



BUSINESS DIRECTOR

JOB & PERSON SPECIFICATION

AUGUST 2021



BUSINESS DIRECTOR

DISCOVER FAITH LUTHERAN COLLEGE

Faith Lutheran College is situated in the township of Tanunda, in the beautiful Barossa Valley, 77km North of Adelaide.

The College commenced in 1985 as Faith Lutheran Secondary School and began with just 26 students.

Since that time much has changed. In 2012 a name change saw the beginning of the new Faith Lutheran College. In 2018, the College amalgamated with Tanunda Lutheran School creating the only ELC to 12 College in the region. In 2019 Year 7 was introduced as a secondary year of education.

Today Faith Lutheran College has an enrolment of 800 students from ELC through to Year 12 located across two campuses. ELC to Year 6 students (200) are located at the Junior School (Maria Street, Tanunda) with Year 7 to 12 students (600) located at the Middle and Senior School (Magnolia Road, Tanunda).

Day to day management of the Junior School is the responsibility of the Head of Junior School. Day to day management of the Middle and Senior School is the responsibility of the Deputy Principal. Both the Head of Junior School and Deputy Principal report to the College Principal.

The College provides a comprehensive and rigorous academic curriculum.

- ELC – Early Years Learning Framework with an inquiry and Reggio Emilia approach
- Junior School (Foundation – Year 6) International Baccalaureate Primary Years Program (IB PYP) – candidate school
- Middle School (Years 7-9) International Baccalaureate Middle Years Program (IB MYP) – currently undergoing authorisation
- Senior School (Years 10-12) SACE, VET

The College has an outstanding reputation within the community. Apart from consistently high academic achievement, the College is known for the importance it places on the health and wellbeing of students through a strong Pastoral Care approach, built on Christian foundations.

Faith College consistently attracts quality educators who desire to work in a dynamic environment, who value working as a collaborative team and who seek to make a real difference in the lives of learners.

Faith Lutheran College is now recruiting for the role of **Business Director**. The Business Director is a vital member of the Senior Leadership Team that provides strategic leadership and development of culture within the College. This role is a contract position for the duration of 5 years with the potential for extension.

Reporting to the Principal, the Business Director is a leader with integrity and insight into planning, implementation and evaluation in daily business-related activities which will strengthen the College's position as a leader in education in the local community.

A preparedness to authentically support the Christian ethos of the school is important.

Our Vision: *To inspire and equip every student to discover, develop and use their gifts, embrace life's challenges, and follow Christ.*





JOB DESCRIPTION & PERSON SPECIFICATIONS

Business Director

Position Title:	Business Director
Line Manager:	Principal
Reports to:	Principal
Tenure:	Five Year Contract
Commencement:	October 2021

Equity principles underpin all College policies and procedures. The College is committed to Equal Employment Opportunity principles and values cultural diversity and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.

Faith Lutheran College acknowledges that our College is built on the Traditional Country of the Ngadjuri, Peramangk and Kurna people. We pay our respects to Elders, past, present and emerging.

We recognise and respect their cultural heritage, beliefs, and relationship with the land.

POSITION PURPOSE

The Business Director is a vital member of the Senior Leadership Team that provides strategic leadership and development of culture within the College and the local community. The Business Director supports and works collaboratively with the Principal and College Board to fulfill the College's vision, mission, philosophy, ethos and culture. The Business Director, on behalf of the Principal, has delegated responsibilities in regard to the implementation and management of aspects of the College's strategic plan.

The Business Director provides astute leadership and sound oversight and management of the business / finance operations. The mentoring of non-teaching, departmental Line-Managers to manage and develop personnel as a unified customer-centric team. The building of responsive teams, positive relationships, effective communications, professional services that support the students and the learning program of the College. The delivery of exceptional service to all stakeholders within and external of the College.

The Business Director is fully responsible for the integral growth and performance of the Line-Managers in the following departments and functions: Finance and Administration, ICT, Community Relations, Grounds and Maintenance, Learning Support / Student Services officers, Contracted Services (Uniform, Canteen, Cleaning, Buses / Transport). All activities of the finance department must support the innovation and growth of the learning and teaching program.

The Business Director must be a leader with integrity and insight into planning, implementation and evaluation in daily business-related activities which will strengthen the College's position as a leader in education in the local community.

Strategic leadership and collaborative partnership are critical to the success of the College as well as the Business Director's strength in forging strong relationships with key individuals, groups and stakeholders in line with the College's vision and goals.

A passion and commitment to build community within the College and impart the desired culture outside of the College into the local community is critical.



