



DEAN OF OPERATIONS

St Joseph's Nudgee College is a Catholic Boys' Day and Boarding College in the Edmund Rice Tradition for boys in Years 5-12. The College caters for students from the local Brisbane area, regional and remote Queensland, interstate and overseas. We uphold the values of Edmund Rice Education Australia Colleges Ltd (EREA) in providing quality Catholic education to students.

The College first and foremost educates young men and promotes their formation in Christian values and conscience. As members of an inclusive faith community, each of us strives to be a visible Sign of Faith, *Signum Fidei*. We engage in partnerships where each person is empowered and enriched. Our community enjoys and celebrates life with creativity and passion. We respect the dignity of the individual and value their story.

Dean of Operations

The Dean of Operations is responsible for the leadership and management of the College's Finance and Business strategic direction, operations and reporting functions. This position provides a key advisory role in the financial management of the College in ensuring the College is achieving its financial and operational requirements against key performance indicators for a leading school in the 21st century. The Dean of Operations is the overall leader of the team that looks after all non-educational functions of the College and provides key linkage between educational vision and the business functions of the College.

The Dean of Operations seeks out efficiencies and cost savings across the College to ensure resources are utilised and deployed as effectively as possible. This role is committed to building the College community through development and administration of the College's corporate infrastructure and activities as described in the College's Strategic Plan. This position is responsible for specific leadership and management of the following College teams: Finance, Property & Services, Logistics, and Business Units (Nudgee Swim Club, Tuckshop and Locker Room).

Team Information

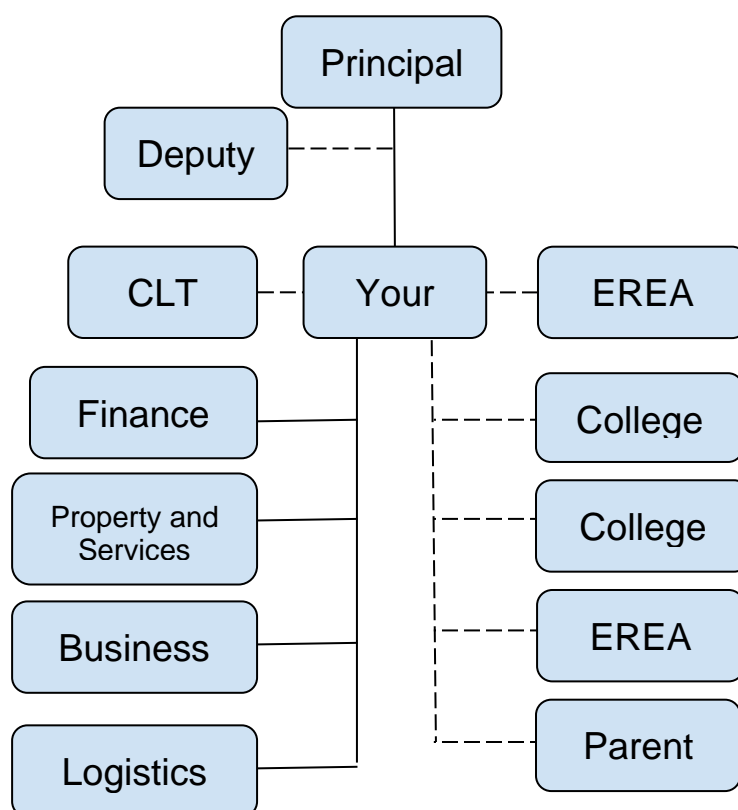
This position is a member of the College Leadership team (CLT) and reports to the Principal.

The Operations team manages the sustainability of the College through effective processing of and College property and facilities. The Operations team supports the many business functions within the College community. Operations works collaboratively with all College teams to ensure best practice, consistency across departments and dissemination of information, as required.

The Finance team manages the sustainability of the College through effective day to day processing and oversight of budgets, payments, receipts, fees, payroll and accounting. Through their diligence, the Finance team supports the many academic, support and business functions within the wider College community.



