



St Mark's College  
ADELAIDE

**BUSINESS DIRECTOR**

**JOB & PERSON SPECIFICATION**

**FEBRUARY 2026**



St Mark's College

## Position Description

<b>Position:</b>	<b>Business Director</b>
<b>Appointed by:</b>	Head of College
<b>Reports to:</b>	Head of College
<b>Responsible for:</b>	Finance, Property and Administrative staff
<b>Other Key Working Relationships:</b>	Head of College Finance Committee Dean Director of Learning Director of Wellbeing Director of Community Engagement
<b>Conditions of Service:</b>	Included in contract of employment
<b>Status:</b>	Full time
<b>Length of Position:</b>	Permanent, with a six-month probationary period

### ROLE OVERVIEW

The Business Director is a critical leadership role in ensuring the financial sustainability and operational excellence of the College. The role requires strategic planning, provision of robust financial systems, insightful analysis and sound commercial advice to support informed decision making. The role involves compliance oversight with current best practices.

The Business Director is expected to demonstrate high emotional intelligence, including strong interpersonal skills, adaptability, empathy and the ability to foster a positive and collaborative workplace culture, and maintain strict confidentiality in all professional matters.



## POSITION DESCRIPTION | Business Director

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### KEY RESPONSIBILITIES

#### Financial Management

- Lead effective delivery of the College finance functions
- Member and secretary of the Finance and Risk Committee (FRC)
- Prepare the annual budget including capital expenditure and cashflow
- Review monthly management accounts and monitor against budget
- Prepare monthly Finance Report for the Board
- Prepare annual statutory accounts and manage external audit
- Ensure compliance with taxation and other requirements including GST, FBT, Workcover, ACNC
- Manage insurances and claims with broker
- Ensure compliance with financial delegated authorities for expenditure
- Maintain relationships with bankers, tax adviser, external investment manager, external auditor

#### Property and Operational Management

- Lead effective management of the College property assets, facilities and operational services
- Develop and oversee recurrent capital works program including accommodation standards
- Assist in developing and progressing the College Master Plan
- Responsible for managing delivery of high-quality catering services
- Responsible for managing delivery of high-quality ICT services and promoting efficient electronic data management and ensuring security and integrity of data
- Responsible for managing delivery of continually improved physical security and access standards
- Maintain relationships with contractors and provide effective contract management including catering, TTC, painting, cleaning
- Manage vendor and contract negotiations for essential services (including electricity, security)
- Develop and implement sustainable environmental practices in property management and operational services

#### Human Resources and Administration Management

- Oversee recruitment, onboarding and training processes for staff
- Arrange regular staff performance reviews and appropriate professional development
- Oversee payroll operations, ensuring compliance with FWA and employment legislation
- Liaise with legal advisers for employment and other matters as required
- Ensure effective management of the College administrative functions

#### Risk Management and Compliance

- Responsible for maintaining, monitoring and reviewing with the FRC and Board, the College Risk Management framework and register
- Responsible for maintaining, monitoring and ensuring regular review of policies, systems and processes
- Chair the Health, Safety and Wellbeing Committee and monitor risk management processes
- Ensure compliance with regulations regarding property management, health and safety
- Develop and maintain a business continuity plan

#### Other

- Other duties as requested



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### PERSON SPECIFICATION

#### Qualifications

- Formal qualifications in Business, Accounting or Financial Management (CPA/CA preferred)

#### Experience and Skills

- Demonstrated leadership in financial and business and operations management
- Strategic thinking and financial acumen
- Proven ability to manage and tender vendor contracts
- Project management skills for property and capital works
- Management style that encourages teamwork, collaboration, communication
- Demonstrated ability to manage staff including performance management
- Highly developed communication skills (written and oral)
- Strong organisational and time management skills, ability to prioritise, and meet deadlines
- Proficient in relevant ICT systems

#### Personal Attributes

- Commitment to the vision of the College as a values-based tertiary residential academic community
- High emotional intelligence, including self-awareness, empathy and resilience
- Strong work ethic and high standards of performance
- Professional, positive, enthusiastic and motivated to contribute
- Discretion and confidentiality
- Flexible in an approach to tasks and an ability to operate in an evolving environment

#### Additional Requirements

- Some after-hours work may be required
- Department of Human Services (DHS) Employment Screening required



## 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 Andrew Reed or Bernie Dyer on (08) 8100 8848.

### **Please Note**

Your application will be automatically acknowledged by a return email.