



SACRED HEART  
GIRLS' COLLEGE



# DIRECTOR OF BUSINESS OPERATIONS APPLICATION PACKAGE INFORMATION





# SACRED HEART GIRLS' COLLEGE



# Students are at the Heart of all we do

Sacred Heart Girls' College is a Catholic faith community that was established by the Sisters of Our Lady of the Missions in 1957. While the Sisters no longer administer the College, their charism and influence remain in the spiritual and academic life of the school. With more than 100 teaching and specialist staff, SHGC serves to provide a safe and supportive environment in which some 950 students can learn and grow. We pride ourselves on providing opportunities for students to achieve academic excellence, grow in their faith and personal development and to take their place in the world as confident, responsible young women.

We commit to honouring the uniqueness and gifts of each person by:

- Celebrating and strengthening our Catholic identity, history and heritage
- Creating an authentic, challenging, collaborative and safe learning environment
- Building a culture of excellence
- Adopting ethical and responsible practices that ensure sustainable use of resources
- Working in partnership with parents and the broader community

The foundress of Our Lady of the Missions, Euphrasie Barbier, had a dream 'that all people would be loved, honoured and respected for the wonderful gifts of their difference and the amazing gifts of our oneness'. At Sacred Heart we seek to live this dream as we educate young women for our contemporary world.







# OUR MISSION OUR VISION



## MISSION STATEMENT

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Sacred Heart Girls' College is a Catholic secondary school inspired by the charism of the Sisters of Our Lady of the Missions (RNDM).

We nurture an inclusive and diverse culture, fostering life-long learning and a commitment to social justice.

The College provides a dynamic environment that educates young people to be compassionate, discerning, resilient and true to our motto, **Always Striving Upwards**.

## VISION STATEMENT

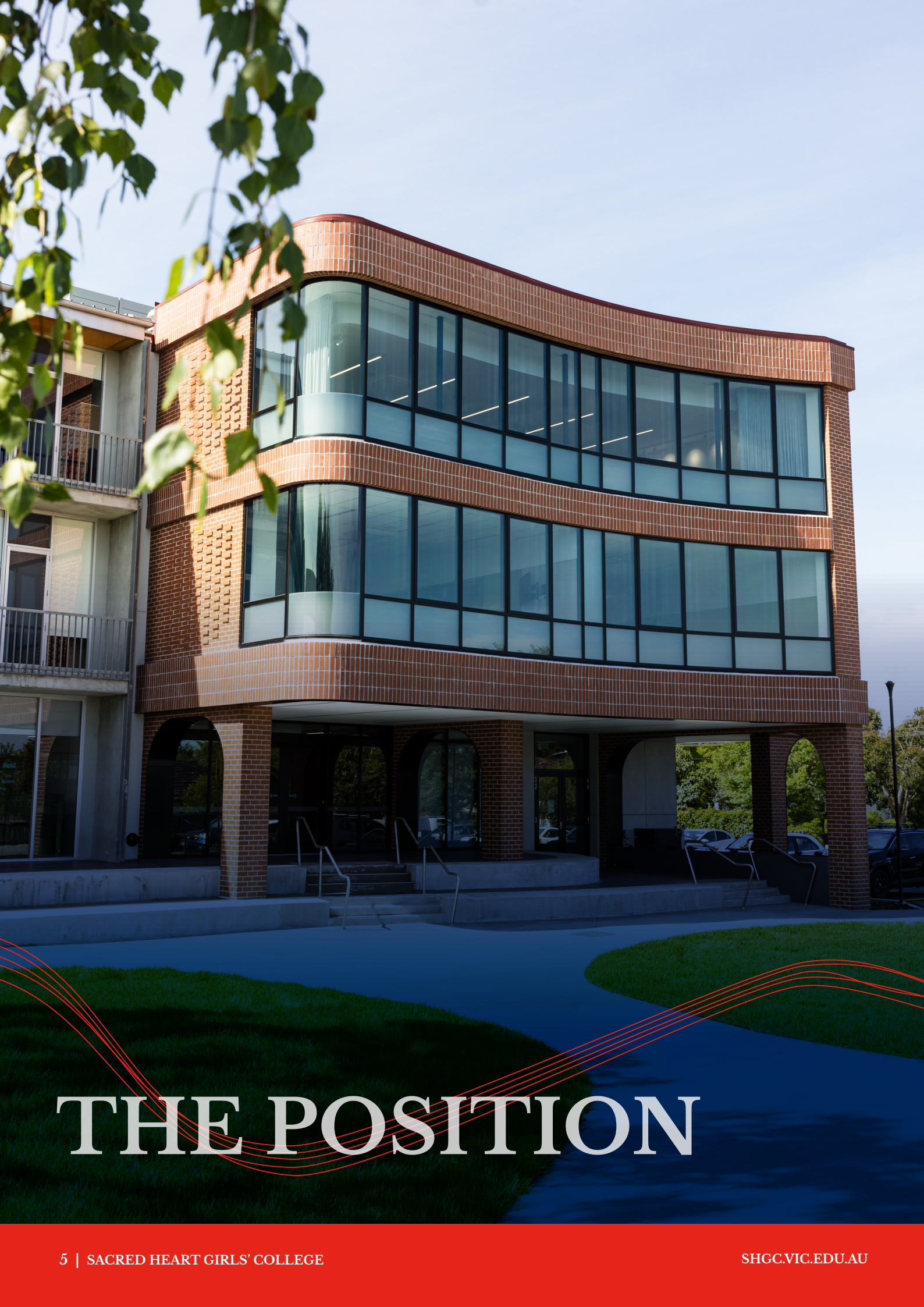
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In the spirit of the RNDM Sisters, we aspire to honour the uniqueness and gifts of each person by:

- Enriching spirituality and celebrating our Catholic identity and heritage.
- Promoting excellence in wellbeing and learning.
- Adopting ethical and responsible practices that ensure sustainable use of resources.
- Demonstrating outward looking leadership and service.
- Fostering a safe community where all are treated with respect and dignity.
- Providing opportunities to be innovative and responsive to a changing world.
- Challenging each student to discover their personal attributes and strengths to engage with local and global issues.







