



## POSITION DESCRIPTION

POSITION	HEAD OF BUSINESS OPERATIONS	
SCHOOL / DEPARTMENT:	BUSINESS OPERATIONS	
POSITION REPORTS TO:	THE PRINCIPAL	
POSITION PURPOSE:	<p>The Head of Business Operations is responsible for leadership, management and organisation of the School's corporate services, including financial management, facilities and asset management, administrative and commercial operations, risk and compliance, policy and human resources.</p> <p>Reporting to the Principal, the role manages the Governance functions of the school, is secretary to the School Council, member of the Executive team and leads strategic projects.</p>	
MAIN PEOPLE INTERACTIONS:	<b>INTERNAL</b> School Executive School Council Finance, Building and Grounds, Governance and Risk Committees The School Foundation Finance Team Facilities Team Catering Team	<b>EXTERNAL</b> External regulatory bodies Business partners Local Government and Planning

### ABOUT GREAT SOUTHERN GRAMMAR

**Our School:** Great Southern Grammar is a vibrant independent Christian co-educational day and boarding school for students from Pre-Kindergarten to Year Twelve.

**Our Values:** Respect | Integrity | Courage | Compassion

**Our Vision:** **Create YOUR impact.**

All Great Southern Grammar graduates are beacons of light in the world, having a position, lasting impact in their communities for the common good.

**Our Mission:** Passion | Purpose | Joy

We are a forward-looking school called to ignite **passion**, shape **purpose** and cultivate **joy**. All students experience success and become to know their important place in the world.

**Our Core Strengths:** Place | Community | Learning & Care | Experience | People.

CREATE YOUR IMPACT



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KEY AREA	RESPONSIBILITIES AND TASKS
<b>ACTIVELY SUPPORT SCHOOL OPERATIONS</b>	<ul style="list-style-type: none"><li>• Demonstrate highest standards of professionalism in personal conduct, behaviour and presentation;</li><li>• Comply with all relevant legislative, regulatory obligations, school's codes, policies and procedures;</li><li>• Complete administrative and operational activities in alignment with school's requirements;</li><li>• Organise processes and systems to benefit 'one school' and to maximise work efficiencies and work effectiveness;</li><li>• Contribute to the continuous improvement of systems and processes, organisational performance, productivity, flexibility and effectiveness in achieving quality outcomes for clients;</li><li>• Participate in staff professional development as required; and</li><li>• Be willing to undertake tasks as requested by the Principal or their delegate.</li></ul>
<b>FINANCIAL MANAGEMENT</b>	<ul style="list-style-type: none"><li>• Lead the financial and business development of the School in consultation with the Principal;</li><li>• Line manage the Finance Manager;</li><li>• Ensure all finance systems, monitoring and reporting are of the highest standard;</li><li>• Ensure periodic reporting of financial position, performance and cashflow is timely accurate, explainable and in accordance with Australian Accounting Standards;</li><li>• Provide high level advice and recommendation to the Principal, Finance Committee and business matters including tuition fees, financial plans, annual operating and capital budgets and strategic projects;</li><li>• Manage key business relationships with finance partners; and</li><li>• Ensure compliance with periodic and annual reporting and lodgement requirements and other Government compliance including, Associations annual returns, and financial acquittals in consultation with the Finance Manager and Finance Team.</li></ul>
<b>BUSINESS OPERATIONS</b>	<ul style="list-style-type: none"><li>• Oversee trading entities including Catering and Uniform Shop and line manage Catering Manager and Uniform Shop Manager;</li><li>• Oversee all business contracts inclusive of finance loans and insurance;</li><li>• Oversee the development and execution of consultant contracts and licensee agreements;</li><li>• Oversee tender processes in consultation with key stakeholders;</li><li>• Oversee the development of Memorandum of Understanding with third parties in collaboration with key stakeholders;</li><li>• Lead, manage and implement special strategic projects as defined and directed by the Principal; and</li><li>• Seek external or legal advice as required in consultation with the Principal and Chair of School Council.</li></ul>



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<b>HUMAN RESOURCES</b>	<ul style="list-style-type: none"> <li>• Line manage the HR Advisor;</li> <li>• Oversee the payroll system and ensure that it is accurate and updated within required time frames in collaboration with the Finance Manager and HR Advisor;</li> <li>• Develop staff capabilities and build and strengthen staff relationships to enhance customer service;</li> <li>• Contribute to staff recruitment, selection, induction and mentoring processes when required;</li> <li>• Oversee and maintain appropriate management, supervision, professional learning and conduct of all business operations staff;</li> <li>• Review preparation of staff contracts in consultation with the Principal, EA to the Principal and HR Advisor; and</li> <li>• Stay abreast of Industrial Relations policies and strategies and ensure compliance with all relevant awards and agreements.</li> </ul>
<b>PROPERTY &amp; ASSETS</b>	<ul style="list-style-type: none"> <li>• Develop and implement strategic and business plans to support campus improvements and capital projects in consultation with the Principal;</li> <li>• Line manage the Head of Facilities and Property;</li> <li>• Oversee the management of the facilities and property operations and adherence to policies and planning regulations;</li> <li>• Oversee implementation of budgeted capital building projects as directed by the Principal and Buildings and Grounds Committee;</li> <li>• Manage third party contractors as required in collaboration with the Head of Facilities and Property; and</li> <li>• Ensure safe custody of all school property, including the insurance of property and assets.</li> </ul>
<b>GOVERNANCE AND RISK</b>	<ul style="list-style-type: none"> <li>• Perform the duties of Secretary to the School Council and its Committees;</li> <li>• Attend School Council, Finance, Governance and Risk, Building and Grounds and School Foundation meetings as an ex-officio member;</li> <li>• Oversee the development of meeting schedules, agenda, policy review schedules, registers and other papers for the School Council and Committees in consultation with the Principal, Chairs and EA to the Principal;</li> <li>• Review, develop and implement systems and procedures to appropriately manage risk;</li> <li>• Provide regular updates to the Executive and School Council on any changes to the School's risk profile and make recommendations in relation to risk and safety as required;</li> <li>• Support staff in their risk management and assessments for key activities as required;</li> <li>• Responsible for the development and training of the finance team and administration team;</li> <li>• Review and maintain the WHS management system, procedures, tools and checklists;</li> <li>• Review and maintain the School's Emergency Management Plan and coordinate regular drills; and</li> <li>• Oversee and manage a School Business Continuity Plan.</li> </ul>
<b>POLICY AND COMPLIANCE</b>	<ul style="list-style-type: none"> <li>• Oversee and manage the School's policies and review processes;</li> <li>• Oversee and lead the School's registration processes in collaboration with members of the Executive;</li> <li>• Stay abreast of independent school registration changes and actively communicate them to members of the Executive and School Council;</li> <li>• Oversee government agency reporting and compliance requirements;</li> </ul>



