

# Business Manager

## RECRUITMENT PACK



**Kilbreda College**

A Kildare Education Ministries School in the Brigidine Tradition





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# Welcome to Kilbreda College



Thank you for your interest in Kilbreda College and in this important leadership role.

Kilbreda College is a Catholic girls' school in the Brigidine tradition, founded in 1904 and governed by Kildare Education Ministries. For more than 122 years, the College has been entrusted with a profound responsibility: to provide a rigorous, hope-filled and deeply human education, grounded in the Gospel and animated by the values of Courage, Compassion, Hope, Hospitality, Justice and Wonder. This education forms young women who are attentive to the needs of their time, courageous in shaping the world and committed to carrying Brigid's flame as a light for others.

Today, Kilbreda is a thriving community of approximately 960 students, supported by committed staff and engaged families. It is a school with a strong culture, a clear moral purpose and an unwavering commitment to the dignity of each person.

We are at a pivotal moment in the life of the College.

The appointment of a new Senior Leadership Team, the finalisation of a bold and future-focused Master Plan, and continued growth in enrolments together mark the beginning of a new chapter in Kilbreda's story. The College is intentionally positioning itself to move *one pace beyond* - strengthening what already works, while designing thoughtfully and courageously for the future. This is not a time for maintenance, but for wise, disciplined and courageous leadership that can hold both vision and constraint.

This next phase of Kilbreda's journey calls for leadership that is both strategic and deeply stewarding. It requires leaders who understand that resources, systems and structures exist in service of mission, and that financial, operational and strategic decisions are never neutral, but always shape the culture and capacity of a school to fulfil its purpose. The years ahead will require careful discernment, courageous prioritisation and the capacity to lead well through complexity and change.

At Kildare Education Ministries schools, we understand that culture is not accidental. It is designed, led and sustained through coherence between vision, strategy, people, practice and resources. We are therefore seeking leaders who can think systemically, act ethically and lead with clarity, humility and courage - leaders who are strong, humble and visible and who can inspire others to give their very best in service of young people and the wider mission of Catholic education.

At Kilbreda, we believe our people are our most valuable asset. We invest deliberately in professional learning, leadership development and organisational capacity, because we know that strong schools are built not only through good intentions, but through disciplined practice, intelligent systems and shared responsibility.

Our motto, *Fortiter et Suaviter - Strength and Kindliness* - names the spirit in which we lead, learn and serve, holding together ambition and care, excellence and humanity, courage and compassion.

To join Kilbreda at this time is to take up a significant stewardship role in a community that is deeply grounded in its tradition and intentionally focused on its future. It is an opportunity to contribute not only to the ongoing strength of Kilbreda College, but to the vitality and sustainability of Catholic education within Kildare Education Ministries.

We thank you for your interest and for considering how your leadership might serve the mission and future of Kilbreda College.

We look forward to receiving your application.

With *Strength and Kindliness*,

A handwritten signature in dark ink, reading 'Stephanie Smyth'. The signature is fluid and cursive, with a large, stylized 'S' at the beginning.

**Stephanie Smyth**  
**Principal**



# Our Vision and Values

Founded in 1904, the College embraces the legacy of Saint Brigid and is committed to the core values and beliefs of Brigidine Education; thus, faith, a love of learning, inclusiveness, compassion, wisdom and stewardship are integral to the College's ethos.

## Our Vision

Kilbreda College is a Catholic faith community committed to the teachings of Jesus and to inspiring a passion for learning, justice and stewardship, acting in a spirit of *Strength and Kindliness*.

## Our Mission

In living our vision, we will:

- Provide a welcoming, safe and inclusive environment, respecting the value and uniqueness of each person.
- Foster and promote the wellbeing of every individual so that they may flourish emotionally, spiritually, socially, physically and academically.
- Provide an innovative and contemporary learning environment that inspires a love of learning and the pursuit of excellence.
- Be responsible custodians of the earth and its resources.
- Engage and dialogue with others, advocate for the vulnerable and act with a spirit of justice for all.

