



Director of Business Services

Information for applicants





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Once known as one of New South Wales best kept secrets, the Illawarra region has in recent years been “discovered” as a vibrant city and is now one of the fastest growing areas in New South Wales. Just 90 minutes south of Sydney, you will find a city proud of its history but also a hub for adventure, arts, cultural experiences, technology and laid-back living. You will get to enjoy the best of both worlds – all the excitement and convenience of a bustling capital city, but without the stress.



Mission

"In Christ alone we are building a learning community, dedicated to excellence and equipping to serve."

Values

- We commend and invite our community into **FAITH** in God, who makes himself known to us in and through Jesus Christ.
- We seek **WISDOM**, celebrating the gift of learning so we will live well in God's world.
- We devote ourselves to **COMPASSION**, because Christ gave freely to us.
- We cherish **RESPECT** for every person, recognising the image of God in every individual.



Welcome to Shellharbour Anglican College and thank you for considering an application to join our dynamic and growing school.

Our College is a leading Prep to Year 12 co-educational school, set on a spacious green campus just to the south of Wollongong. Founded in a region steeped in cultural history, our College has grown steadily and sustainably since first opening its doors in 2004, to over 1000 students; and is still experiencing rapid growth with an increasing number of families wanting to join us, either now or in the future.

The College Executive with the College Council will soon launch a five-year Strategic Plan that will guide our future. With Christian values at the centre, our College is a place where everybody matters; and we are confident that the next generation of students, parents and teachers will continue to find hope and purpose as they grow and thrive in our learning community.

Our Master Planning process is well underway to build stronger connectivity and community across the College. We are working hard to develop buildings and facilities that allow for curious learning and outdoor areas that are beautiful for students and the wider College Community to enjoy. At the beginning of 2022, the College launched its new visual branding following extensive research and development. In 2024, the College will celebrate 20 years of providing affordable, Christian education to the Illawarra region.

However, further growth will only be possible with continued hard work, courage and faith. As we continue to serve the community for which we were founded, we partner closely with each family from the very first day to raise compassionate, respectful and caring young men and women.

Shellharbour Anglican College exists because families of the Illawarra deserve a high-quality education and we look forward to welcoming more of these families to our community in the coming years. If you are an experienced leader who is passionate about delivering exceptional financial services to an independent Christian school, we would like to hear from you.

We invite you to review this brochure, our website, LinkedIn and social media, and I look forward to discussing your application and your vision for our future.

Warm regards

Mrs Megan Hastie
Principal

Position Description (PD)

– Director of Business Services

In recognition of the projected growth in the student population and the increasing diversity in the College’s program and operations, Shellharbour Anglican College is seeking a suitably qualified and experienced dynamic Christian to join its experienced team. This candidate will fill an exciting new position with the opportunity and responsibility to support the Principal’s drive to lift College operations to the next level, while respecting and building on the solid foundations laid during its formative years.

The Director of Business Services will join the College Executive Team to lead the business operations of the College, helping develop and implement the College’s strategic plan. The successful applicant will be working with key staff of The Anglican Schools Corporation (‘the Corporation’), of which Shellharbour Anglican College is a part of, to provide exceptional delivery of financial services for the College including, but not limited to; the annual budget, accounts payable and receivable, grant applications, oversee the delivery of WHS, risk management and organisational practices across the College including its human resources and ICT management.

Reports to:	Principal
Minimum Hours:	Full Time, Permanent position
Full Time Equivalent (FTE):	1.0
Positions who report to this role:	Finance Team and onsite ICT staff
Commencement Date:	To be negotiated

Areas of Responsibility and Accountability

Strategic and Executive Leadership

- Promote and support, the implementation of the College’s vision, mission and strategic intentions to foster a learning community in which every student is given the opportunity to realise their full potential in educational, spiritual, sporting, cultural and personal pursuits.
- Foster a supportive environment for staff, promoting harmony and cooperative relationships within the College.
- Display loyalty to the Principal and other professional colleagues and a high level of confidentiality.
- Produce high quality information that enables and empowers leadership decision making and fosters staff and stakeholder engagement.
- Make an active contribution as a member of the College Executive Team.