Key Professional Relationships



Key Responsibilities

Management

- Be an integral and proactive member of the College Leadership Team and Senior Leadership Team in generating ideas and strategies in the vision of Edmund Rice Education for the improvement of the College.
- Responsible for effective strategic management of the College's Finance and Business processes.
- Be the overall leader of the team that looks after all the non-educational functions in the College and provide the key linkage between the educational vision and the business function of the College.
- Fit business plans around the educational strategy.
- Provide a key advisory role to the Principal, CLT members and Board in financial management of the College in ensuring achievement of KPIs for a leading school in the 21st century.
- Improve the business position of the College, its sustainability, competitiveness and its efficiency.
- Be committed to building our community through development and administration of the College's corporate infrastructure and activities as described in the College's Strategic Plan.
- Be innovative, dynamic, driven and a role model for others in achieving outcomes.
- Seek out efficiencies and cost savings across every team and department in the College to ensure that resources are utilised and deployed as effectively as possible.
- Maintain a high public presence and profile at College and related events including: College Board Finance Committee, EREA National and State Business Managers Meetings, Property and Building Committee Meetings.



Business Development

- Develop the Business platform of the College.
- Create new and improve existing business to maximise the facilities and assets of the College.
- Work with the Business Unit Managers across teams to become more effective and efficient with their operations and thereby having a positive impact on the total business.

Administration and Communication

- Develop College policies and implement mandated EREA policies and internal control measures to ensure College finances and business enterprises are run effectively and efficiently.
- Ensure formal accounting and reporting procedures are conducted and complied with.
- Communicate effectively with all Business Unit Managers, ensuring standards are set and met.
- Work with line managers to create operational plans from the College's Strategic Plan to ensure each team has direction, goals and accountability.

Financial Management

- Oversee all College financial reporting, maintaining responsibility for overall direction/accountability.
- Ensure the College is compliant with all financial obligations (i.e. EREA, ADF, Federal and State Governments and Local Council regulations).
- Prepare annual College budget and supporting documents in conjunction with the Principal, College Board and key stakeholders.
- Oversee compliance for taxation (i.e. FBT, GST), superannuation and workers' compensation.
- Provide ongoing and long term financial advice and planning to the Principal.
- Establish and maintain up-to-date financial management, accounting and reporting systems.
- Establish and maintain financial/budgetary controls over cash, capital expenditure and investments.
- Adhere to all accountability requirements of EREA, government and relevant authorities.
- Maintain regular contact with College auditors, bankers and legal advisors in relation to the College's financial position and overseeing the implementation of appropriate recommendations.
- Monitor government funding policies, ensuring effective action in securing College entitlements.
- Assume responsibility for all tendering/assessment of tenders for all contract work.
- Oversee systems for payment of authorised creditors.
- Present regular and relevant financial statements and reports (including analytical interpretation and recommendations) on financial and operating data to the Principal, College Board, Finance Committee and the EREA College's CFO.
- Present reports to the EREA National Office, National Director of Stewardship and Resourcing, when requested.
- Liaise and work with the Deputy Principal and the Property & Services Manager as well as the Asset and Infrastructure Manager in ensuring the Master Building Plan is achieved.
- Work with the Head of Philanthropy to achieve building fund targets.
- Assist Business Unit Managers and the Property & Services Manager to achieve efficient operational outcomes, financial accountability and strategic goals.
- Develop Business Unit Managers professionally, setting and monitoring their KPIs.

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- Oversee preparation of the annual budget, College cash flow and loan and grant applications.
- Recommend fees and fee concessions to the Board and Finance Committee.
- Oversee payments in arrears and debt collection.
- Oversee College payroll operations.
- Assist Dean of Boarding and Catering Managers to prepare the Catering budget and ensure quality control processes that reduce waste.
- Assist Dean of Boarding and Catering Managers to negotiate best prices and contract agreements with produce providers.

Property Management

- Coordinate and manage financial administration and record keeping related to capital projects.
- Comply with all EREA College's building protocols.
- Oversee all Capital development including planning and construction.
- Update the College Board on Capital projects through the Board sub-committee.
- Ensure appropriate insurance and security of College Buildings and activities.
- Arrange leasing as required including motor vehicle fleet management and computer equipment.
- Liaise with Property & Services in terms of the management of activities/facilities in relation to external hiring of facilities and assets.
- Ensure projected budgets contain specified allowances for capital replacements, programmed repairs and maintenance costs.
- Ensure the College has an effective and proactive building, grounds and plant preventative maintenance program.
- Oversee all aspects of purchasing: ordering, delivery quality control and storage, to ensure minimal wastage and the potential for inappropriate action.
- Monitor specifications, negotiations and supervision of all maintenance contracts.
- Oversee the operations of the College cleaning program.