## Our Values

As a Kildare Education Ministries School in the Brigidine Tradition, we commit ourselves to the core values of:

- **Compassion:** Walking with and having empathy for all
- **Courage:** Speaking and acting with integrity
- **Hope:** Bringing a sense of purpose
- **Hospitality:** Welcoming all
- **Justice:** Making the needs of the vulnerable paramount
- **Wonder:** Celebrating all that is good with joy and gratitude





# Strategic Stewardship at Kilbreda College

Kilbreda College is committed to providing a holistic education for girls across the spiritual, social, academic, physical and cultural dimensions of their development.

## **Our mission calls us to:**

- Provide an innovative and contemporary learning environment that inspires a love of learning and the pursuit of excellence
- Be responsible custodians of the earth and its resources
- Engage in dialogue, advocate for the vulnerable, and act with a spirit of justice

These commitments shape not only what we do, but how we make decisions about priorities, investment and risk.

At this point in the College's development, our strategic intention is clear. Together, we are focused on:

- Embedding prudent and ethical stewardship of our human, financial and environmental resources
- Planning for and providing vibrant, innovative learning spaces aligned with contemporary learning needs
- Practising stewardship with transparency, accountability and strong compliance
- Planning strategically for the continued improvement and long-term sustainability of the College

The Business Manager plays a pivotal role in leading and enabling this work.

This is not a role of simple administration. It is a senior leadership role that carries significant responsibility for stewardship, governance, risk and long-term viability. It requires sound professional expertise, but also mature judgment, ethical discernment and the capacity to hold competing priorities in a context of finite resources and growing expectations.

## **In this role, the Business Manager is accountable for ensuring that:**

- The College's resources are used wisely, ethically and in alignment with its mission and strategic priorities
- Financial and operational systems meet the highest standards of transparency, compliance and good governance
- Major projects, capital works and operational planning are disciplined, coherent and sustainable
- Risk is identified, managed and communicated responsibly

The Business Manager works in close partnership with the Principal, Senior Leadership Team and Kildare Education Ministries to ensure that decisions taken today strengthen the College's capacity to serve young people well into the future.

## **This role calls for a leader who can:**

- Exercise sound judgment in complex and ambiguous situations
- Make and explain difficult decisions with clarity and integrity
- Balance vision with constraint and aspiration with responsibility
- Lead with credibility, professionalism and deep respect for the mission of Catholic education

Good stewardship is not about control alone. It is about trust, responsibility and ensuring that the College remains strong, sustainable and faithful to its purpose for generations to come.





# Why Work at Kilbreda College

At Kilbreda College, people come first - because the Gospel calls us to recognise, honour and serve the dignity of every person.

We are a community shaped not only by what we do, but by how we live and work together. Our culture is formed by values we seek to embody each day: Courage, Compassion, Hope, Hospitality, Justice and Wonder. These are not slogans. They are lived in the way we welcome one another, in the way we make decisions and in the way we accompany the young people entrusted to our care.

When you join Kilbreda, you join a community of colleagues who are thoughtful, generous and deeply committed to their work. You become part of a staff culture that values learning, embraces innovation and understands that excellence and care are not competing goods, but belong together.

We invest in our people, because formation matters.

We take professional learning and personal growth seriously. We create real opportunities for leadership. We encourage shared responsibility and reflective practice across the life of the school. Expertise is valued here and so is curiosity. People are invited to bring both their skill and their heart to their work, and to keep becoming more than they were when they arrived.

Our Senior Leadership Team is approachable and deeply present in the life of the school. Leadership at Kilbreda is not distant. It is relational, attentive and grounded in service. Under their guidance, teams work with clarity, trust and a strong sense of belonging.

We are a welcoming and inclusive community, shaped by the Gospel call to hospitality.

We value diverse perspectives and seek to create a culture where people are respected, heard and supported. At the same time, belonging here carries responsibility: to act with integrity, to contribute generously, and to place the good of young people and the common good at the heart of our work.

People choose to work at Kilbreda because the work is meaningful.

Each day, in countless visible and unseen ways, the work of staff shapes lives. There is also space here to imagine, to innovate and to help shape what is still becoming. Initiative is welcomed. Ideas are taken seriously. Contribution is noticed.

We look for people who are humble, ambitious and collaborative. People who value learning. People who sense that their work is not only a job, but also a way of serving something larger than themselves.

