



TRINITY COLLEGE

**DIRECTOR OF BUSINESS OPERATIONS AND ADMINISTRATION**

**JOB & PERSON SPECIFICATION**

**FEBRUARY 2024**



<b>JOB TITLE</b>	Director of Business Operations and Administration
<b>CLASSIFICATION</b>	Executive
<b>REPORTING TO</b>	Head of Trinity College (Functional), Director of Finance (Operational)
<b>ROLE CAPACITY</b>	1.0
<p>The Director of Business Operations and Administration is responsible for providing contemporary and solutions-focused oversight of our policy, risk, and compliance management framework to support student safeguarding and maintaining the standards of excellence provided to our students at Trinity College.</p> <p>This position is a member of the executive leadership team and works closely with the Head of Trinity College and the Director of Finance to ensure the successful operational performance of the College.</p> <p>The Director of Business Operations and Administration has the significant role of ensuring the continued development and implementation of robust processes and frameworks aligned with our strategic direction, statutory regulation and governance requirements required in the education sector. The delivery of regulatory assurance by staying abreast of legal and regulatory developments, ensuring regular compliance audits are conducted, and implementing necessary changes to policies and procedures to maintain adherence to industry standards and legal obligations is expected.</p> <p>The Director of Business Operations and Administration ensures operational support is provided to non-teaching roles, including administration services, OSHC and educational support roles. Operating support is defined as leading the adherence to regulatory standards and recruiting and developing non-teaching staff across the College.</p> <p>As a leader in governance, the Director of Business Operations and Administration will develop and support programs and represent Trinity College to various government agencies as required.</p> <p>The Director of Business Operations and Administration will lead a trusted team of professionals, fostering a collaborative work environment and ensuring the highest standards of customer service outcomes. Those positions reporting to the Director of Business Operations and Administration include:</p> <ul style="list-style-type: none"> <li>• Office Manager – College Administration</li> <li>• Risk, Safety and Compliance Manager</li> <li>• Senior Enrolments and Enrolments Officer</li> </ul>	



<b>KEY SELECTION CRITERIA</b>	
<b>ESSENTIAL</b>	<ul style="list-style-type: none"> <li>• Proven comprehensive knowledge and experience in risk and compliance with the capacity to provide corporate governance in the education sector.</li> <li>• Experience in creating and implementing policies, procedures, and future-focused plans to improve the College's strategic outcomes.</li> <li>• Demonstrated commitment to the Trinity College Values and Mission.</li> <li>• Delivery of contemporary management practices and proven analytical, problem-solving and decision-making skills in complex environments.</li> <li>• Demonstrated collaborative leadership style and skilled at building relationships and trust with key stakeholders.</li> <li>• Naturally display strong people-centred leadership competencies.</li> <li>• Experience developing comprehensive written documentation and reports, including policies and procedures.</li> <li>• Knowledge of and a commitment to equal opportunity and work safety principles.</li> <li>• An appreciation of the education and not-for-profit sector, including an understanding of the charities commission.</li> <li>• Currency of working with children verification.</li> </ul>
<b>DESIRABLE</b>	<ul style="list-style-type: none"> <li>• Have experience in policy or audit leadership positions.</li> <li>• Experience working in an independent school.</li> <li>• Experience with CompliSpace or similar system.</li> </ul>
<b>RESPONSIBILITIES</b>	
<p><b>Compliance delivering Regulatory Assurance</b></p> <ul style="list-style-type: none"> <li>• Oversee the College's Risk Register and associated policy and supportive documents.</li> <li>• Lead the regulatory management of our ELC and OSHC centres, ensuring the safety and sustainability of care and meeting regulatory requirements. This will include the management of incidents and reporting obligations (internal escalation process, notifying authorities accordingly), coordinating audits, and ensuring corrective actions are managed quickly and transparently.</li> <li>• Oversight of the College's educational, business and operational compliance responsibilities, including registration and accreditation to ACEQA and other child care and education regulatory standards.</li> <li>• Management of College data and records, ensuring privacy standards are established and maintained according to the legal obligations required of an education provider.</li> <li>• Responsible for managing the Policy and Legislative Compliance Framework, including the document register and CompliSpace documentation.</li> <li>• Ensure council, building regulation and licensing requirements are maintained, adhering to regulations.</li> <li>• As an Executive Officer, manage grievances or concerns raised by parents or the community through the Complaints Handling procedure.</li> </ul>	



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- Provide advice and policy guidance in legal and compliance matters where required.
- Attend meetings of the Operational Risk Committee.
- Keep up to date with legislative compliance obligations for the College.