Strategic Planning

- Develop a Strategic Financial Plan to support the College Strategic and Master Building Plans.
- Develop a plan that will ensure the College takes advantage of environmentally friendly power, waste recycling and energy supplies to meet global environmental responsibilities and also make economic savings through sustainable practices.
- Work towards achieving the correct 'economies of scale' for the College in terms of staffing, resource usage and size of business.
- Review and develop policies, processes and procedures to enhance College financial operations.
- Develop 12-month and five year financial plans with Business Units.



Key Selection Criteria

Qualifications

- Suitable, relevant qualifications of Bachelor level or higher (e.g. Business, Accounting)
- Chartered Accountant or CPA (preferred)

Experience

- Experience in responsibility for the financial management of a large-sized business
- Demonstrated experience in the analysis and presentation of financial data and making recommendations to Executives/Boards
- Demonstrated experience in tender development and assessment
- Demonstrated experience leading successful teams
- Experience working in the not-for-profit sector (preferred)

Skills

- Excellent interpersonal and communication skills in order to relate to a variety of audiences
- Highly skilled operation of computerised accounting systems (i.e. creation of financial report formats)
- Understanding of and respect for goals/aims of Catholic education in the Edmund Rice tradition
- Proven ability to work in a confidential, collaborative and challenging leadership team environment
- Proven capacity to lead, motivate, inspire and train others
- Proven ability to plan strategically and communicate change management and reporting processes

Position Details

- This position is a Full Time position
- The appointment is for an initial period of five years, with a reappointment of a further five years following a successful review
- The remuneration package for this position includes: salary, superannuation, a fully maintained vehicle, mobile phone and laptop

Additional Factors

- Flexibility with working hours is an expectation of this position. The Dean of Operations is required to work whatever reasonable hours are necessary. This may include some weekend and after hours work and to be contactable by phone during reasonable hours.
- Attendance at professional development opportunities on an as required basis.
- The Dean of Operations is expected to perform all tasks and duties assigned to the role.
- The Principal and/or Deputy Principal may direct completion of other reasonable, relevant duties.
- The College Principal reserves the right to modify this position to meet its operational needs.
- Whilst there is some flexibility in working hours, as long as the role goals are achieved, there is no structured time off in lieu.



Employment at Nudgee College

Prospective applicants should consider that all employees at the College are expected to:

- Support the ethos and aims of Catholic education in the Edmund Rice tradition.
- Operate with Gospel Values of compassion, justice, truth and service at the core of your dealings with students, parents, staff and the wider community.
- Have an awareness of, and support for, the Charter and key EREA policies, procedures and practices.
- Be familiar with and have the ability to work towards achieving goals outlined in the College Strategic Plan.
- Display a high level of professional competency and ensure that behaviour and personal presentation reflect the College's values and professional expectations.
- Develop the notion of team wherever possible, encouraging cohesion and enthusiasm.
- Be committed to self-development and ongoing professional development.
- Be supportive of the social justice, cultural and sporting co-curricular programs of the College.
- Have knowledge/awareness of Workplace Health & Safety, Equal Opportunity and Anti-Discrimination requirements applicable in the work environment.

This position description was last reviewed in September 2023.

Other Information

Working with Children

Applicants must possess (or be eligible to obtain) and maintain a current Working with Children Check - Blue Card Queensland or be registered with and maintain registration with the Queensland College of Teachers.

Student Protection

All employees are required to familiarise themselves with the EREA Student Child Protection Policy and Processes. It is required they will have a responsibility for the promotion and safeguarding the welfare of students with whom they come into contact and ensure compliance with EREA's Child Protection Policy at all times. If during the course of carrying out their duties, an employee becomes aware of any actual or potential risks to safety or welfare of children in the College, they must report any concerns immediately.

Agreement

I acknowledge that I have read and understood the above duties, expectations and requirements specific to the position. I confirm that my skills and/or qualifications meet the requirements for this position.

Name: _____ Signature: _____ Date: _____