## At Kilbreda, you will find:

- Real opportunities to lead and to serve
- Strong support to grow your capacity and your vocation
- A culture that holds together professionalism, generosity and responsibility
- A genuine sense of community and shared purpose
- Work that is demanding, meaningful and deeply rewarding

Kilbreda is a place where you are known, where your work matters, and where you are invited to grow - not only as a professional, but as a person.

If you are someone who believes that leadership is a form of service, and that education is a work of hope, you will find here not just a role, but a community to belong to, a mission to serve and a place to offer your gifts for something that truly matters.





# About the Role: Business Manager

The Business Manager at Kilbreda College is a senior leadership role with significant responsibility for the stewardship of the College's resources, systems and operations.

This role exists to enable the core work of the school.

Working in close partnership with the Principal and Senior Leadership Team, the Business Manager plays a central role in ensuring that the College is well resourced, well governed and well positioned to serve young people and families both now and into the future.

At Kilbreda, stewardship is understood as a moral and strategic responsibility. The Business Manager is entrusted with oversight of the College's financial management, operational systems, digital and ICT infrastructure, risk and compliance, facilities and infrastructure and organisational processes. Through this work, the role shapes the conditions that allow learning, wellbeing and formation to flourish.

## **In practice, the Business Manager:**

- Provides strategic leadership in financial planning, budgeting and long-term sustainability
- Oversees sound governance, risk management and compliance
- Leads and supports key operational, business and digital systems across the College
- Ensures the College has reliable, secure and future-ready ICT systems that support teaching, learning, collaboration and administration
- Guides the planning and delivery of capital works, facilities and infrastructure projects
- Strengthens systems, processes and organisational capability
- Works collaboratively with educational leaders to align resources, technology and infrastructure with strategic priorities

This is not a role focused only on efficiency or control. It is a role that requires professional expertise, sound judgment, and the capacity to balance vision with responsibility, ambition with constraint and strategy with care for people.

The Business Manager is a visible and trusted leader in the life of the school, working with staff across the College and contributing to a culture of professionalism, accountability and shared responsibility.

## **We are seeking a leader who:**

- Is professionally strong, ethically grounded and future-focused
- Brings strategic, financial and organisational acumen, alongside strong relational intelligence
- Understands the governance, risk and sustainability implications of digital systems and data
- Is comfortable leading complex work and making difficult decisions with clarity and integrity
- Values collaboration, transparency and good governance
- Understands that their work is ultimately in service of young people and the mission of Catholic education

This is an opportunity to take up a significant leadership role in a school community that is deeply committed to stewardship, excellence and the dignity of every person.

For the right person, it is work that is demanding, meaningful and deeply worthwhile.



# Our Team

At Kilbreda College, we are deeply proud of our people.

Our staff bring a rich diversity of experience, expertise and perspective to their work, and it is this breadth - together with a shared commitment to young people - that gives life to our community. Many have served the College for many years, and their loyalty, professionalism and generosity of spirit are among Kilbreda's greatest strengths.

We are blessed with a team of teachers and professionals who care deeply about their work and about one another. Their commitment and sense of vocation shape the warm, grounded culture of the College and create learning environments where students are known, challenged and supported to grow.

We also believe that good schools grow because their people keep growing.

Staff are actively encouraged and supported to continue their professional learning and formation. This commitment ensures that our teaching, our practice and our ways of working remain thoughtful, contemporary and responsive, always in service of the young people entrusted to our care.



# Our Team





# Position Description





# Position Description

Kilbreda College is governed by Kildare Ministries and administered by the Kildare Education Ministries Board.

<b>Position of Leadership:</b>	Business Manager
<b>Tenure:</b>	5 years (2026 – 2030)
<b>Remuneration:</b>	Salary will be negotiated dependent on qualifications and experience
<b>Reports to:</b>	Principal
<b>Direct Reports:</b>	Canteen Manager ICT Manager Finance Team Maintenance Coordinator Audio Visual Manager Office Manager Risk and Compliance Manager

All staff members of Kilbreda College are expected to support Catholic education in the Brigidine tradition as expressed in the College’s Vision and Mission. Leaders are expected to reflect the values of Kildare Education Ministries in the way they perform their role and in the relationships they form with all members of the College community. Each role at Kilbreda is designed to contribute to the best possible educational outcomes for students, to strengthen the life of the community and to ensure the careful, ethical and responsible stewardship of the College’s resources.