REPORTING / WORKING RELATIONSHIPS

The Business Director reports directly to the Principal and through them to the College Board and is a key member of the Senior Leadership Team. The appointee will work closely as key member of the Senior Leadership Team to assist and support the Principal, College Board, Head of Junior School, Senior Leadership Team, the Finance Manager and Deputy Principal, to fulfil the aims and purposes of the College.

The appointee provides leadership, supportive guidance and mentorship of all non-teaching, support services Line Managers. This includes the Finance Manager, and other departmental Line-Managers in their leadership roles. The Line Managers report directly to the Business Director, as specified in the Leadership Structure.

The Business Director is responsible and accountable for all non-teaching areas and activities, including, (but not limited to) Finance and Business Administration, Human Resources, Project Management, Community Relations, Enrolments, Student Support Officers, Grounds and Maintenance Team, ICT, Contracted Services (Uniform, Canteen, Cleaning, Transport, Outside Hours School Care, Risk Assurance). Some HR functions will also include teaching personnel.

The Business Director recognises the complexities of the relationships and fosters excellent interpersonal relationships with the College Board, Principal, Senior Leadership Team, teaching staff, non-teaching staff, students, families, caregivers, volunteers, sponsors, local community, governing bodies in local and federal government, and external stakeholders.

EMPLOYMENT CONDITIONS

The Business Director is employed under a fixed term contract. Conditions of employment are specified in the Offer of Appointment Agreement. The precise nature and range of duties may evolve and develop during the course of the contract and will be determined in consultation with the Business Director. An attractive salary and remuneration package commensurate with the role will be offered.

The term of appointment shall be for 5 (five) years with an annual performance review.

EXTENT OF AUTHORITY

The Business Director is responsible to the Principal in all matters pertaining to the Position Description.

The Business Director is a significant position in the Senior Leadership Team of the College and the appointee will be expected to contribute to the overall achievement of strategic objectives of the College, most importantly, understanding the College as a learning institution. The setting and assessment of Key Result Areas for the position will be determined by the College Board in consultation with the Principal and Business Director in line with the duties of the position.

The Business Director will assume oversight of a range of departments. The monitoring and managing of financial records, business development, building projects, IT projects, specific projects, risk management, compliance, College Board reports and documentation will be a key result area requirement of the position.

As head of the Finance Department, the Business Director is responsible for managing the accounting functions, and an effective finance team, to ensure efficient operation according to agreed procedures.



KEY RESULT AREAS

The following list of detailed duties is not intended to be exhaustive but descriptive of the role the Business Director is required to fulfil. The Business Director must understand that in a rapidly changing college situation, a reasonable degree of flexibility in duties and after-hours work is essential.

Faith

Demonstrate a visible and active respect of and upholding of the Lutheran ethos of the College (as reflected in Growing Deep) and articulates faith in a contemporary and accessible way.

Leadership and Strategy

The Business Director is a key contributor and driver of the College Strategic Plan together with the Principal. Delivering positive strong leadership in the outworking of the College's vision, mission, culture, ethos, and philosophy. Working in conjunction with the Senior Leadership Team to strategise, develop and implement the corporate plan and ensure the non-teaching support services in various departments are efficient in the financial / business developments that support the learning and teaching program.

Possessing an entrepreneurial mindset to assist and support Line-Managers to succeed in their finance/business management roles by fostering strategic thinking and planning. A visionary who can strategise and accommodate the current and future growth needs and requirements of the College. This role also is vital for discretion in working with sensitive materials.

An astute leader with proven commercial finance and business operations acumen, with in-depth understanding of the financial, business and marketing needs at various growth levels in successful schools.

Cultivating Line-Managers to take ownership of the school vision, plan, and culture, implement effective measures and manage their team well to deliver on their targeted objectives. The Business Director is accountable for department performance in delivering strategic objectives and goals and at times facilitate the planning process at a departmental level ensuring that the plans are aligned with the overall strategic direction of the College and that the Line-Managers are delivering on outcomes.

A dynamic, supportive leader with a progressive style in management to guide, empower and encourage good strong operational leadership skills and generate confidence in Line Managers to manage their team well and achieve their targeted KRAs.

Performance reviews and evaluation will be conducted by the Business Director with the Line-Managers including recruitment and termination responsibilities, in consultation with the Principal.

A natural, relational leader who possesses an open management style to generate collaborative engagements, team, and strength in relationships. A relational person who is community driven in the College and the local community.

A progressive leader experienced in succession planning and who has high consultative, negotiation and conflict-resolution skills. This leader can inspire, train, and raise upcoming leaders, and instigate leaders to provide clear lines of communications within the departments and assist them in their leadership skills to encourage, mentor, coach and acknowledge achievements.

