

## POSITION DESCRIPTION

**1. Title** Director of Business Services

**2. Section/School:** General Staff

**3. Position Purpose:** The Director of Business Services is the most senior non-teaching role after the Executive Principal. The Director of Business Services will ensure that the general staff and all operations strive and support the strategic plan as it represents an outworking of the vision of the College.

In terms of day to day operations, the Director of Business Services leads and supervises a team of General Staff Managers (GSM) who through delegation are responsible for the financial, property, ICT, business and trading operations of the College, ensuring the delivery of high quality business systems and commercial outcomes, a focus on viability and governance, compliance with government regulations, risk mitigation, infrastructure development and facilities management.

### **4. Position in the College:**

- (A) Accountable To: The Executive Principal  
(B) Specific Responsibilities To: The Board (For Governance as Company Secretary)
- (C) Direct Reports (GSM's):  
Finance Manager  
ICT Manager  
Property Manager  
HR and Compliance Manager  
Community Development Manager  
Student First Aid/Nurse  
Resources Centre (Library)  
Office Manager

### **5. Key Responsibilities:**

**Leadership:** As the leader of the GSM Team, the Director of Business Services ensures the ethos of the College is well understood through the GSM to all general staff

**Financial:** Supported by the Finance Manager and their team will ensure that the College has well developed systems, processes, internal controls and practices that ensure the College operates sustainably.

**Governance:** Supporting the Executive Principal and the Board in their development of policies, reporting and processes that ensure there is clarity between the governance and management aspects of the College non teaching operations.

**Strategic Leadership:** Assist the Executive Principal to ensure school programmes and operations are implemented and managed in a manner which is consistent with the Board's vision and values.

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**Business Management:** The Director of Business Services will actively contribute to and report on progress of the strategic plans of the College in all non teaching operational areas.

**Business Development:** Supporting the Executive Principal through the development of an ongoing long term business plan that allows the board to be responsive to business opportunities.

**Information & Communication Technology:** Supported by the ICT Manager, the Director of Business Services ensure that ICT decisions at the College are made with reference to long term educationally directed plans that establish ICT as a vital tool in the education of students at the College.

**Facilities Management:** Supported by the Property Manager and Capital Works Manager, the Director of Business Services ensure that College buildings and facilities are developed with reference to long term educationally directed plans.

**Staff Management:** The Director of Business Services is responsible to ensure that staff support systems are in place for all staff of the College to be supported throughout their whole employment experience at the College. The Director of Business Services is supported by the HR and Compliance Manager.

**Trading Operations:** The College outsources a number of training operations to contractors and other organisations. The Director of Business Services will, by delegation to relevant GSM's, manage the performance of trading managers / contractors to ensure viability and efficient trading;

**Community Development:** The Director of Business Services is supported by the Community Development Manager to ensure that marketing, communications, enrolment and alumni operations are effective, efficient and client friendly.

## 6. Skills & Abilities

- general management and planning skills;
- staff leadership and management skills;
- business/financial management skills;
- planning & operational skills;
- communication, negotiation and influencing skills;
- interpersonal and relationship development skills;

## 7. Qualifications and experience

- At least 5 year's senior management experience over a team of leaders;
- Business Management (MBA, Post Graduate or equivalent) an advantage;
- Governance and compliance management (Post Graduate level) would be an advantage;

## 8. Other Attributes

- Must be lateral thinker and see the big picture;
- Creative problem solver;
- Strong communicator both verbal and written;
- Inclusive – able to build staff teams;
- Commitment to personal development and continuous learning;
- Must be a committed Christian and active member of a local church;
- Meet working with children and workplace health and safety requirements