The Business Manager is a senior leadership position and a member of the College Leadership Team. In this capacity, the Business Manager works in close partnership with the Principal and College Leadership Team in the overall leadership, governance and stewardship of the College.

An integral part of the mission of Kilbreda College is the care of each member of the community and the responsible stewardship of the resources entrusted to the College. The Business Manager has a central role in ensuring that the College’s financial, operational, digital and physical resources are governed and managed with integrity, transparency and strategic discipline.

The Business Manager has responsibility for the leadership, governance and oversight of the College’s business, financial and operational functions, and for ensuring that strong systems, processes and controls are in place. The role contributes directly to the long-term sustainability, sound governance and organisational effectiveness of the College.

The Business Manager reports to the Principal and works collaboratively with staff, students, families, Kildare Education Ministries and external partners in the fulfilment of this role.

As a member of the College Leadership Team, the position will involve some participation in College and community activities outside designated hours.

**Child safety: It is an expectation that every staff member be familiar and comply with the College’s Child Protection and Safety Policy, Code of Conduct and any other policies or procedures relating to child safety.**



# Key Responsibility Areas

## 1.0 College Leadership

As a member of the College Leadership Team, the Business Manager exercises shared and individual responsibility for the leadership, governance and long-term stewardship of the College. In this role, the Business Manager will:

- 1.1 Work in close partnership with the Principal to advance the mission of Catholic education in the Brigidine tradition and the strategic priorities of Kildare Education Ministries
- 1.2 Contribute to the collective leadership of the College by shaping, articulating and sustaining a clear, coherent and future-focused strategic direction
- 1.3 Provide leadership in the development, implementation and disciplined review of the College's Strategic Plan, Annual Action Plan and Master Plan
- 1.4 Actively contribute to the development and delivery of current and future College strategies, ensuring the effective and sustainable use of resources and thoughtful consideration of financial implications
- 1.5 Be accountable for the implementation of relevant elements of the College's business and operational plans in alignment with whole-of-College priorities
- 1.6 Translate strategic priorities into clear direction for Finance, Administration, ICT, Maintenance, Audio Visual Manager and Canteen teams, fostering shared understanding, engagement and participation at all levels
- 1.7 Develop, recommend and implement contemporary business management practices, policies and procedures that support the effective operation of the College
- 1.8 Foster a culture of quality, excellence and collaboration across the College, building strong professional relationships with internal and external stakeholders
- 1.9 Model a positive, intentional, solution-focused and resilient approach to change
- 1.10 Exercise sound professional judgement in complex and ambiguous contexts, balancing vision, constraint, risk and opportunity
- 1.11 Participate actively in internal and external reviews and lead follow-through on agreed improvement actions within areas of responsibility
- 1.12 Contribute to and strengthen a culture of high expectations, professional accountability, collaboration and continuous improvement across the College
- 1.13 Lead and manage change in a purposeful, transparent and disciplined manner, ensuring that major initiatives are evaluated for impact, effectiveness and sustainability
- 1.14 Build and sustain strong professional relationships with staff, students and families, fostering trust, credibility and constructive dialogue

## 2.0 Financial Management

### Financial Leadership and Stewardship

- 2.1 Lead and continuously strengthen the College's financial systems, procedures and practices in accordance with best practice and regulatory requirements
- 2.2 Provide strong, sustainable long-term financial leadership for the College, including the development of financial strategies and goals in partnership with the Principal, Board and Stewardship Council Finance Committee
- 2.3 Lead the development, implementation and ongoing oversight of robust internal financial control systems to ensure the prudent, transparent and accountable management of the College's income and expenditure and the safeguarding of College resources
- 2.4 Ensure full compliance with the Kildare Education Ministries Delegations of Authority Manual and all relevant governance frameworks
- 2.5 Meet regularly with the Finance Team to coordinate planning, ensure accountability and support effective financial operations, providing minutes and key updates to the Principal