The Business Director is a dedicated leader who is resourceful to draw and engage Line-Managers, parents, key stakeholders, businesses, local council support and community involvement to achieve the best outcomes.



Operational Management

The Business Director provides operational management oversight over the Line-Managers and support personnel and is accountable for all activities at a day-to-day level. This professional must demonstrate initiative and high level of problem-solving skills.

The Business Director has oversight of operational management in the critical areas of finance and administration, business and marketing, working with Line-Managers to ensure current and future performance of all departments and support services are optimised and functioning well. Ensure all accountability and reporting submitted are accurate and in accordance with the practices, policies and procedures of the College and external legal governing standards.

This role is critical in ensuring the financial and business operations will project accuracy, transparency, integrity, and stability. The incumbent must be well versed in accounting and the use of accounting data for analysis and decision making. Sound ability to translate financial outcomes and projections into layman's terms and understanding.

Ensure the College facilities are innovative, future accommodating, and continuously improved to maximise the learning environment. Project management is a significant part of this KRA as the Building Master Plan and Landscape Master Plan are outworked.

The Business Director must identify areas within the College that require system and process development and work to implement changes to improve performance, minimise risk and ensure compliance with all legal government and regulatory authorities.

In investigations and determining viability of future project proposals, external consultancy, loan, and grant applications etc., the Business Director will oversee or undertake analytical investigations, forecast projections and due diligence, research, and write discussion papers and proposals to assist the College in determining and meeting its long and short-term goals.

Negotiate on better contractual terms and conditions with suppliers and businesses.

Knowledge of finance and business ICT systems to work with the ICT department to improve on the financial and business systems within the College.

Although the role is fundamentally management oversight, our leaders lead by example, with flexibility to be hands-on, as and when required.

Perform other duties the Principal may require from time to time.

Partnerships

The Business Director will nurture relationships with strategic partners, developing alliances that provide opportunities for students and financial or resource support and improve business growth, success and longevity. It is important that close connections are made with local government, agencies, contractors, suppliers, consultants, universities, education authorities, industry experts etc.

The Business Director will lead and monitor partnerships both internally and externally to build key relationships and represent the College well to outside bodies including industry and professional bodies.



Financial Management

Some specific aspects pertaining to this role include:

- An entrepreneurial approach in developing a strategic financial and business plan that is systemic and profitable.
- Insightful analysis from data analytics to uncover valuable insights of financials, identify process improvements that can increase efficiency and better manage risks.
- Predictive analytics to use existing data to identify trends and more accurate planning, forecast and future planning.
- Assess, evaluate, and streamline the business/financial systems and processes to the best practice, policies, and procedures.
- Preparation and oversight of the budget using proven budgeting techniques.
- Preparation and oversight of Ten Year Financial Strategic Plan.
- Maintain robust financial procedures and framework controls in the annual audit process and financial returns/reports.
- Preparation of Capital Expenditure forecasts within Master Plan.
- Ensure the College's financial systems are robust, compliant and support current activities of the school.
- Implement effective risk mitigation strategies.
- Set up, monitor, and report key business metrics on the College's performance and operational health.
- Supervise financial activities in the day-to-day operations.
- Provide monthly financial reports and interpretation to the College Board and Executive meetings.
- Identify and implement cost-cutting measures, manage cash, and cash flows.
- Monitor existing and future funding trends and issues, grants, and loans.
- Frequent benchmarking against Lutheran Education and ASBA standards.
- Ensure documentation is accurate and meets audit requirements.
- Provide input into proposed annual fee increases.
- Oversight of debt servicing and reduction and fee remission arrangements as per College policies and procedures.
- Provide annual summary of fee concessions to the Principal.
- Monitor and improve on investments/loans/bank overdrafts conditions.
- Oversee the production of payroll, salary sacrifice arrangements and other deductions in which the College operates.
- Interpret and apply industrial awards and enterprise agreements in conjunction with the Principal.
- Oversee Return to Work, Superannuation and PAYE Tax payments with appropriate staff.
- Supervise the purchasing procedures in the College ensuring that cost effectiveness is a high priority.
- Be the Public Officer for the College and responsible for tax related obligations.
- Operate as the College Secretary with regards to legal requirements and risk management within the College.



