



Assistant Director of Business Services

Roseville College is an established, respected independent day school for girls in Preparatory to Year 12, centrally located in Roseville on Sydney's North Shore since 1908. Ours is a learning community where girls and staff are truly known, and where every individual is valued. Our vision, to raise future-ready women who lead proficiently with strong character, is underpinned by the Christian faith.

The Roseville College staff comprises visionaries, innovators, pioneers and co-learners, who appreciate this as a meaningful, inspiring and progressive workplace where they are enriched, equipped and empowered for a fulfilling career and to make a positive impact on student generations.

Key information

- Permanent full-time
- Senior leadership opportunity
- Broad role across school operations

Broad objective

The Assistant Director of Business Services will work as a senior leader in the Business Services team, enabling the College to operate with excellence, seeking to steward the College's resources carefully and prudently. With strong expertise in project management, the successful candidate will work closely with the Director of Business Services and have a broad remit across finance, operations and business administration.

The skill set required for this role is broad. The successful applicant will be an aspirant, yet humble; positive, yet able to identify problems and deal with them quickly; compassionate, with a high value on excellence and improvement; methodical, with attention to detail, and able champion the bigger picture; reflective yet able to move quickly when needed.

This deeply purposeful role is ideal for someone who seeks to grow professionally into a non-teaching executive educational leadership role.

Key relationships

- Principal
- Members of the College Executive
- All staff, teaching and operations
- The Anglican Schools Corporation shared services team
- External providers and suppliers

This role reports to, and works closely with, the Director of Business Services, the executive with responsibility for

enrolments, finance, facilities, IT, risk and compliance and business operations.

This role is part of the Professional Services Leadership Team, collaborating with leaders in Communications, Development, Facilities, Human Resources, Risk and Compliance and Enrolments.

The Assistant Director of Business Services has direct reports in the areas of College administration, Uniform Store and Archives.

Qualifications, skills and experience

- Experience in financial management of medium-large organisations.
- Strong documentation skills.
- Demonstrated expertise in project management.
- University qualifications in business administration, project management or similar (financial qualifications preferred).
- At least 10 years post-university work experience in broad business roles.
- Excellent organisational skills.
- Strong communication and interpersonal skills.
- Demonstrated commitment to Christian values.

Applications

Applicants must submit a full application, addressed to The Principal, including application form, a relevant cover letter, resume and supporting documents through the College website:

www.roseville.nsw.edu.au/about/employment/

Applications close: 28 April 2024

Roseville College is a member of The Anglican Schools Corporation (ASC).