



SOUTHERN INDEPENDENT SCHOOLS

OVERVIEW

The Southern Independent Schools (SIS) Executive Officer is a pivotal role requiring a dynamic individual to manage the daily operations of the Association and its sporting programs under the direction of the SIS Principals. The Executive Officer is responsible for the ongoing development, operations, and compliance of the Association, which uniquely offers cultural activities for students in its member schools.

The Executive Officer will drive the strategic direction of the SIS program as determined by the Principals of the member schools ("the Principals"), in order to provide a quality SIS program. The Executive Officer will ensure that developments and improvements are made regularly to enhance the effectiveness of the program, and are aligned with the vision, mission, values and goals of the SIS.

LOCATION

The administration for this position will be on a Work from Home basis, requiring flexibility to work and travel outside of regular hours.

SALARY

This is a full-time ongoing position classified under the *Catholic Education Multi Enterprise Agreement* (CEMEA) 2022 (or its successors) as an Education Support Staff, Category B, Level 4, with an additional motor vehicle allowance which will be discussed with the successful candidate. This position will be entitled to the benefits and is subject to the obligations of the CEMEA as varied or replaced from time to time, including in relation to notice on termination of employment.

REPORTING RELATIONSHIPS

The Executive Officer reports directly to the SIS President and provides support and advice to the SIS Principals. The Executive Officer will work collaboratively with the SIS Cultural and Sports Coordinators and liaises with external agencies and providers. The Executive Officer will advise the SIS President and John Paul College of any personal leave absences.

KEY RESPONSIBILITIES

The Key Responsibilities of the SIS Executive Officer include but are not limited to the following:

LEADERSHIP AND MANAGEMENT

The Executive Officer has responsibility for leadership and management matters as follows:

- i. Providing strong leadership of the SIS Association, upholding its vision, values, goals, policies, and procedures.
- ii. Advising the SIS Principals and Sport Coordinators to ensure the Association functions effectively and efficiently, in accordance with expectations of school-based organisations.

- iii. Establishing strong networks with other school sporting associations (e.g., GSV, APS, SSAV, AGSV, ACS).
- iv. Effectively managing the day-to-day administrative operation of the SIS Association.
- v. Managing the administration of the Association.
- vi. Managing and delivering the Association's sporting and cultural programs.
- vii. Ensuring the sporting life of the Association is conducted efficiently and in a spirit of cooperation and fairness, in line with the Vision, Mission, and Values of the Association.

MAJOR EVENTS

The Executive Officer will manage all carnival events by:

- i. Overseeing all major SIS Carnivals and supporting the Cultural Coordinator with culture events.
- ii. Ensuring all activities are conducted in accordance with the Child Safe Standards.
- iii. Maintaining Risk Management.
- iv. Maintaining results and records for distribution to the schools.
- v. Preparing the Swimming, Athletics, Cross Country, Lawn Bowls, and Golf Programs.
- vi. Organising host schools, participating schools, and officials.
- vii. Ensuring the booking of various officials and venues.
- viii. Setting up and managing the timing and results for swimming, cross country, and athletics carnivals.
- ix. Setting up and instructing Sports Coordinators regarding sports administration software.

WEEKLY SPORT

The Executive Officer will attend to managing the weekly sports program by:

- i. Overseeing all SIS Weekly Sporting competitions.
- ii. Setting up weekly sport fixtures for all teams in designated sports.
- iii. Managing ongoing weekly sports results and ladders through appropriate software programs.
- iv. Maintaining a presence at weekly sporting venues to ensure the rules and spirit of SIS sport are maintained.
- v. Arranging entries into Inter Association Premier Team Competitions when appropriate.
- vi. Cancelling events due to adverse weather and/or health and safety concerns.

FINANCE

The Executive Officer will have responsibility for finance management as follows:

- i. Formulating the SIS annual budget and presenting it for approval to the SIS President.
- ii. Overseeing the daily financial operation of the association.
- iii. Ensuring responsible financial planning and budgeting.
- iv. Maintaining banking and accounts payable/receivable records using accounting software.
- v. Preparing and distributing association membership and other invoices as required.
- vi. Referring accounts to SIS signatories for approval.
- vii. Completing quarterly BAS statements for the ATO.
- viii. Preparing and distributing quarterly financial statements for Principals.
- ix. Ensuring all annual statements are submitted to the appropriate bodies.
- x. Arranging end-of-year financial review with external auditors.

MEETINGS

The Executive Officer will have responsibility for the organisation and running of meetings as follows:

- i. Preparing and distributing Agendas and Minutes of SIS Principal and Sport Meetings in a timely manner.
- ii. Attending SIS Principals meetings and presenting the Executive Officer's report.
- iii. Chairing all Sport Meetings and reporting recommendations to the Principals.
- iv. Carrying out any investigation and present reports as requested.
- v. Responding to Principal requests, including but not limited to surveys, initiatives, or reports.
- vi. Being available to consult with schools if and when a special need arises.
- vii. Liaising with other school sports associations through the SSAV and attending its meetings.