Personnel Management

- Be responsible for the employment conditions and contracts of all non-teaching staff.
- Maintain programs to support and enhance staff wellbeing in conjunction with the Principal and pastoral care staff, including correct implementation into the Payroll System.
- Ensure cohesive relationships exist by developing Line Managers with effective conflict management.
- Oversee all facets of awards governing salary rates, benefits, and conditions of service and associated activities in conjunction with the Principal.
- Line-manage and performance manage where required, non-teaching staff in accordance with College policies and procedures and the relevant Enterprise Agreement.
- Manage third party relationships with outsourced contracts, such as OSHC, bus services, painting, and cleaning contracts.
- Ensure all Line Managers are aware of and follow College Social Media policies.

Marketing Management

- Collaborate and ensure marketing is effective to improve marketing strategies and reach.
- Ensure Community Relations personnel are able to access and utilise available demographics data for branding and marketing purposes to assist conversion to enrolments.
- Assist, collaborate and maintain oversight of the College Advancement Plan in conjunction with the Senior Leadership Team and Community Relations personnel.
- Ensure that marketing is professionally represented, and that the College ethos is reflected in all marketing activity.
- Work closely with Community Relations personnel and Enrolments Officer to maintain enrolments to ensure the continued growth, viability and innovation of the College is positively represented.
- Oversee current and future enrolment trends, including demographics, to ensure accurate long-range forecasting.

Building Projects and Facilities Management

Coordinate any building projects associated with the development of the College including:

- Negotiate with architects, builders etc.
- Peruse, authorise, and manage plans, specifications, and reports.
- Seek out and lodge applications for grants.
- Budget, order and purchase furniture and equipment in conjunction with Line Managers.
- Oversee capital work projects from planning to occupation in conjunction with the Head of Maintenance.
- Supervise the maintenance of buildings and grounds ensuring that Government legislated Workplace Health Safety standards are maintained and that all campus facilities are safe and in good order.
- Regularly attend and contribute to Work Health Safety meetings.
- Supervise the maintenance of a complete asset register based on government requirements.
- Manage the hire / loan arrangements of College facilities based on College Board policy and procedures.



- Supervise all aspects related to student travel by bus to and from the College particularly in reference to:
 - affordable cost
 - safety standards for students
 - maintenance of duty of care standards for students.

Board and College Records

- Manage and oversee College contracts, licenses, and agreements.
- Supervise the maintenance of accurate database records ensuring that such information complies with the Privacy Act and other Government legislation.
- Supervise the safe storage of financial records for historical purposes.
- Maintain oversight and ensure accuracy of financial records and reporting.
- Maintain data integrity of computer programs and their suitability for the needs of the College.
- Attend committee meetings as required including but not limited to College Board, Finance Audit and Compliance and Senior Leadership Team.
- Oversee College Board and Financial reports and agendas to ensure all associated meetings are accurate and documented.

General Responsibilities (accepted as common practice by all persons employed by the College)

The general responsibilities for every role within the College are designed to enhance the cultural ethos and values, where everyone can enjoy their work, be challenged to continuously improve for a dynamic, empowering, and safe workplace environment. The general responsibilities include:

- Operating with the utmost integrity at all times, ensuring the confidentiality of all College operations.
- Ensure staff within the College embed the core Lutheran Education Australia (LEA) values: love, justice, compassion, forgiveness, service, humility, courage, hope, quality, and appreciation.
- Working cooperatively and respectfully with leadership to ensure College and departmental objectives are met.
- Committing to undertake out-of-hours activities related to promotional and educational aspects of the College and carry out all duties in a spirit of Christian compassion.
- Support the College Chaplain in the development of the spiritual life for staff, particularly non-teaching staff.
- Develop and maintain sound relationships between the College, the local Lutheran community, and the wider community.
- Work closely with all department Line Managers to ensure they are successful within their role.
- Communicate professionally and effectively with staff.
- Represent the College to outside bodies including industry and professional bodies as appropriate.
- Undertake professional training to further develop knowledge and skills.
- Report all accidents, incidents, injuries, property damage in accordance with agreed procedures.
- Providing input and suggestions for the improvement of the College policies, processes, and work procedures.



Statutory Compliance

- Ensure that all College policies and practices relevant to role, meet legislative standards and requirements; and maintain and further develop as required, in accordance with statutory laws, regulations and College policies, personnel procedures regarding the monitoring of general working conditions for academic staff.
- Take reasonable care of their own and others health and safety in the workplace, including not performing duties whilst under the influence of drugs and/or alcohol.
- Bring to the attention of management any hazards/incidents and/or near misses, which may take place or be observed during the normal course of their duties.

SELECTION CRITERIA

Applicants are sought from experienced, visionary, ethical and global and strategic minded leaders, who are passionate about children and visionary teaching and learning. We seek leaders who are role models in education and faith. A Faith College educational leader must be willing to work out of school hours, be community minded, collegial, loyal and confidential. We welcome leaders who lead with joy and aspire to a continuous improvement mind set.

