



# **DEAN OF OPERATIONS APPOINTMENT**

**ST JOSEPH'S NUDGEE COLLEGE  
BOONDALL, QLD**



**EDMUND RICE EDUCATION  
AUSTRALIA**



**INFORMATION PACKAGE**





# Position Description

**Date:** Reviewed February 2022

**Position Title:** Dean of Operations, St Joseph's Nudgee College

**Responsible to:** Principal, St Joseph's Nudgee College

## Roles and Responsibilities

The Dean of Operations works closely with the College Principal who is responsible for the day-to-day management of the Dean of Operations.

The general duties of the Dean of Operations are as described below. Specific duties are managed by the Principal and may be altered from time to time after discussion with the Principal.

The Dean of Operations is responsible for:

### Management

- Be an integral and proactive member of the College Leadership Team (CLT) and Senior Leadership Team in generating ideas and strategies in the vision of Edmund Rice Education for the betterment 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 School Advisory Council 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 Business Managers Meetings, EREA Business Managers Meetings, Property and Building Committee Meetings.
- Ensuring, with the Principal, that administrative staff and support staff, as appropriate, receive induction and ongoing training and refresher training in child safety and wellbeing;

### 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, Australian and State Governments and Local Council regulations).
- Prepare annual College budget and supporting documents in conjunction with the Principal, School Advisory Council 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.
- Assist Business Unit Managers and the Director of Property & Services to achieve efficient operational outcomes, financial accountability and strategic goals.
- Present regular and relevant financial statements and reports (including analytical interpretation and recommendations) on financial and operating data to the Principal, School Advisory Council, Finance Committee and the EREA Regional Finance Manager.
- Present reports to the EREA National Office and National Director of Stewardship, when requested.
- Liaise and work with the Director of Property & Services and the Deputy Principal in ensuring the Master Building Plan is achieved.
- Achieve building fund targets.
- Oversee systems for payment of authorised creditors.
- Develop Business Unit Managers professionally, setting and monitoring their KPIs.
- Oversee preparation of the annual budget, College cash flow and loan and grant applications.
- Recommend fees and fee concessions to the School Advisory Council 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.
- Providing, as a matter of priority, sufficient financial resources to support child safeguarding initiatives to ensure the ongoing safety and protection of students.



## Property Management

- Coordinate and manage financial administration and record keeping related to capital projects.
- Comply with all EREA Regional building protocols.
- Oversee all Capital development including planning and construction.
- Update the School Advisory Council 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.
- Ensure projected budgets contain specified allowances for capital replacements, programmed repairs and maintenance costs.
- Ensure the College has an effective and proactive building and plant preventative maintenance program for both buildings and grounds.
- 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.
- Proven ability to work in a leadership team, supportive of members and decisions made by the team.

## Other Duties

- Representing the College on appropriate external bodies relevant to the position including EREA Reference Groups;
- Promoting a child safe culture as a shared responsibility that is championed and modelled at all levels of the school community.
- Undertaking other duties as assigned by the Principal from time to time including EREA duties that may be requested through the Principal.



# Key Selection Criteria

## Essential Criteria

The successful applicant will have:

- Knowledge of, and experience in, day-to-day accounting procedures, financial management and strategic development of a medium-sized business and in the not-for-profit setting.
- The ability to be able to demonstrate an understanding of the charism of Blessed Edmund Rice as articulated in the Charter for Catholic Schools in the Edmund Rice Tradition.
- Highly developed communication and interpersonal skills in order to relate to a variety of audiences.
- Tertiary qualifications in Accounting, Business or Commerce related field.

## Highly Desirable Criteria

The successful applicant will have:

- A proven ability to work in a collaborative environment as a member of a Leadership team and to manage a cohesive support team.
- Post-graduate professional qualification (CA or CPA).
- A commitment to ongoing professional development and willingness to participate in personal and spiritual formation.
- The ability to think strategically in contributing to the future development of the College.
- Demonstrated experience leading successful teams.
- Experience with tender development and assessment.



# Conditions of Employment

## Remuneration

The remuneration package (in line with the EREA National Framework for Remuneration) will include a base salary equivalent to the Deputy Principal scales of the Catholic Employing Authorities Single Enterprise Collective Agreement Religious Institute Schools QLD 2019-2023; an EREA loading of up to 15% of the base salary; annual leave loading and 10% superannuation.

For further information on the Total Employment Cost for this position, please contact Bryan Rodgers, National Manager Human Resources, at [bryan.rodgers@erea.edu.au](mailto:bryan.rodgers@erea.edu.au).

## Tenure

A five-year Contract is offered with the opportunity for a second five-year Contract subject to a satisfactory review.

## Technology/Communication Provisions

The school will provide the Dean of Operations with a mobile phone and laptop computer in order to fulfil their duties. Such items remain the property of the school and should be adequately maintained by the Dean of Operations.

## Salary Packaging

The Dean of Operations may elect to enter into a salary package arrangement, which will be in accordance with guidelines established by EREA. Southgate Salary Packaging Services, Paywise and Selectus are EREA's current providers.

## Leave Entitlements

The Dean of Operations will have sick leave and long service leave entitlements equivalent to those offered as per National Employment standards.

Long Service Leave portability is covered under the Intrastate/Interstate Catholic schools portability agreement. Sick leave is only portable between Catholic schools in Queensland and/or between EREA schools nationally.



# Application Process

Applications should be addressed to Dr Craig Wattam, EREA Executive Director, and emailed to [recruitment@erea.edu.au](mailto:recruitment@erea.edu.au). Please include a:

1. Current CV;
2. Covering letter, outlining reasons for your interest in the position and your vision for the Dean of Operations in a Catholic School in the Edmund Rice tradition (no more than 2 pages).

All applicants will be subject to EREA and legislative screening procedures. These checks are consistent with EREA's commitment to child protection policies and procedures.

Employment is subject to compliance with COVID-19 Vaccination Mandates. Applicants must possess (or be eligible to obtain) and maintain a current Blue Card (Working with Children Check).

All applications will be acknowledged by reply email. Please contact us if you do not receive an acknowledgement of receipt within 7 days.

Any further questions or for more information, please contact Madison McQuiggan on (03) 9426 3205 or [recruitment@erea.edu.au](mailto:recruitment@erea.edu.au).

**APPLICATIONS CLOSE 9am (AEDT) MONDAY 21 MARCH 2022.**