# Key Responsibility Areas

## **Planning, Budgeting and Reporting**

- 2.6 Lead the preparation and ongoing management of the College's annual budget through a transparent, collaborative process that engages budget holders and provides real-time financial insight to support responsible stewardship and informed decision-making
- 2.7 Prepare and maintain clear, timely and accurate internal financial reports for the Principal, Finance Committee, Stewardship Council and other relevant stakeholders
- 2.8 Provide long-term cash flow modelling and financial management frameworks that enable the Principal and governing bodies to plan with confidence and ensure the College's financial sustainability

## **Compliance, Accountability and Risk Management**

- 2.9 Organise and monitor all loan and lease arrangements associated with capital expenditure and major financial commitments
- 2.10 Prepare and submit all required financial returns and statutory statements to Kildare Ministries, Kildare Education Ministries, the Victorian Catholic Education Authority (VCEA), State and Commonwealth Governments and other relevant authorities
- 2.11 Coordinate and support the annual audit process by maintaining appropriate records and providing all required documentation

## **Fees, Funding and Community Interface**

- 2.12 Oversee the collection of College fees in accordance with the Kildare Education Ministries Fees Collection Guidelines
- 2.13 Receive, assess and provide recommendations to the Principal regarding applications for concessional fee arrangements (fee relief) in accordance with the KEM Delegations of Authority Manual
- 2.14 In collaboration with organising staff, determine the cost structures, payment schedules and payment methods for all non-compulsory trips and programs
- 2.15 Prepare a comprehensive end-of-year financial report for the Principal addressing income and expenditure, cash reserves, fee collection and concessions and insurance coverage
- 2.16 Act as the key point of contact for funding bodies and agencies, including the preparation, submission and acquittal of grant applications and funding reports

## **Strategic Alignment and Projects**

- 2.17 Monitor, interpret and respond to Kildare Education Ministries and government policies, legislation and directives, developing effective strategies to manage their impact on current and future College operations
- 2.18 Take an active leadership role in the financial oversight and project management of major capital works, building programs and maintenance initiatives, ensuring outcomes align with strategic priorities

## **3.0 Governance, Compliance and Risk Management**

- 3.1 Ensure compliance with all relevant Awards, Agreements and legislation applicable to College staff, including payroll, taxation, superannuation and WorkCover, and maintain accurate and compliant records for these activities
- 3.2 Implement, contextualise and communicate relevant system and College policies and procedures, supporting clarity, currency and consistent practice across the College
- 3.3 Maintain effective and adequate insurance coverage for the College, including for capital works and major projects, and manage insurance claims as required



# Key Responsibility Areas

## Contracts, Assets and Facilities

- 3.5 Negotiate, manage and monitor contracts, tenders and service agreements to ensure value, quality and compliance, including those relating to suppliers, maintenance, cleaning, ICT services, leases and outsourced provisions.
- 3.6 Ensure appropriate contracts, procedures and hire fee schedules are documented and in place for the use of College facilities by external groups
- 3.7 Obtain and maintain all necessary licences, permits and regulatory approvals required for the operation of the College

## Risk, Assurance and Records

- 3.8 Lead and oversee effective risk management practices across the College, including occupational health and safety, employment law, disaster recovery and third-party contract risk
- 3.9 Maintain and regularly review the College risk register, associated policies and procedures, and risk mitigation strategies in alignment with governance requirements
- 3.10 Ensure the secure and compliant management of College records in accordance with State and Commonwealth legislative and regulatory requirements

## 4.0 Property Management

- 4.1 Provide leadership and oversight of the maintenance and operation of College buildings, grounds and equipment, ensuring safe, functional and well-presented learning environments
- 4.2 Work in close partnership with the Maintenance Manager, including holding regular meetings to plan, prioritise and monitor works, and providing summaries and key updates to the Principal
- 4.3 Lead the development and oversight of medium and short-term maintenance planning, including five-year and annual maintenance schedules for buildings, grounds and equipment
- 4.4 Monitor the performance of contracted service providers, including cleaning, maintenance and ICT services, and address performance issues in a timely and constructive manner
- 4.5 Oversee the College's security and safety arrangements, including electronic security systems and external patrol services, in alignment with risk management requirement

