and support digital transformation.
- Use data analytics to analyse business performance and monitor outcomes.
- Implement innovative technologies to generate operating efficiencies across the College.

## **Business Analysis**

- Develop and/or undertake reviews of business processes and resource allocation to ensure efficient and effective operations.
- Develop and/or analyse policies and frameworks relating to the business operations of the College.
- Provide advice to the Principal, the Board and other key stakeholders on key priorities, identified risks and potential implications.
- Maximise the asset portfolio of the College.

## **Financial Leadership**

- In conjunction with the Principal and the Board, provide sustainable long term financial management of the College, including the development of business plans, financial strategies and goals.
- 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.
- Manage the preparation of the annual budget, financial plans and annual accounts.
- Develop, recommend, implement and monitor strong systems of internal control regarding income and expenditure.
- Actively participate in project management and the monitoring of outcomes across major projects, building and maintenance initiatives.
- Understand government policies, legislation and directives and their effects and implications along with developing effective solutions and managing their impact on current and future strategies.
- Provide financial reports to the Principal, as required.
- Oversee the Administration and Finance Teams with Payroll functions.

## **Governance, Risk Management and Occupational Health and Safety**

- Ensure the College is compliant with all relevant legislation, policies and procedures and common law obligations in relation to risk management and occupational health and safety.
- In consultation with the Principal and where appropriate, the Board, negotiate, manage and monitor contracts, tenders and agreements for the College.
- Maintain all College records ensuring compliance with State and Commonwealth Governments and MACS requirements.
- Membership of the Occupational Health and Safety (OHS) Committee and ensure effective risk management practices are implemented.
- Provide advice and policy guidance to the Leadership Team in relation to Occupational Health and Safety, Risk Management, Legal and Compliance matters.
- Support a healthy and safe work environment for all staff and students through adherence to relevant legislation, policies and procedures.

## **College Facilities, Resources and Building Works**

- Work with the Principal and Board to ensure the learning program is enhanced through the design of quality future focused learning facilities in all new capital projects.
- Work with the College Principal, Board and Leadership Team to develop a Master Plan for the College.
- Monitor the development of educational facilities through each stage of construction to ensure the College Master Plan is being met appropriately.
- Ensure that College resources are used in environmentally responsible ways and seek to introduce practices that enhance environmental sustainability.
- Ensure VRQA, local government, EPA and Building Regulation requirements are being complied with, including the implementation of essential services maintenance procedures.
- Ensure adequate insurance and security of the College assets and facilities and administer insurance claims as required.
- Be responsible to the Principal and the Board for the oversight, coordination and reporting of all Capital Works planning and construction.

- Oversee the maintenance of the College buildings, grounds and assets in conjunction with the Property Manager.
- Maintain a positive and strong relationship between the College and its current and possible future external contractors to ensure the quality standards are met, along with ensuring that all contractors meet the compliance requirements to work in a school setting.

## Human Resources

- In consultation with the Director of Human Resources, oversee the recruitment of non-teaching staff.
- In collaboration with the Principal, the Director of Human Resources and the Director of Risk and Compliance, ensure that a framework exists for all staff to participate in an orientation and induction program, including non-teaching staff and Learning Support Officers (LSOs).
- In conjunction with the Director of Human Resources, develop, coordinate and conduct inductions for volunteers, contractors, coaches and sessional Music staff.
- Liaise with relevant organisations, to keep abreast of trends and developments in Human Resource management.
- In collaboration with the Director of Human Resources, innovate and streamline all administrative processes and records relating to Human Resources management.
- In conjunction with the Director of Human Resources, provide advice and documentation to the Principal and Leadership Team on staffing, including succession planning and salary review recommendations.
- Oversee the work of the Archivist to ensure that digital and physical records and resources are maintained.

## Admissions

- Collaborate with the Director of Admissions to project and enhance future enrolments.
- Work with the Principal and Director of Admissions to commission market research to identify market trends and emerging target market segments.
- Work with the Director of Admissions to remain up-to-date with current market conditions and conduct competitor analysis.
- Keep the Principal informed of changes in the market and if/how the College could respond to the changes.
- Contribute to the development of the annual admissions marketing plans in collaboration with relevant staff and ensure they are aligned with the College's strategic plan.
- Assist the Director of Admissions to identify potential strategic partnerships.
- Assist the Principal as required.

The Executive Director – Business Strategy and Operations is part of the Senior Leadership Team and reports directly to the Principal.

- Responsible for direct reports:
  - Director Finance
  - Director Grounds and Maintenance
  - Director Risk and Compliance
  - Director Enrolments

**This is a full time, ongoing role. Salary and conditions will be negotiated with the successful applicant.**

### **Right to disconnect**

Employees of St Bede's College have the right to refuse to monitor, read or respond to contact (or attempted contact) outside their working hours, unless doing so is unreasonable. This includes contact (or attempted contact) from an employer or a third party.