Finance

- Lead Shellharbour Anglican College staff who are responsible for all financial and accounting tasks.
- Responsibility for financial compliance requirements, including audits, reports and acquittals to government bodies, including Student Census.
- Be responsible for the creation and ongoing management of the annual College budget in alignment with the College’s Strategic Vision and the Anglican Schools Corporation targets. This includes consulting with stakeholders when a budget is created and ensuring that staff who are allocated an annual budget fulfil their obligations in relation to that budget.
- Exercise leadership in relation to debt and debtor management.
- Have an awareness of funding opportunities with government and community organisations and coordinate grant applications on behalf of the College in consultation with the Corporation.
- Work with the Advancement team to monitor enrolments, bursaries and their relationship to financial planning for the College.

Governance and Risk

- Ensure that organisational practices within the College are consistent with the values of the College.
- Advise the Senior Executive team of Shellharbour Anglican College's legislative, regulatory and governance responsibilities, particularly in relation to College finances, facilities and WHS.
- In conjunction with the Executive team, identify, review and manage strategic, operational, reputational and missional risks and report as appropriate to Council and the Corporations Board.
- Ensure compliance with relevant Commonwealth, State and Local government statutory requirements.
- Attend Shellharbour Anglican College Council meetings and write the agenda and minutes for those meetings. Manage documents and correspondence related to Council meetings.
- In conjunction with the Director of Policy and Administration and the Director of Infrastructure ensure risk, compliance and WHS matters are addressed and non-compliances are effectively resolved.
- Fulfill reporting duties to the College Council and Corporation Board on risk, compliance and WHS matters.
- Represent the College at relevant Corporation-wide working groups and report back to the Executive as required.

WHS

- Work with the Director of Policy and Administration to lead the review and implementation of all Shellharbour Anglican College policies related to WHS.
- Ensure that College WHS procedures are efficient and ensure compliance with all applicable government regulations, TASC and Shellharbour Anglican College policy documents.
- Ensure that the WHS committee operates according to government regulations and College policies.
- Exercise leadership to help ensure that WHS risks are identified and appropriately managed.
- In conjunction with the Director of Infrastructure, liaise with contractors who are required to be on-site and ensure all appropriate induction and safety checks are completed.

Facilities and Assets

- In collaboration with the Director of Infrastructure, ensure physical resources for the College are safe and appropriately maintained.
- Exercise leadership in relation to site safety, including responsibility for the implementation and review of policies related to site safety.
- Consult with the Senior Executive in relation to the acquisition and management of physical assets.
- Work with the Director of infrastructure to oversee all capital works.
- Oversee and monitor the College's cleaning, canteen, grounds, OOSH and other significant contracts.

Staff and Staff Services

- Team leader of relevant support and operational staff including staff management and recruitment.
- Ensuring the accuracy and implementation of all employment contracts.
- Oversee payroll related matters, including the processing of employment contracts and reviewing fixed term contracts.
- Maintain personnel files for all employees including the maintenance of an up-to-date Single Central Register including medical needs and emergency contacts for each staff member.
- Work with the Principal and Executive staff regarding industrial relations issues (including employment agreements, statutory requirements, etc.)
- If required, communicate with the nominated Return to Work Coordinator for the Corporation.
- Manage the FTE reporting, providing guidance on FTE structures to the Principal and Corporation, as required.
- Lead the management of employee queries and issue resolution on matters of employment terms, conditions, pay and benefits, referring to the relevant contact within the Corporation as required.
- As required, assist with new staff induction.

No role description can capture the complexity of working in a college as such this is a guide and is not intended to be an exhaustive or exclusive list of duties for this position. It is subject to change with evolving needs and will include other duties as they arise.