PERSON SPECIFICATION

Qualifications

- Relevant CPA / CA qualification, postgraduate qualification, business and finance management qualification and extensive finance / business operations experience at Executive Management level within education or the commercial sector in complex business environments; or
- Preferred MBA or equivalent management qualification.
- Extensive business and management experience within the education, not for profit or commercial sector.
- An equivalent combination of relevant experience and / or education and training.
- Working with Children Check (WWCC).

Experience

Provide evidence of sound experience in

- Fundamental business areas such as accounting, finance, human resource management and good negotiation skills in industrial relations, Enterprise Bargaining Agreement knowledge, economics, project management, law and risk management.
- Analytic and problem solving experience, practical skills in economics, quantitative methods, information management and strategic planning.
- Leading and managing rapid organisational change and development techniques.
- Strategic planning and implementation.

Knowledge

The Business Director should keep abreast of all new initiatives related to business management and leadership whilst remaining aware of developments in education and what they mean for the College.

It is imperative that the position maintains regular contact with the Lutheran system for industrial and system supporting initiatives, and other school related agencies for funding, industrial, professional development support etc.



Personal Skills, Abilities and Aptitude

It is anticipated that the Business Director will have the following:

Skills

- Outstanding leader in planning and organisational skills.
- Ability to cultivate the desired cultural values and ethos within the College, to key stakeholders, partners and the local community.
- Superior leadership and management skills including financial acumen and a demonstrated ability to build effective high performance teams.
- Excellent interpersonal and communication skills with the ability to negotiate, consult, influence and build consensus at all levels within the College.
- Exceptional project management skills and a proven record of successfully managing and completing all aspects of large complex projects including implementation and change management.
- Proven ability to use strategic thinking and analytical skills to adapt to new situations and develop creative solutions to complex strategic and operational issues.
- A well-developed understanding of organisational dynamics and change management methodologies, particularly within the education sector.
- Strong understanding of leadership and communication dynamics reflected through proven application of successful strategies to inspire staff to achieve goals.
- Demonstrated business process improvement experience in a complex environment.
- High level of discretion, confidentiality, honesty and integrity within relationships with differing sectors of the College.
- Sound knowledge and understanding of all local, Lutheran, State and Federal government policies, regulations and legislation in so far as they affect the College.

Abilities

- Ability to establish and communicate the long term Strategic Vision.
- Manage large scale resources in a large, complex organisation.
- Flexibility to adapt to a rapidly changing educational environment.
- Ability to manage and implement change in a sensitive and collaborative way.
- Be a visionary and strategic thinker.
- Entrepreneurial in business approach.
- High levels of initiative and responsibility.
- Strong commitment to the ethos and values of Lutheran schools.
- Produce risk management profiles.
- Capable of completing varying tasks across multiple departments within an organisation.
- Ability to analyse the needs of the organisation on a short and long term basis.

Aptitude

- Lead by example, inspiring and enthusiastic.
- Decisive and confident decision maker.
- Ability to inspire and enthuse others and to accept constructive feedback from others in respect to effectiveness of one's endeavours.



Values

- A practising Christian with the ability to relate the Gospel message to his/her role within the College and encourage a spirit of Christian care amongst staff and students.
- Demonstrate Christian integrity in all things.
- A personal commitment to the College Vision, Mission and Values underpinning the delivery of a Christian based education to students in the College community is essential.
- A passion for working with and supporting young people on their journey through secondary education.

CLASSIFICATION LEVEL

The position of Business Director is classified as a salaried role outside of the Lutheran Schools SA Enterprise Agreement salary scales.

PERFORMANCE STANDARDS AND REVIEW

There will be a probationary period of 6 (six) months during which time a performance review will be conducted by the Principal. Thereafter a quarterly report on strategic tasks is to be submitted to the Principal. A review is to be conducted at least annually with the Principal.

6 (six) months before the expiry date of the appointment, or earlier at the request of either party, the Principal and the Business Director will enter negotiations regarding the arrangements to apply upon the expiry of the appointment.

Under normal circumstances, the appointment may be terminated by the Principal or the Business Director by 3 (three) months' notice in writing. However, the Principal reserves the right to dismiss the Business Director at any time for conduct which in the opinion of the Principal would make the Business Director unfit for the position.



HOW TO APPLY

Applications should be addressed to Andrew Reed. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call (08) 8100 8827.

Please Note

Your application will be automatically acknowledged by a return email.