



## Position Description

# 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.

### 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.



# Assistant Director of Business Services

## Key responsibilities

### Leadership

*Roseville College Principle of Practice: Lead with compassion and courage, honouring the worth of each individual.*

#### Leadership of People

- Show a deep interest in teaching and learning, always seeking to connect business administration and operations with the core educational business of the College.
- Participate in the broad life of the College, including attendance at regular assemblies and chapel services as well as special events.
- Develop and support a collaborative culture amongst administrative staff to ensure consistency, best practice and professional growth for staff.
- Ensure direct reports have robust plans for professional growth, and feel connected to the purpose of the College.
- Step in for the Director of Business Services when required.

#### Leadership of Finances

- Manage the regular process of preparing the annual budget in cooperation with Anglican Schools Corporation Shared Services staff.
- Prepare regular forecasts and budget reporting for the Executive team and College Council.
- Build cooperative relationships, supported by robust systems, for accountability with internal budget-holders to ensure careful stewardship of financial resources.

#### Leadership of Businesses or Trading Activities

- Facilitate the smooth and cost-effective operation of cocurricular opportunities for students.
- Oversee direction of in-house uniform store, ensuring efficient retail operation and high-quality customer service.
- Manage relationship with external canteen supplier, ensuring that feedback is received and acted upon, in order to deliver a high quality, value-for-money offering to students and staff.
- Coordinate arrangements with Community Use providers to ensure College risks are managed, financial arrangements are sound and College reputation is upheld.
- Manage the ongoing relationship with transport providers for the before and after school private bus run, including possible development of future additional runs.

### Project Management

*Roseville College Principle of Practice: Embrace challenge and forge relationships with kindness, gratitude and trust*

- Project management and implementation of various strategic initiatives and major building projects under the leadership of the Director of Business Services.
- Preparation of high quality documentation including project scope, business case proposals and progress reports.
- Management of stakeholders, internal and external to achieve desired project outcomes.

### Continuous Improvement

*Roseville College Principle of Practice: Revel in learning and pursue excellence.*

- Continually work towards excellence across all business operations, look for and implement opportunities to improve systems and processes.

*Roseville College is proudly a Child Safe Organisation, putting the best interests of children and young people first. All appointments at Roseville College are subject to Child Protection Legislation.*

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- Work collaboratively with other staff to develop and articulate plans for business improvement, and play a driving role in seeing these plans through to implementation.
- Streamline provision of baseline goods and services at the College, including negotiations with suppliers.

## Child Safety

- Uphold the highest standard of child safety culture and awareness.
- Report all concerns regarding the safety of our students to the Principal or their delegate, in accordance with the College's child protection policies.
- Develop and maintain a thorough understanding of child protection obligations by reviewing the College's child protection policies and completing mandatory induction and ongoing training.

## Risk and Compliance

- Adhere to the College's policies and procedures, importantly the Critical Incident Management Plan, Work Health and Safety (WH&S), code of conduct, child safety and emergency response practices.
- Consistently uphold Roseville College's values and comply with all school policies and procedures.

## 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.

## Essential characteristics

- Demonstrated commitment to Christian values.
- Systems thinking.
- Ability to see the bigger picture.
- Attention to detail when required.
- Curiosity.
- Demonstrated ability to manage competing demands and complex projects.
- Ability to set clear priorities based on business needs.
- Flexibility.
- Keen interest in Education.
- Customer focused and results driven.

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