## ICT and Digital Infrastructure

- 4.6 Provide strategic oversight of the College's ICT environment as core infrastructure, supporting contemporary learning, administration and communication
- 4.7 Work in close partnership with the ICT Manager, including holding regular meetings to guide priorities, monitor performance and report key matters to the Principal
- 4.8 Oversee the planning, procurement and lifecycle management of computer hardware, software and digital systems to ensure reliability, security and alignment with College priorities
- 4.9 Oversee procedures for the equitable distribution, use and return of College-issued laptops and devices
- 4.10 Contribute as a member of the ICT Committee, supporting coherent planning and informed decision-making around digital strategy and resourcing

# Key Responsibility Areas

## **Capital Works, Sustainability and Stewardship**

- 4.11 Be responsible to the Principal and Kildare Education Ministries for the oversight, coordination and reporting of all capital works planning, construction and major infrastructure projects
- 4.12 Promote environmentally responsible use of College resources and lead initiatives that strengthen environmental sustainability across facilities, infrastructure and operations

## **5.0 Personnel Management and Staff Leadership**

- 5.1 Lead and nurture a positive, professional and dynamic working environment by fostering a strong team culture grounded in open communication, transparent decision-making and collaborative work practices
- 5.2 Promote strong and respectful working relationships between teaching and education support staff to enhance collective effectiveness and deliver positive outcomes for students and the wider College community
- 5.3 Provide leadership and oversight of staff performance, development and wellbeing across the Finance, Administration, ICT, Maintenance, AV and Canteen teams, including performance reviews, succession planning, recruitment, induction and professional learning
- 5.4 Conduct annual review meetings for direct reports, supporting growth, accountability and role clarity, and addressing matters of performance and conduct in accordance with College policies, procedures and values
- 5.5 Maintain accurate and current Online Staffing Records (OSR) and ensure compliance with system and regulatory requirements
- 5.6 Maintain up-to-date knowledge of industrial awards, employment legislation and working conditions, supporting their accurate and consistent application across relevant staff groups
- 5.7 Advise the Principal on staff remuneration, salary progression and conditions of employment in accordance with relevant Awards, agreements and employment contracts
- 5.8 Provide clear and timely advice to staff on employment-related matters, including remuneration, salary packaging, superannuation and leave arrangements
- 5.9 Oversee the accurate and timely processing of salaries, liaising with staff and the Principal on personnel matters, particularly those relating to remuneration and leave
- 5.10 Communicate regularly with staff within areas of responsibility, providing updates through staff communications and presentations at staff meetings as appropriate

## **6.0 Occupational Health and Safety**

- 6.1 Actively participate as a member of the College Occupational Health and Safety (OHS) Committee, attending meetings and contributing to agenda development in partnership with the Chair
- 6.2 Chair OHS Committee meetings in the absence of the Chair, supporting effective governance and follow-through
- 6.3 Promote and strengthen a positive, proactive and best-practice OHS culture across the College
- 6.4 Support compliance with all relevant OHS legislation, policies and procedures
- 6.5 Contribute to the continuous improvement of systems of work and safe work practices by identifying, implementing and reviewing measures to eliminate or minimise workplace hazards
- 6.6 Participate in the reporting and investigation of workplace injuries, incidents, hazards and near-misses in collaboration with the OHS Committee
- 6.7 Engage in relevant OHS training and professional learning to maintain current knowledge and effective practice
- 6.8 Support regular and clear communication with staff on OHS matters through meetings, professional learning and other appropriate forums
- 6.9 Participate in workplace OHS inspections and audits, supporting the effective maintenance of OHS facilities, resources, equipment and information



# Key Responsibility Areas

## 7.0 Professional Engagement

- 7.1 Actively participate in Kildare Education Ministries and Catholic Education Melbourne Business Manager networks, including relevant briefings, forums and meetings
- 7.2 Contribute to system-led review and improvement processes as determined by Kildare Education Ministries
- 7.3 Build and sustain professional networks with external agencies and the broader community, representing the College at relevant meetings, forums and conferences as appropriate
- 7.4 Engage in ongoing professional learning to remain informed about contemporary developments, best practice and emerging thinking across areas of responsibility

