



BUSINESS DIRECTOR

JOB & PERSON SPECIFICATION

APRIL 2025



POSITION DESCRIPTION

Position:	Business Director
Reporting to:	Principal
Status:	Full-time Fixed Term Contract
Classification:	Executive

Preamble

Founded in 1847, Pulteney Grammar School is a leading co-educational Anglican school woven into the fabric of Adelaide. Defined by a tradition of innovation, Pulteney Grammar School provides an education that positions its 1,000 students to prosper. Uniquely located on one site within the CBD, Pulteney is an active and proud member of the City of Adelaide and enjoys a rich and vibrant Old Scholars community characterised by an authentic belonging.

Guiding our strategic direction is a unified sense of purpose and ambition crafted through our history. Pulteney's DNA captures its lived values: the aspects of culture that define the current School and which resonate as aspirations for the future. The DNA influences and informs our decision making and our actions; it establishes that to which the School holds fast:

Authentic - Honesty, truth, integrity.

Purposeful- Intentional, resolute and reflective.

Personalised- Curated and distinctive experiences.

Boundless- Limitless opportunities sought through passionate thought and deed.

Enduring- Legacy etched through a community's tradition, innovation, service and faith.

Relationships - Respect and empathy fostered through collaboration and care.

The Business Director is appointed jointly by the Board and School Principal, pursuant to clause 26c (iii) of the Constitution and is responsible for the business, risk, facilities and financial functions of the School. The Business Director is a member of the School Executive, will form collaborative partnerships with School leaders, consult with stakeholders and be a visible member of the School community. The Business Director is the most senior non-teaching member of the school staff and reports to the Principal for the operations of the School and the Chair of the Board of Governors as Company Secretary.

Key Outcomes and Responsibilities

Strategy, Planning and Leadership

Key Outcome

Working with the Principal, initiate and lead the development and review of the buildings and facilities master plan, capital works and expenditure budgets, enrolment growth models and operational plans that will maintain and grow Pulteney's standing as a vibrant city School and enable strong, strategic decision making by the School Board and Executive.

Indicative Responsibilities

- Be an integral member of the Executive Team and participate in decisions affecting the Strategic Direction and management of the School. Provide leadership to the Principal and Executive Team where financial and business input is required, including the evaluation of new business initiatives and advice regarding the impact of changes in key revenue and expense items.
- Participate actively in the School's building and facilities masterplan ensuring that all legal and statutory obligations are met, and ensuring that projects are delivered to specification, on time and on budget.
- Manage and coordinate all major feasibility studies involving detailed financial analysis, costing and establishment of future returns on proposed investment.
- Develop, implement and manage a work plan for the Business Office, including the development and delivery of Key Performance Indicators (KPIs), and assist the Principal with the development of strategic KPIs for the School.
- Develop a supportive environment that fosters open communication, innovative problem solving, responsible risk taking, collaboration and performance ownership and assume a positive leadership role in the School.
- Undertake benchmarking activities, gather sound and relevant business intelligence, identify and report trends, network, and understand the issues of key stakeholder groups. Utilise this information in the development of plans and budgets.
- Liaise with the Enrolments Manager to ensure changes in the School's enrolments (and Government funding) are promptly assessed and reported to the Principal and committees/Board.
- Ensure quality systems are implemented and maintained and identify business re-engineering opportunities that enable the School to be progressive and efficient.
- Develop, lead and manage the finance, facilities, risk and compliance and eServices teams.

Legislative Compliance and Risk

Key Outcome

Undertake a programme of activities that identify, manage and control both risk and the School's exposure to internal and external threat, and ensure compliance with Federal, State and Local Government requirements and statutory obligations.

Indicative Responsibilities

- Identify, control and review risks in conjunction with the Board and Executive, using a risk management approach, and develop and maintain a risk register.
- In consultation with the Principal, Executive and key personnel, develop and maintain a business continuity plan.
- Co-ordinate the preparation and audit of the annual financial accounts, submit statutory and Government returns, census, ABS surveys and questionnaires.
- Ensure the School adheres to requirements in relation to business, taxation, payroll, company and planning laws.
- Ensure the School is adequately insured.

Executive Management

- Contribute to the objectives of the Principal by being on call to provide professional support and expertise to assist as required.
- Act as the senior policy adviser to the Principal on commercial, industrial and operational matters as required.

Financial Management

Key Outcome

Through analysis, forecasting, feasibility studies and modelling, direct and control all financial planning and reporting systems, and provide strategic financial advice to the Principal and Board.

