



POSITION DESCRIPTION

Director of Finance and Infrastructure

POSITION DETAILS	
Position title:	Director of Finance and Infrastructure
Reports to (position title):	National Director Stewardship
Contract tenure:	5 Year Contract + 5 years on review
FTE:	Full Time
Team:	EREA Stewardship Team
Significant working relationships:	<ul style="list-style-type: none">• National Director - Stewardship• Chief Financial Officer• Business Managers Nationally• Principals Nationally• Directors of Schools
Expected level of contact with Children: <i>(In accordance with Child Safeguarding Standards Framework)</i>	Casual Contact
Location:	TBD
Approved:	January 2022

1.0 Vision

Founded in values espoused in the Gospel, EREA seeks to transform the hearts and minds of young Australians through education to build a more just and inclusive local and global community through presence, compassion, and liberation.

EREA runs 31 mainstream schools, 22 Flexible Learning centres available for students who benefit from an alternative method of learning, and 2 special schools. We educate over 40,000 students and employ over 4,500 people across our network. We have schools in every Australian state and territory.

2.0 Context

Within EREA, Stewardship is responsible for: generational management of our schools' infrastructure and financial well-being; purposeful management of our people and culture; upholding legal integrity; and creating long term technology solutions to support student and staff experience. We imagine and encourage long term growth and innovation to support students and extend the reach of the charism of Edmund Rice. We aim to ensure schools have the tools and advice they need to run efficiently and effectively.

In all we do, we uphold and operate with Clarity, Accountability and Transparency. We work collaboratively with our 38 Business Managers and with the rest of the organisation.



3.0 Position Purpose

This role will support schools across Australia: to create and execute generationally excellent capital master plans; to be responsible for innovative and effective Mission Sustainability Reviews; and to support schools in requiring short term assistance.

4.0 Travel Required

Expected travel 25%-40% of the time to all states and territories.

5.0 Key Responsibilities

- 1.** Designing and improving a capital master plan process that results in schools having a plan that:
 - a.** Works with Principals and Business Managers to improve capital master plans and liaises appropriately with Stewardship and the Directors of Schools;
 - b.** Starts with the school's pedagogy and responds to an appropriate educational brief;
 - c.** Contemplates the entire school campus;
 - d.** Clinically assesses the campus infrastructure and its useful life;
 - e.** Encourages innovative and generational builds that brings the pedagogy to life for students and staff;
 - f.** Informs appropriate levels of cash utilisation and borrowing supported by a realistic financial model;
 - g.** Clearly articulates risk;
 - h.** Is supported by a build timeline which greatly improves the shared understanding of capital commitments.

- 2.** Designing and improving capital building process resulting in schools having more informed assistance as they enter major builds including:
 - a.** Works with Principals and Business Managers to improve capital building processes and liaises appropriately with Stewardship and the Directors of Schools;
 - b.** Designing and developing panel of approved architects and builders;
 - c.** Developing appropriate consideration for green architecture and design;
 - d.** Working with lawyers and builders on best-in-class building contracts;
 - e.** Improving cost accuracy from initial quote to final build;
 - f.** Ensuring shared understanding of school and combined EREA capital commitments with the Principal and Business Manager and for the benefit of Council, Board, Executive and Stewardship;
 - g.** Trains Business Managers in understanding of appropriate delegations;
 - h.** Coordinating document signing to ensure a "no surprises" culture.



- 3. Leading Mission Sustainability Reviews (MSRs) with selected schools:**
 - a.** Working with National Director Stewardship and Director of Schools to design clear timelines and working to complete the MSR within the timeline;
 - b.** Appropriately challenging the Principal and Business Manager to think commercially about how to improve the generational success of the school;
 - c.** Delivering innovative and commercial MSRs;
 - d.** Using initiative to evaluate and improve MSRs over time.

- 4. Supporting schools to solve complex problems including:**
 - a.** Making difficult trade-offs, for instance, in site selection or capital builds;
 - b.** Supporting schools in difficulty to make prudent financial choices and articulate the help that EREA may need to provide;
 - c.** Builds on emerging understanding of fee modelling using qualitative and quantitative data;
 - d.** Creates data modelling which builds understanding in links between student enrolments and infrastructure, marketing and social media, successful schools' results, and Principal's commitment to the process.

- 5. Regular connection, support, and engagement with assigned schools' Business Managers including:**
 - a.** Attending EREA's Finance Committee meeting and School Finance Committee meeting to provide information;
 - b.** Sharing best practice across the network;
 - c.** Working with the CFO to improve compliance with accounting standards and other finance considerations. Works with Stewardship team and the broader National Office to provide perspective on key topics within schools, as required.

- 6. Other duties as they emerge and as requested by the National Director Stewardship. These additional duties will, in general, be mutually agreed by all parties.**