### **Strategic Support**

- Participate actively in supporting delivery outcomes in accordance with the Trinity College Strategic Plan, collaborating with key stakeholders to address present and future academic, administrative and operational needs.
- With other stakeholders, including the Director of ICT Services, ensure systems are in place to maintain integrity and currency of information managed through the College database.
- Coordinate College submissions to meet regulatory and funding requirements (applications, reporting and acquittals), including gathering and sourcing relevant information to support the smooth operation of the College.

### **Government, Legal and Professional Services Liaison**

- Prepare and submit annual student and staff Census data in a timely and accurate manner, supporting our college funding opportunities.
- As an Executive Officer, administer our required membership and reporting obligations with necessary external government charters as they arise, i.e., The National Redress Scheme
- Represent Trinity College interests as required, including but not limited to the Block Grant Authority; Gawler, Playford and Light Regional Councils; Planning authorities; Liquor Licensing Authority; and SAPOL.
- Actively develop relationships with College stakeholders, relevant statutory bodies, and professional organisations to deliver requirements efficiently and effectively.
- Lobby and advise regulatory authorities where appropriate about the College's needs.
- Provide advice to the Head concerning adherence to government policy, standards or codes of practice as required.
- Support graduate school interchange as required, ensuring correct immigration and sponsorship status for those coming into Trinity College.
- As an Executive Officer for Trinity College, establish relationships with necessary associations, including:
  - South Australian Anglican Schools (SASS)
  - ASBA
  - AISSA

### **Administration Operations**

- Ensure correct governance for College Leaders, Board members and staff as the Authorising Officer with relevant government agencies, ie. PRODA
- Ensure that the child-safe program is managed for contractors engaged at Trinity College.
- Manage the administration of any insurance claims across the College.
- Facilitate fleet management of staff leased vehicles and the purchase/sale of Executive Staff vehicles.



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- Manage documentation necessary to support extracurricular activities offered to students, including policies, risk assessments, procedures, and visa requirements, as required.

### **Student Enrolment**

- Engage with the enrolment officers, Principals, Deputy Head, Head and the wider college community, gathering feedback to refine and align the work of the enrolment process as required.
- Build and support the team to deliver efficient and timely offers to parents, meet the enrolment pipeline, and support sustainability and the future growth of Trinity College.
- Support the application of and successful integration of international enrolments with PRISMS and ESOS.
- Provide the best possible guidance and advice for enrolment staff as required.

### **Human Resources**

- Coordinate the recruitment of administrative and education support staff (ESO) schools, ELC and OSHC across the College.
- Ensure that support staff meet service and position expectations at College and school events, functions and projects.
- Facilitate regular meetings with central administration and support staff to ensure regular and positive engagement. Utilising tools such as Team Huddle, Teams and other communication channels.
- Develop and lead team members to improve service delivery, optimise capital expenditure and explore emerging trends and opportunities, where necessary.
- With the Director of People & Culture, develop an annual timeline for the employment of administration and support staff where applicable.
- Coordinate the induction of administration and support staff with the Deputy Head.
- Coordinate and attend staff Consultative Committee meetings as required.

### **Community and other Stakeholder Engagement**

- Provide information to parents, community, and other stakeholders on matters supporting quality education outcomes for our students.
- Coordinate the Australian Defence Force (ADF) family assistance program as required.
- Respond appropriately to enquiries, issues or reports by members of the community relating to our students or property that may arise.
- In consultation with other leaders, establish service agreements with appropriate providers to support the needs of students and their families ie. Bus transport.

### **Workplace Health and Safety**

- Carry out your duties in a manner that does not adversely affect your health and safety or that of others.
- Ensure the work environment is safe, clean, and free from hazards.
- Immediately report all workplace health and safety matters to the Risk Safety and Compliance Manager.

**Other duties as assigned from time to time by the Head of Trinity College.**



## HOW TO APPLY

Applications including a cover letter and CV should be addressed to Andrew Reed and Bernie Dyer. Please visit [henderconsulting.com.au](http://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.