Indicative Responsibilities

- Take overarching responsibility for the development of the annual and five-year budget (in conjunction with the Principal) and budget management.
- Ensure financial statements and reports are accurate and provided in a timely manner.
- Ensure employees' salary, wages and superannuation requirements are met and provide assistance, as required, with the renegotiation of the Enterprise Agreement.
- Oversee the payment of creditors, control of debtors, and receipting of fee and other income.
- Submit subsidy and grant applications.
- Take overarching responsibility for the financial performance of the Uniform Shop, and Tuck Shop and other outsourced services, ensuring compliance with Service Level Agreements.
- Develop and maintain policies, procedures and systems for the operation of the finance department.
- Manage the School's investments.
- Oversee the financial impacts of construction of new buildings in accordance with tender specifications, and liaise with the Property and Facility Manager regarding the development and monitoring of the capital works budget, and costs of upkeep of buildings and grounds.
- Ensure compliance with all financial and other lending covenants relating to the School's borrowings.
- Ensure appropriate systems of internal control governing all financial aspects of the School are in place, documented, and are being followed.
- Direct all procedures for the procurement of materials, equipment and services needed for the School to function efficiently and effectively. Oversee the use of and maintenance of School vehicles with particular attention to safety, care and insurance.

Consultation, Communication and Administration

Key Outcome

Undertake secretariat functions in accordance with the Constitution and the needs of the School, consult with stakeholders and ensure the views of the School are represented.

Indicative Responsibilities

- Act as Secretary to the Board, Board's sub-committees and Trustees of the Pulteney Foundation. This will involve preparation of agenda, management of minutes, attendance at meetings, contribution to discussion, and provision of information.
- Provide advice and leadership to ensure the good governance of the School through contemporary operation of the Board of Governors and its committees.
- Represent Pulteney Grammar School on the Committee of South Parklands Hockey and Tennis Centre Inc and act as Public Officer and officeholder during the School's cycle of committee leadership.
- Facilitate and manage key partnerships integral to the operation of the School currently including but not limited to, City of Adelaide, SANFL, Adelaide Harriers

Work Health and Safety

This role is deemed to be a Worker under the *Work Health and Safety Act 2012* (SA). As a Worker, while at work the Business Director must;

- take reasonable care for his or her own health and safety
- take reasonable care that his or her actions or omissions do not adversely affect the health and safety of other persons
- comply with any reasonable instruction given by the School
- assist in the support of a safe workplace by reporting hazards, incidents, accidents and potential risk.
- appropriately use any equipment provided at the workplace
- cooperate with any reasonable policy or procedure of the School that is related to health and safety at the workplace that has been notified to workers

PERSON SPECIFICATION

Qualifications

- Tertiary qualifications in finance, commerce or business (highly regarded)
- CPA/CA (not required but highly regarded)
- Post graduate qualifications in management, risk or governance (highly regarded)
- MBA (highly regarded)

Experience

- Experience in fostering and nurturing innovation
- Experience in a senior corporate services role (highly regarded)
- Experience in leading and managing themselves and others
- Experience in contributing to the management of capital works projects
- Proven experience in forecasting, benchmarking and comparative performance monitoring
- Experience in education, human services or the not-for-profit sector (highly regarded)

Skills and Knowledge

- Knowledge of relevant legislation, and the ability to interpret and apply this to mitigate risk
- Demonstrated commercial and strategic acumen
- Demonstrated high level financial management skills, including the ability to provide high level financial advice, and undertake feasibility studies
- Demonstrated conceptual, analytical and problem-solving skills and the ability to apply innovative thinking in problem solving

Personal Attributes

- Collaborative – able to lead, negotiate, manage and motivate people across different business functions
- Creative – ability to reconceptualise challenges into opportunities, implement, lead, evaluate and successfully manage change processes
- Co-operative – ability to instigate and nurture relationships and partnerships (internal and external) for mutual benefit.
- Critical thinker – ability to approach complexity with strategic forethought, analytic insight, business acumen, rational logic and reflective wisdom
- Communicative – ability to perceive and execute effective communication shaped by context
- Character – a values drive person of integrity

Special Conditions

- Some inter and intra state travel may be required
- Some out of hours work will be required
- An annual review of performance and achievement of agreed key performance indicators is required
- Executive coaching to be undertaken, funded by the School and arranged by mutual agreement between the Business Director and Principal
- Current Working With Children Check (or valid transitional document) and National Police Certificate
- Current Responding Risk of Harm, Abuse and Neglect certificate



HOW TO APPLY

Applications including a cover letter and CV should be addressed to Andrew Reed and Bernie Dyer.
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.