OTHER RESPONSIBILITIES

The Executive Officer's further responsibilities include but are not limited to:

- i. leading and supporting the Cultural Coordinator and Assistant Sports Coordinator;
- ii. preparing and distributing the SIS Calendar to Principals and Sports Coordinators;
- iii. managing the Association's correspondence;
- iv. administering the SIS website, including approval of all photographs;
- v. updating the SIS Handbook annually for distribution to Principals and Coordinators;
- vi. ensuring SIS policies and procedures comply with regulations governing students in schools and Child Safe Standards;
- vii. ordering and distributing trophies, ribbons, medallions, and pennants;
- viii. preparing proposals for Public Liability and Directors/Officer's Liability insurance;
- ix. preparing, revising, and maintaining Risk Management templates;
- x. preparing, revising, and maintaining the SIS Child Safety Standards policy; and
- xi. preparing, revising, and maintaining the SIS Gender and Inclusion guidelines.

EXPECTATIONS

The Executive Officer will be expected to:

- ensure effective, positive, and cohesive working relationships with the SIS Principals, Sport Coordinators, Cultural Coordinator, coaches, and relevant external bodies;
- provide timely advice, support, and reports to the SIS Principals and Sport Coordinators;
- accommodate flexibility of hours with the likelihood of out of normal work hours work required due to the nature of the role;
- capture photography content for events where required;
- undertake regular professional development and training in order to maintain a high level of awareness of current and best practice in the major areas of responsibility associated with the role;
- be committed to striving for continuous improvement and achieving exceptional outcomes;
- be familiar with and comply with MACS Child Safety and Wellbeing Policies, Codes of Conduct, and other policies/procedures relating to child safety;
- be familiar with and comply with legislated Occupational Health and Safety practices for staff and students;
- provide and maintain currency of an Employee Working with Children Check;

- provide a Police Check upon commencement and every five years thereafter;
- maintain currency of all relevant legislated and required First Aid and CPR Qualifications;
- attend all SIS Meetings as requested by the SIS President or his/her nominee; and
- perform other duties and implementing decisions as requested by the SIS President or nominee.

KEY PERFORMANCE INDICATORS

- Demonstrated support of, respect for, and implementation of the SIS's vision, mission, values, goals, policies, and procedures.
- Evidence of successful implementation of strategic direction of SIS as set by the Principals.
- Provision of a quality SIS program, including regular developments and improvements.
- Evidence of effective, positive, and cohesive working relationships with the SIS Principals, Coordinators, coaches, and relevant external bodies.
- Demonstrated responsible financial planning and budgeting.

POSITION DESCRIPTION SUBJECT TO REVIEW

This statement of duties is not intended to be an exhaustive or exclusive list of duties assigned to the position. They are intended as a guide as to the responsibilities of the role. The position is subject to review and modification by the SIS President (or nominee), in negotiation with the appointee, in response to the evolving needs of the role, and experience and expertise of the appointee. Any significant additions to the responsibilities may be requested by the SIS President (or nominee) through consultation and mutual agreement with the appointee.

POSITION CRITERIA

The effective performance of the SIS Executive Officer will be due to their capabilities across a comprehensive range of the following:

Attributes & Dispositions

- demonstrated passion, commitment, support and respect for the implementation of the SIS's vision, mission, values, goals, policies, and procedures
- strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing tasks
- highly developed decision-making skills and a demonstrated ability to think strategically, creatively, analytically, and problem-solve
- innovative visionary with high energy and a strong work ethic
- the ability to demonstrate initiative, drive, and a strong sense of professionalism
- demonstrated skill in identifying and implementing significant improvement and change
- perseverance, sensitivity, compassion, and patience in the face of complex and difficult situations
- self-directed and highly motivated
- demonstrates high levels of confidentiality, trust, credibility, and honesty
- displays empathy, enthusiasm, commitment, and is highly motivated to contribute
- flexibility and ability to adapt and operate effectively in a challenging and changing environment

Knowledge & Understandings

- qualifications and experience relevant to the position, including a minimum of 3 years' experience in a similar role
- outstanding interpersonal and verbal and written communication skills, with demonstrated ability to build rapport and interact effectively across stakeholder groups
- outstanding knowledge of, and proven skills in, the development, planning, and implementation of sport programs
- strong understanding of current educational practice as it relates to quality sport education
- outstanding knowledge of software programs required to administer the SIS
- clear understanding of technology as it relates to efficient and creative delivery of the association's programs and expected outcomes
- experience in Website Content Management Systems and Microsoft Office applications

Skills & Capabilities

- highly developed leadership and management skills with an ability to create a cohesive and effective team
- demonstrated understanding and use of social media platforms (Instagram, Facebook, LinkedIn)
- ability to communicate clearly, personably, and effectively with internal and external stakeholders
- capacity to multi-task and a commitment to the accuracy of detail
- capacity to maintain professional relationships within, and external to, the SIS community
- respect for culture, faith, and differences as evident in the member school communities
- exercises ownership and concern for the quality of own work reflected in accuracy and attention to detail

ADDITIONAL INFORMATION

- The SIS Executive Officer position is a full-time role requiring flexible working hours.
- The Executive Officer will be required to attend meetings, functions, or promotional events as part of, or in addition to, normal working hours.
- This position is subject to regular annual reviews through an appropriate appraisal process.

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