Position Description (PD)

– Director of Business Services

Professional

Have an ongoing commitment to your own personal and professional learning and self-development including attending Bursar and other appropriate conferences approved by the Principal and maintaining membership of various TASC working and appropriate professional groups/organisations.

Essential Criteria

- Demonstrated commitment to the Christian faith through local church involvement and/or participation in other activities of the church. Ability to lead and communicate that faith effectively to the College community both in word and in action.
- Capacity to contribute openly and positively to the College Executive.
- Proven leadership experience and the ability to work effectively and collegially to create a working environment of mutual respect and collaboration.
- Possess intellectual strength, professional integrity and a passion for education.
- Display high levels of time management and organisational skills.
- Well organised, proactive, loyal, honest, discreet, calm and competent leader/manager with a strong sense of serving the College community in achieving its vision.
- High level of competency in the Microsoft suite and experience with other corporate ICT systems.
- Problem solving and lateral thinking skills.
- Excellent interpersonal and written and verbal communication skills and experience to adapt personal style and approach as appropriate.
- Sensitive handling of matters of a confidential nature.
- Proactive, energetic, resilient, and having sound judgement.

Qualifications

- An appropriate tertiary qualification in human resource management, business and/or accounting.
- WHS/Risk Management training/qualifications and experience would be highly desirable.
- Strong knowledge of occupational health and safety regulations and industry standards for WHS compliance.
- Significant experience in a leadership position of similar or same standing.

Child Safety

Shellharbour Anglican College is committed to child safety. All members of staff are required to comply with applicable child protection and are responsible for ensuring that the College's Child Safe policies, procedures and programs are at the forefront of all we do. As such, all members of staff are expected to satisfy WWCC child protection screening and adhere to the College's Child Safe Policy and Code of Conduct.

WHS

Shellharbour Anglican College acknowledges that the health, safety and wellbeing of people and the provision of a safe working and learning environment are central to the values of the College. All members of staff are expected to adhere to and implement safe work practices and procedures in accordance with college policies and undertake annual WHS training. Shellharbour Anglican College acknowledges that the health, safety and wellbeing of people and the provision of a safe working and learning environment are central to the values of the College. The successful applicant will be provided with their WHS responsibilities at the time of appointment.

COVID-19 Vaccination Evidence

Shellharbour Anglican College is committed to ensuring the safety of our staff, students and community. In line with College COVID-19 policy, all staff are required to be fully vaccinated against COVID-19 (or subsequent variants) or have an approved medical contraindication in order to work with us. Compliance with this policy and providing evidence of vaccination is an essential requirement of employment.

Pay and Conditions

This fulltime position (1.0) requires the Director of Business Services to work flexible hours. They will be required to attend meetings, functions or promotional events as part of, or in addition to, normal working hours. Some duties will need to be performed at times other than during the school day or when students are in attendance.

Remuneration for this position will be commensurate with qualifications, skills and experience and based on the provisions of the Independent Schools NSW/ACT Standards Model (Support and Operational) Multi-Enterprise Agreement 2021 or any industrial agreement that replaces that award.

The position will attract four weeks annual leave and an additional two weeks' holiday leave (non-accruable) to be taken during school vacation periods.



How to Apply

Applicants are required to:

- Complete the 'Application for Employment - Non-Teaching' form, available on the College website.
- Provide a 1-2 page cover letter that details your experience and demonstrates your ability to meet the essential criteria for this position, including a statement of personal Christian faith.
- Curriculum Vitae of no more than four pages.
- Provide three (3) referees, one of whom should be the Minister of the Christian community you serve within, who can support your application.
- Please submit your application in an email with the cover letter and your resume attached as one PDF, to:

Mrs Megan Hastie
Principal of Shellharbour Anglican College
employment@shellharbourac.nsw.edu.au

**Closing date for application is 5.00pm on
Friday 5 May 2023**

*Interviewing and appointment may occur prior
to closing date*



Shellharbour
Anglican College

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