## 8.0 Professional Practice

- 8.1 Participate in Senior Leadership, Finance, ICT, OHS and other meetings as required, contributing constructively to planning, decision-making and follow-through
- 8.2 Engage in relevant training and professional learning to maintain and enhance the knowledge, skills and capabilities required for the role
- 8.3 Be familiar with, and act in accordance with, the College's First Aid, Emergency and critical incident procedures
- 8.4 Attend whole-College events, including faith formation days, College masses, assemblies and major community events, as an active member of the College Leadership Team and community
- 8.5 Attend staff meetings where appropriate and contribute to clear communication and shared understanding
- 8.6 Participate in annual performance and development review processes with a commitment to reflective practice and professional growth
- 8.7 Demonstrate active commitment to the College's Mission, Values and strategic goals in all aspects of professional practice
- 8.8 Demonstrate professional, respectful and collegial relationships with colleagues, contributing to a positive and collaborative workplace culture
- 8.9 Demonstrate a clear duty of care to students, supporting their physical, emotional and mental wellbeing in accordance with the College's values and expectations
- 8.10 Be well informed of, and comply with, the College's obligations under the Child Safe Standards, including appropriate processes for identifying and reporting suspected abuse
- 8.11 Maintain confidentiality and uphold high ethical standards in all business and personnel matters
- 8.12 Contribute to continuous improvement and innovation in business and operational practices across the College

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 Principal (or nominee), in negotiation with the appointee, in response to the evolving needs of the College and experience and expertise of the appointee.

Any significant additions to the responsibilities may be requested by the Principal (or nominee) through consultation and mutual agreement with the appointee.

# Selection Criteria

- Relevant tertiary qualifications in Accounting, Commerce, Business, Economics, Law or a related discipline, with postgraduate or professional qualifications such as CPA, CA or MBA highly regarded
- Demonstrated knowledge of financial management, governance and compliance, including strategic financial planning, budgeting, risk management, occupational health and safety and contemporary business practices
- Understanding of, or experience within, education and/or not-for-profit environments, including the governance, regulatory and community contexts in which they operate
- Substantial experience in senior business or financial management, with responsibility for complex operations across multiple disciplines, including finance, administration, ICT, facilities and people leadership
- Demonstrated ability to operate effectively at an executive level, contributing to strategic planning and decision-making, and motivating and leading multidisciplinary teams to deliver organisational priorities and Strategic Plan outcomes
- Proven capacity to lead, implement and review quality systems, processes and strategies that are embedded across an organisation and support continuous improvement
- Demonstrated experience in project managing capital works and major initiatives, including oversight of budgets, resources, risk management and workplace health and safety
- Highly developed interpersonal and communication skills, with the ability to communicate effectively across all levels of an organisation and with external stakeholders, including the capacity to negotiate, resolve conflict and build trust and engagement
- Sound professional judgement and demonstrated ability to operate autonomously, showing initiative, decisiveness and innovative thinking in complex and ambiguous contexts
- High level of proficiency in information and communication technologies, including systems that support financial management, reporting and organisational effectiveness
- Demonstrated commitment to ongoing professional learning, remaining current with emerging practice, regulatory change and contemporary thinking in business and organisational leadership
- Demonstrated capacity to lead strategically and steward resources effectively to support educational outcomes and the long-term sustainability of the organisation
- A demonstrated commitment to, and alignment with, the Values, Mission and ethos of the College, and the ability to contribute positively to a faith-based educational community



# Application Process

**To complete your application, please provide the following documents by the closing date:**

- Covering letter, addressed to Ms Stephanie Smyth (less than 800 words)
- Response to the Selection Criteria (should not exceed three A4 pages)
- Curriculum Vitae
- Details of three professional references

All documents are to be submitted via our HR Platform.

## **Closing Date**

Applications close 9.00am Monday 16 February 2026

## **Enquiries**

For any enquiries regarding the application process, please contact:

Julie Hepburn, Human Resources Manager on 9581 7887 or by email [julie.hepburn@kilbreda.vic.edu.au](mailto:julie.hepburn@kilbreda.vic.edu.au)

All enquiries will be treated in the strictest confidence.



# Kilbreda College

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   [kilbreda.vic.edu.au](https://www.kilbreda.vic.edu.au)

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