# THE POSITION



The Director of Business Operations provides strategic and operational leadership across the College's business functions, including finance, governance, risk and compliance, facilities and asset management, ICT, administration, procurement, and capital works.

Reporting directly to the Principal and serving as a member of the College Leadership Team, the role is responsible for ensuring the College operates efficiently, sustainably, and effectively through strong financial stewardship, robust business systems, and future-focused infrastructure planning.

#### **STRATEGIC LEADERSHIP**

The Director of Business Operations provides strategic leadership and expert advice to support the achievement of the school's vision and strategic priorities. They play a key role in organisational improvement, long-term planning, and the effective alignment of financial, operational, and physical resources to enhance educational outcomes.

#### **FINANCIAL LEADERSHIP AND STEWARDSHIP**

The Director of Business Operations leads the strategic management of the school's financial resources to ensure long-term sustainability, accountability, and responsible stewardship.

#### **GOVERNANCE, RISK AND COMPLIANCE**

The Director of Business Operations provides leadership in the development and maintenance of effective governance, risk management, and compliance frameworks that support the school's legal, regulatory, and ethical obligations.

#### **FACILITIES, INFRASTRUCTURE AND ASSET DEVELOPMENT**

The Director of Business Operations leads the strategic planning, development, and management of the school's facilities, infrastructure, and asset portfolio to provide safe, sustainable, and contemporary learning environments.

#### **ICT SYSTEMS AND DIGITAL INNOVATION**

The Director of Business Operations provides strategic oversight for the school's information and communication technology services, ensuring secure, reliable, and innovative digital systems that support teaching, learning, and business operations.

#### **BUSINESS OPERATIONS LEADERSHIP**

The Director of Business Operations supports the delivery of high-quality administrative and business support services that enable the efficient operation of the school. They foster a customer-focused culture of service excellence by ensuring business processes, systems, and support functions are effective, responsive, and aligned with the needs of students, staff, families, and the wider school community.

#### **CHILD SAFETY AND PROFESSIONAL RESPONSIBILITIES**

The Director of Business Operations ensures all practices align with College policies, child safety requirements and professional expectations.

See the full Position Description on our website [www.shgc.vic.edu.au/employment](http://www.shgc.vic.edu.au/employment)





# SELECTION CRITERIA



*We all have special gifts and talents*

The successful applicant will be able to demonstrate:

1. Commitment to the Catholic identity, mission and vision of the College.
2. Demonstrated executive leadership and strategic planning capability.
3. Extensive experience in financial leadership and long-term sustainability.
4. Expertise in governance, enterprise risk management and compliance.
5. Experience in property, facilities, capital projects and asset management.
6. Demonstrated leadership of ICT and digital transformation.
7. Proven ability to lead multidisciplinary professional teams.
8. Outstanding communication and stakeholder engagement skills.
9. Demonstrated professional integrity, sound judgement and commitment to Child Safety.

The successful applicant will have the following experience and qualifications:

- Relevant tertiary qualifications in Accounting, Commerce, Business or Management.
- CPA/CA membership is highly desirable.
- Experience in an educational environment is highly desirable.







# APPLICATION PROCESS



*Each student is unique*

Applicants are requested to submit:

1. A letter of introduction (maximum of one page)
2. A response addressing the selection criteria (maximum three pages)
3. A current curriculum vitae including the names and contact details of three professional referees. Please include a referee from current or most recent place of employment, if this is a school it must be the Principal.
4. Application Form

Applications are to be submitted via Seek using the link provided on our website [www.shgc.vic.edu.au/employment](http://www.shgc.vic.edu.au/employment)

Applications close **Tuesday 28 July 2026** at 4pm.

Enquiries regarding the position may be directed to the Principal, Julie Swanson ([principal@shgc.vic.edu.au](mailto:principal@shgc.vic.edu.au)).







# TIMELINE



|                    |                                         |
|--------------------|-----------------------------------------|
| Applications Close | Tuesday 28 July 2026 4.00pm             |
| Shortlisting       | Wednesday 29 July – Friday 31 July 2026 |
| Interviews         | Week commencing Monday 3 August 2026    |
| Reference Checks   | Week commencing Monday 10 August 2026   |
| Offer              | Monday 17 August 2026                   |
| Start Date         | By negotiation                          |

Shortlisted applicants will be interviewed. The interview will consist of a series of questions based on determining the capacity of the applicants to undertake the role, as outlined in the position description.

All shortlisted applicants will be notified of the outcome of interviews and, if unsuccessful, may request feedback on their application and interview.







Melbourne Archdiocese  
Catholic Schools



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