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	<ul style="list-style-type: none"><li>• Oversee government recurrent funding including grant application processes in collaboration with the Finance Manager;</li><li>• Ensure the School complies with all relevant statutory obligations, relevant Acts, legal demands, professional and ethical standards;</li><li>• Regularly review and audit compliance activities for accuracy and integrity; and</li><li>• Review, implement and maintain compliance processes for external providers in collaboration with the Finance Manager, HR Advisor and EA to the Principal.</li></ul>
<b>ACTIVELY SUPPORT SCHOOL OPERATIONS</b>	<ul style="list-style-type: none"><li>• Comply with all relevant legislative, regulatory obligations, school's codes, policies and procedures;</li><li>• Complete administrative and operational activities in alignment with school's requirements; and</li><li>• Be willing to undertake tasks as requested by the Principal or their delegate.</li></ul>



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KEY PERSON CRITERIA:	
<b>QUALIFICATIONS:</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Relevant degree qualification with accounting, finance, and or business;</li> <li>• Working with Children Check clearance;</li> <li>• Satisfactory National Police History Check;</li> <li>• Hold appropriate Australian work rights;</li> <li>• Maintain the currency of specific expertise through a commitment to ongoing professional development.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• CA or CPA or MBA qualification;</li> <li>• Experience in HR;</li> <li>• Project Management qualification.</li> </ul>
<b>KNOWLEDGE AND EXPERIENCE:</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Proven leadership and/or management experience in a role at this level.</li> <li>• Experience of board reporting;</li> <li>• Demonstrate extensive knowledge and at least five years' experience in finance/accounting/business.</li> <li>• Experience in business development and strategic planning;</li> <li>• High degree of competence in organisational matters and analytical thinking to solve complex problems;</li> <li>• High degree of competence in matters relating to supervising of building projects and related activities;</li> <li>• Strong interpersonal skills to communicate at all levels of the organisation and externally. This includes an ability to effectively negotiate, resolve conflict, motivate and engage stakeholders;</li> <li>• Experience of Workplace Health and Safety, risk management, budget and resource management;</li> <li>• Significant experience of leading, implementing and reviewing quality processes and strategies that are embedded throughout an organisation.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience in the education or not for profit sector, including an understanding of educational legislative requirements, including State and Federal Government policy and funding arrangements desirable;</li> <li>• Mandatory Reporting training.</li> </ul>
<b>SKILLS AND ABILITIES:</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Strong skills, enabling harmonious and positive relationships with colleagues, suppliers and consultants, students, and parents/guardians;</li> <li>• Strong written and verbal communications skills;</li> <li>• Strong time management and organisational skills;</li> <li>• Skilled in conflict resolution or mediation;</li> <li>• Demonstrated ability to work autonomously and cooperatively and collaboratively as a member of a team;</li> <li>• Sound problem solving and critical thinking abilities;</li> <li>• Sound negotiation skills;</li> <li>• A growth mindset.</li> </ul>



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### Instructions

1. Read the Position Description carefully.
2. If you need anything clarified, ask your Line Manager.
3. Keep a copy available for you to refer to at work.

Please note: As the needs of the School evolve, your Position Description may need to be revised. This would occur in collaboration between you and the Line Manager.

### SELECTION CRITERIA

#### 1. Strategic and Operation Leadership

Proven strategic and operational leadership in a relevant profession: State how you have identified and met key objectives to improve specific outcomes through change management practices and business development. Provide one recent workplace example to illustrate your effectiveness.

#### 2. Financial Acumen and Financial Management

Demonstrated financial acumen and specific knowledge of contemporary financial management/accounting practices and how these translate and relate to an independent school: Detail the extent of your demonstrated capacity to effectively prepare and manage budgets for an organisation, including command of accounting business principles, interpret meaningful data and present informative reports.

#### 3. Technology Proficiency and Accounting Software Expertise

A proven capacity to use and adapt to technology and contemporary accounting software programs: Indicate the extent of your understanding and skills when using technology to create effective and efficient workflow in areas of responsibility related to this position description. Indicate any experience in the research, analysis and introduction of financial software systems and models.

#### 4. Leadership and Team Development

Describe how your interpersonal skills, effective communication and relationship building lead to positive and productive working relationships with team members, including cultivating success for colleagues. Provide at least one example of how you dealt with solving a complex HR conflict – including your initial analysis of the situation, your approach and personal professional learning outcome from the experience of managing others.

#### 5. Qualifications and Professional Recognition

Provide evidence of formal study completion, currency of membership and any personal and professional awards – copy with Application (original documents to be provided at interview).

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