



Position Description

Director of Business Operations

Sacred Heart Girls' College is a Catholic faith community enriched by the RNDM charism; a community where students are at the heart of all that we do.

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

- Celebrating and nurturing 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 the school, local and global communities

About 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.

Key Responsibilities

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.

Responsibilities include:

- Contribute as a member of the College Leadership Team in developing and implementing the school's strategic direction.
- Provide expert advice to the Principal and College Advisory Council on financial, operational, property, and business matters.
- Develop long-term business strategies, policies and KPIs that align resources with the school's educational priorities.
- Lead organisational improvement initiatives that enhance operational efficiency, service delivery, and value for money.
- Foster a culture of continuous improvement, innovation, accountability, and excellence.
- Build collaborative partnerships with internal and external stakeholders to support strategic objectives.
- Lead organisational change and ensure effective implementation of major business initiatives.

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.

Responsibilities include:

- Provide strategic financial planning, forecasting, and long-term financial modelling.
- Monitor financial performance and provide timely reports and recommendations to the Principal, Advisory Council and MACS.
- Ensure sound financial governance through internal controls, auditing processes, procurement and contract management.
- Manage cash flow, investments, reserves, and financial risk.
- Oversee all finance processes related to accounting, budgeting, payroll, school fees, investments and funding.
- Ensure compliance with accounting standards, taxation obligations, and MACS audit requirements.
- Identify opportunities to improve financial sustainability through efficiencies, grants, partnerships, and revenue initiatives.

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.

Responsibilities include:

- Ensure compliance with all relevant legislation, regulatory requirements, and education sector obligations.
- Support the Principal and Advisory Council in fulfilling governance responsibilities.
- Lead enterprise risk management processes across operational functions.
- Develop and monitor the College's risk register and business continuity plans.
- Ensure appropriate insurance programs and claims management processes are maintained.
- Coordinate internal compliance reporting and external regulatory submissions.
- Lead compliance relating to privacy legislation, records management, and other statutory 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.

Responsibilities include:

- Lead the planning, delivery, and evaluation of the College Master Plan, capital works and building projects.
- Oversee maintenance programs to ensure safe, functional, and attractive learning environments.
- Oversee facilities management, grounds maintenance, cleaning, security, and contractor performance.

- Ensure compliance with building regulations, environmental standards, and occupational health and safety requirements.
- Develop lifecycle replacement programs for buildings, plant, equipment, and vehicles.
- Coordinate procurement and contract management for facilities-related services.
- Support sustainable environmental initiatives and responsible resource management.
- Ensure effective utilisation of school facilities and infrastructure to support educational programs and community use.
- Provide strategic advice on future infrastructure planning and future capital investment.

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.

Responsibilities include:

- Lead school's ICT and digital transformation strategy.
- Support the ICT Manager in providing reliable, secure, and effective technology infrastructure and systems.
- Oversee cybersecurity, information security, privacy, and data governance practices.
- Manage ICT vendor relationships and technology investments.
- Support the implementation of innovative digital solutions that enhance teaching, learning, and business operations.
- Lead business systems integration and continuous improvement through technology.
- Promote responsible adoption of emerging technologies, including AI and provide strategic advice on future digital opportunities.

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.

Responsibilities include:

- Lead and manage administrative and operational support services across the school.
- Develop service standards and continuous improvement initiatives across business and administrative functions.
- Lead, develop and support the Administration, Finance, ICT and Maintenance Teams
- Ensure efficient delivery of business and support services across the College, including the College Canteen
- Oversee records management, and operational administration.
- Promote a collaborative, customer-focused culture across all business service functions.

Child Safety and Professional Responsibilities

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

Responsibilities include:

- Provide students with a child-safe environment and comply with all child safety policies and procedures.
- Promote and model the mission, vision and values of the College.
- Foster a supportive and inclusive environment that promotes student wellbeing, engagement and achievement.
- Ensure all responsibilities are carried out in accordance with College policies, procedures and professional standards.
- Engage in relevant professional networks, meetings and professional learning opportunities to support ongoing professional growth and leadership development.
- Attend College formation days and professional learning activities as required.
- Attend out-of-hours College events directly related to this position of leadership, noting that this is an inherent requirement of the role.

Selection Criteria

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.

Variation to the Position

The principal, or delegate may assign other duties from time to time, which are broadly consistent with the role or vary the Position Description, after consultation, in response to the changing needs of the College.

Terms and Conditions

The successful candidate will be provided with a Staff Handbook that sets out the expectations and requirements of employment at the College. Child protection legislation requires preferred applicants to be subject to employment screening. Sacred Heart Girls' College supports the principles of equal opportunity employment and encourages diversity in the workplace.

Reports to	Principal
Internal Liaisons	Leadership Team, Advisory Council, Facilities and Property Manager, ICT Manager, Administration Team Leader and staff.
External Liaisons	Melbourne Archdiocese Catholic Schools (MACS), Victorian Catholic Education Authority (VCEA), Catholic Education Business Administrators (CEBA), Australian Tax Office (ATO), Monash Council, contractors/suppliers, real estate agents and other relevant organisations.
Conditions	Deputy Principal Category A or B Level 5 commensurate with experience. <i>Salary and conditions are in accordance with the Victorian Catholic Education Multi Enterprise Agreement 2022.</i>
Appointment Time	Initial 5 year appointment (with a mid-term review/appraisal)