

Title	Operations and Change Manager	Career Group	Leadership
Classification Level	SAS Level 8 (Increment 26-29)	Immediate Responsible Officer	-
Campus	Strathalbyn	Executive Leader	Principal

PURPOSE OF THE POSITION

As an integral part of the Senior Leadership Team, which includes the Principal, Deputy Principal and ELC Director, you perform a critical role in our growth and development to grow from a single to a dual stream school. You will ensure the operational and administrative functions of the School work seamlessly with, and in support of, the educational functions, by always striving for excellence with innovation, helping to grow the capacity of the School and develop those around you.

ADDITIONAL REPORTING RELATIONSHIPS

You also report to the Executive Director of Finance and Operations, who is based at the Salisbury East campus.

A CHRISTIAN EXAMPLE

Each employee is required, in connection with their work, to behave in a manner consistent with the principles and beliefs and in accordance with the Christian ethos of the School, as contained and interpreted in Policy A2.01 Vision, Mission, Core Purpose, Statement of Faith and Core Values. They provide a specifically Christian role model and example:

- to all students and families associated with the School, as well as others outside the School community;
- of a faith-filled and Christ-centred life;
- performing their role diligently and with a servant heart; and
- showing that the body of Christ has many parts, and each part has a role to play that other parts are dependent upon, just as each employee is dependent upon others.

In their interactions with students, parents, other staff, contractors and visitors, employees are sensitive to the needs and circumstances of others, showing grace and forgiveness, and always being prepared to speak or act as an example of a follower of Christ.

WORK RESPONSIBILITIES

Deliver a high-quality service to the School, including but not limited to the areas detailed below:

1. As part of the Senior Leadership Team, lead and develop the School in the areas of innovation and change management.
2. Lead and develop the School in areas of the grounds, maintenance, administration, compliance, budgeting, trading and payroll functions. In and through these areas, win and maintain trust of colleagues and strive to promote and foster a team culture. A focus on personal and team members' professional growth is expected. Work with the Principal and other leaders to steer the Master Plan to successful outcomes for the students and staff of the School.

3. Work in harmony with the finance team, including with counterparts across campuses, to ensure targets set by the Principal and Executive Director of Finance and Operations are met.
4. Through routine and reliable use of data analytics and key performance measurements, maintain and extend administration systems across the School.
5. Provide high quality and accurate information to the Board to contribute to best practice governance of the School.
6. Understand the risk tolerance of the School and act appropriately to ensure necessary removal, minimisation or mitigation of risk elements to continue providing an excellent education within a safe and healthy workplace. This includes embedding risk management into all aspects of the School's operations and maintaining the monitoring control assurance process.
7. Lead the School's work in compliance and WHS and hold the roles of Return-To-Work Coordinator and WHS Committee Chairperson.
8. Work consistently to ensure the building, maintenance, cleaning, security, insurance and management of all property, facilities and fixtures on site produces excellent spaces within which all functions of the School can operate successfully. This includes overseeing and ensuring documentation and processes are exemplary.
9. Work in close collaboration with the Office Manager, as their line manager, to ensure the administrative functions of the School are effective, efficient and striving for continual improvement.
10. Work in close collaboration with the Bus Manager, as their line manager, to ensure all bus operations are safe and meet the transport needs of our students, families and staff.
11. Work in close collaboration with the Uniform Shop Manager and Café Manager, as their line manager, to ensure the trading functions of the School are well used and receive consistently high praise for service and quality of products.
12. Project Manage major projects and scopes of work across the School, as directed by the Principal.
13. Complete and perform other duties, as required by the role and your managers.

ESSENTIAL CRITERIA

Attributes that must be held in order to perform the job to a satisfactory standard.

General requirements

1. Active personal belief in and commitment to the Christian faith and membership of a Church community
2. Expected to lead and inspire staff through pastoral care and Christian example
3. Basic emergency life support certificate
4. A satisfactory Working with Children Check (WWCC) for child safe environments

Abilities, aptitudes and skills

1. Ability to form and grow positive working relationships with colleagues
2. Ability to develop team members and coach potential leaders
3. Excellent written and verbal communication skills
4. Excellent working knowledge of Microsoft 365 applications
5. Ability to objectively assess areas of work and feed into the development of innovative transformation strategy development for School improvement

Experience

Suitable and appropriate demonstrable knowledge of leadership roles of such a work environment so as to be able to fulfill the roles and responsibilities of this position.

DESIRABLE CRITERIA

Attributes which are not essential to job performance, but which enhance or extend performance.

Qualifications, education and professional memberships

Hold or be working towards suitable tertiary qualifications in areas such as, project management, organisational change management, business management or administration, or one or more disciplines such as accounting, human resources, ICT, business administration, governance or property management.

Knowledge

1. Familiar with Synergetic (school management system)
2. Sound knowledge of a broad range of compliance and legislation requirements and government programs applicable to independent schools in South Australia

AGREEMENT

The requirements of this job description are intended to describe the general nature and responsibility of work in this job. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the job. This job description should be read in conjunction with the employee's current Employment Agreement and the Enterprise Agreement. Employees will also be required to follow any other job-related instructions and school policies, and to perform other job-related duties requested by their Immediate Responsible Manager and their Executive Leader to support the School's compliance with its legislative obligations. The Immediate Responsible Officer may, through consultation with the employee, vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

By signing this job description, I agree that it accurately reflects my role.

EMPLOYEE: *Date*

NAME:

IMMEDIATE RESPONSIBLE OFFICER: *Date*

NAME:

EXECUTIVE LEADER: *Date*

NAME: