



EXECUTIVE DIRECTOR

JOB & PERSON SPECIFICATION

APRIL 2026



**Lutheran
Education**
QUEENSLAND

POSITION DESCRIPTION

EXECUTIVE DIRECTOR

March 2026



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EXECUTIVE DIRECTOR

ORGANISATIONAL BACKGROUND

Lutheran Education Queensland (LEQ) in its current form is a Department of the Lutheran Church of Australia Queensland District (LCAQD), a letter patent body corporate. LCAQD is an expression of the mission of God in the Lutheran Church of Australia and New Zealand (LCANZ).

The LCAQD Synod 2022 approved for LEQ to separately incorporate as an education E-12 school system, currently envisaged for January 2028. The LCAQD will remain the sole member of the newly incorporated company. This is an exciting and unprecedented time in the organisation's history and is an opportunity for the incoming Executive Director to provide strategic leadership to this significant transformation process.

LEQ is charged with the responsibility of providing leadership and support for a system of Colleges, Schools, Early Childhood and Outside of School Hours Care (OSHC) Services (Schools & Services), most of which are owned by the District, and some by their member congregations. Currently there are 26 Schools and approximately 54 Early Childhood and OSHC Services operating throughout Queensland and northern NSW. LEQ offices are situated at Lutheran Church House in Milton, along with the other departments of the Church.

The mission statement of LEQ is to “nurture, strengthen, guide and encourage the people working in the various institutions of LEQ so they will be better able to carry out their ministries of service”.

Members of LEQ strive to build and support the ethos of Lutheran schools and early childhood services, work in harmony together, and contribute to an ethos of Christian service within the team, with our Schools & Services and with other departments of the Church.

LEQ works with and for our Schools & Services to:

- assist the facilitation of spiritual and professional growth within Schools & Services communities;
- assist Schools & Services to provide excellence in education and care;
- provide support in governance, leadership, management and compliance;
- support the development and continuance of good financial and workforce practices; and
- foster collegiality and collaboration and strengthen networks and commercial partnerships.



LUTHERAN ETHOS

It is expected that the Executive Director will conduct their work in an atmosphere of Christian service in support of the ethos of Lutheran Education, will regularly lead and participate in staff devotions and other spiritual development activities and accept and support the theology and values which underpin Lutheran Education.

The Executive Director collaborates closely with the District Bishop, whose spiritual leadership supports alignment with the Church's mission.

The Executive Director also works collaboratively with Lutheran Education Australia and other school regions of the Church, reflecting the Church's commitment to unity and a shared mission.

PURPOSE OF POSITION AND MAJOR ACCOUNTABILITIES

The Executive Director leads the Secretariat in support of the mission, governance, and strategic priorities of the organisation, exercising responsibilities as an Officer of the District in accordance with the LCAQD By-Laws and associated governing instruments and policies. As part of the journey to incorporation, many of these documents are under current review.

The role provides high-level leadership, coordination, governance support, and advocacy across Schools & Services, system leaders, external partners and government regulators. The Executive Director ensures the Secretariat operates with excellence, integrity, and accountability, and in alignment with the organisation's faith tradition, educational values, statutory obligations, and an unwavering commitment to child safety and safeguarding, consistent with LCAQD requirements, legislation, and recognised child-safe standards.

REPORTING RELATIONSHIPS

The Executive Director reports to the Council of Lutheran Education Queensland (CLEQ). The Executive Director works closely with the Chair of CLEQ.

Until incorporation:

- The Convention of Synod is the highest constitutional authority in the District. The District Church Board (DCB) acts with delegated authority between conventions.
- CLEQ has delegated governance responsibility (of the LEQ System) from (DCB).
- On behalf of CLEQ, the Executive Director also reports to DCB.



POSITION DETAILS

KEY DUTIES AND RESPONSIBILITIES

In addition to any relevant duties outlined in the LCAQD Constitution and By-Laws, as amended from time to time. The key duties and responsibilities for the Executive Director include, but are not limited to, the following:

Strategic Leadership and System Stewardship

- Provide clear, future-focused leadership, setting vision, priorities, and long-term strategy.
- Steward the organisation's Lutheran Identity and Spiritual Growth and Formation through Growing Deep across our learning communities, Schools & Services.
- Anticipate and respond to emerging policy, societal, and sector trends impacting Schools & Services.

Governance, Risk and Assurance

- Work in close partnership with CLEQ to ensure strong governance, transparency, and accountability.
- Instil appropriate Assurance Frameworks to monitor compliance with all regulatory, legislative, and accreditation requirements across Schools & Services.
- Act as an Officer of the District, implementing the lawful decisions and directions of the Council and DCB (through the Council), in accordance with District By-Laws and governance requirements.

Child Safety & Safeguarding Leadership

- Champion a culture in which child safety and wellbeing are foundational to all organisational strategies, governance, operations, communications, and leadership practices.
- Ensure that child safety and safeguarding principles are embedded into all governance frameworks, policy development, risk management processes, and organisational decision-making.
- Ensure that emerging safeguarding risks, trends, and regulatory or legislative changes, are reported timely to CLEQ, DCB, and key stakeholders.



Educational Leadership and Impact

- Ensure high-quality educational outcomes across all schools and early childhood services.
- Create an organisational environment where innovation in pedagogy, curriculum delivery, and capability development are championed.

People, Culture and Capability

- Foster a high-performing, values-driven organisational culture.
- Ensure strong leadership capability across Principals, Service Leaders, and Senior staff.
- Promote staff wellbeing, engagement, and professional growth.

Stewardship and Financial Management

- Ensure the financial sustainability and integrity of the System.
- Ensure that budgeting, financial planning, and resource allocation are aligned to strategic priorities.
- Responsible for approval of LEQ annual budget through Schools Assembly including setting of System levies.
- Comply with Executive Director's delegations.

System Alignment and Integration

- Ensure alignment between Secretariat functions and the needs of Schools & Services.
- Integrate strategy, policy, and operations across diverse education and care settings.
- Balance system-wide consistency with local autonomy and responsiveness.
- Enable collaboration and knowledge sharing across the system of Schools & Services.

Stakeholder Engagement & Advocacy

- Build and maintain strong relationships with key stakeholders including government, regulators, communities, industry partners, and peak bodies.
- Act as the primary representative and advocate for the organisation at local, state, and national levels.
- Strengthen partnerships that enhance educational outcomes and organisational impact.
- Lead effective communication strategies across all stakeholder groups.



Reputation, Identity and Public Value

- Protect and enhance the LEQ System's reputation and public trust.
- Ensure alignment between organisational identity and practice across all Schools & Services.
- Lead crisis management and reputation risk responses where required.

Performance Standards & Review

- Regular Performance Reviews are undertaken with the Executive Director in the manner determined from time to time by the Chair of the Council for Lutheran Education Queensland.

EMPLOYMENT CONDITIONS

The Employment Conditions for the role of Executive Director are negotiated with the successful candidate and outlined in their Contract of Employment.

The position is classified as a Senior Executive position on a full-time 5-year contract, subject to a probation period of 6 months.

The ability to obtain a valid Queensland Working with Children Check (Blue Card) and to undertake regular mandatory Child Safety and related training are mandatory requirements of this role.



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 Andrew Reed, Bernie Dyer or Justin Hinora on (08) 8100 8848.

Please Note

Your application will be automatically acknowledged by a return email.