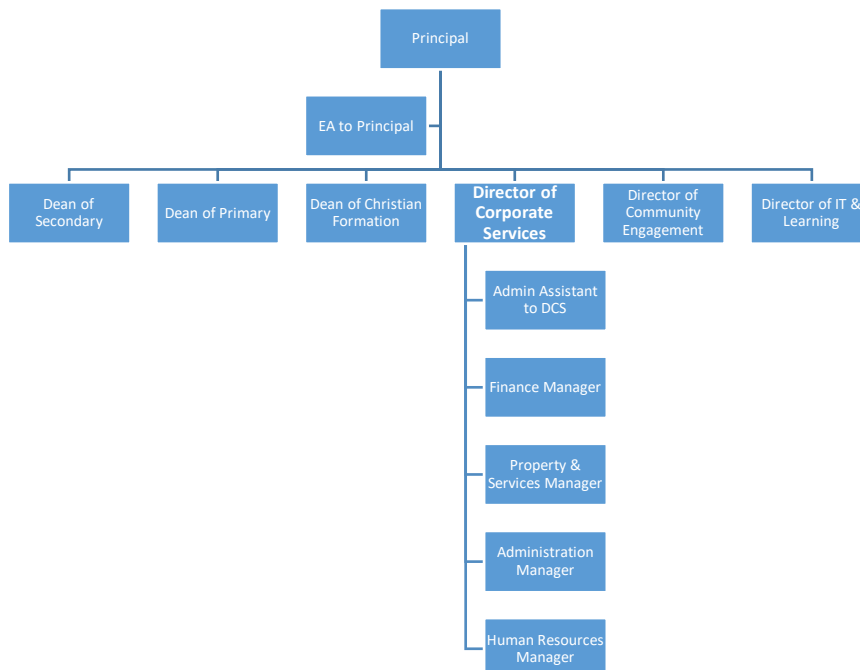


Schedule 1



POSITION DESCRIPTION DIRECTOR OF CORPORATE SERVICES



Created:	July 2020	Authorised: Principal	Signed:



POSITION DESCRIPTION DIRECTOR OF CORPORATE SERVICES

Section 1. School Identification

School Name

Kingsway Christian College, governed by the Kingsway Christian Education Association (KCEA) Inc.

Location

157 Kingsway, Darch, 6065 Western Australia

Section 2. Mission, Vision and Values

Kingsway Christian College is a co-educational non-denominational Christian day school with more than 1400 students enrolled in K-12. The College has a friendly professional team of staff, modern facilities and attractive employment conditions.

The College has in place organisational Mission, Vision and Values which reflect the strategic directions of the College governing body, the Kingsway Christian Education Association (KCEA) Inc.

At Kingsway, we support and nurture our students so they can excel in their education, strive for excellence and develop their individual character. The College campus technology and infrastructure is designed to support creativity and innovation.

The College is committed to providing students with a safe and friendly learning environment, and to this end has in place policies and procedures for the recruitment and screening of staff, suitable to work with children and young people, who meet the selection criteria. Kingsway is an alcohol, illegal drug and tobacco free campus.

Kingsway provides a supportive environment for staff and is committed to staff health and well-being through various initiatives including a Wellness Program, an Employee Assistance Program and free staff flu vaccinations.

Kingsway Christian College thrives on bringing out the best in its people who go on to influence the world around, for the glory of God.

Section 3. The Position

Position Title

Director of Corporate Services

Section/Department/Learning Area

Finance / Senior Leadership Team

Tenure

Fixed term appointment

This is a fixed term 5 year contract (with the possibility of an extension for an additional 5 years), subject to the satisfactory completion, by the appointee, of a six (6) month probationary period, to a standard acceptable to the College.

Section 4. Remuneration Terms and Conditions

Individual Letter of Appointment

Section 5. Reporting

Overall responsibility for the College lies with the Principal supported by the Senior Leadership Team comprising the positions of Director of Corporate Services, Dean of Secondary, Dean of Primary, Dean of Christian Formation (Staff and Students), Director of Community Engagement and the Director of Information Technology and Learning.

The Director of Corporate Services reports to the Principal.

Direct Reporting Relationships:

Administrative Assistant to the Director of Corporate Services

Finance Manager

Administration Manager

Property and Services Manager

Human Resources Manager

Indirect Reporting Relationships:

Administration Staff

Finance Staff

Human Resources Staff

Property and Services Staff

Uniform Shop Staff

Café Staff

Section 6. Performance Review Conditions

The performance of the Director of Corporate Services will be reviewed on an annual basis by the Principal, in consideration of agreed key performance indicators (KPIs). These KPIs will be reviewed from time to time to accurately reflect the requirements of the role.

Section 7. Responsibilities and Duties

Overview

Position Role

The Director of Corporate Services at Kingsway Christian College reports directly to the Principal and provides advice to the Board concerning effective financial management of the Association. The Director of Corporate Services is a member of the Senior Leadership Team.

Christian Leadership

The Director of Corporate Services:

- Openly affirms and practices the Christian faith
- Demonstrates a Christian approach when dealing with others
- Promotes and promulgates the core values of the College
- Supports the practice and policies of a Christ-centred College which enables students to learn a Christian perspective of the world
- Promotes and models a code of ethics which embraces diversity, integrity and the dignity of all people
- Demonstrates the ability to make decisions within an ethical context
- Demonstrates team oriented, collegial and collaborative Christian leadership.

Specific Duties and Responsibilities:

1. General Leadership

- 1.1 Shares leadership for promoting the vision, ethics and aims of the K-12 College.
- 1.2 Is a member of the Senior Leadership Team (SLT).
- 1.3 As a member of the SLT, provides progressive, improvement focussed leadership to the whole College community.
- 1.4 Collectively with the members of the SLT, effectively manages and provides leadership to staff, students and parents through periods of change.
- 1.5 Demonstrates Godly Christian leadership and discipleship.
- 1.6 Offers professional leadership to all staff and works collegially as a team member within the Senior Leadership Team.
- 1.7 Takes an active role in meetings of the Senior Leadership Team.
- 1.8 Provides leadership to committees and working parties within the College as delegated by the Principal and puts into effect, deliberations of these committees and working parties as required.
- 1.9 Provides leadership and develops, disseminates and oversees implementation of policies and procedures relating to the duties outlined in the Position Description.
- 1.10 Prepares items and articles for the newsletters and other publications as required.
- 1.11 Undertakes short, medium and long-term planning relating to areas specified in the Position Description.
- 1.12 Provides regular briefings to the College Principal on matters pertaining to the Position Description.
- 1.13 Assists the College Principal to prepare reports and submissions for the Board, AISWA and other bodies.
- 1.14 Actively translate the College's financial and administrative strategic goals into tangible and financially sustainable outcomes.

2. Financial Planning and Management

- 2.1 Ensure that the College financial records are adequately kept.
- 2.2 Oversee the preparation of Annual Financial Statements to meet audit requirements in accordance with Australian Accounting Standards for the authorities to which the College reports, including Finance Committee, Board and State and Federal Governments.
- 2.3 Model best-practice in the development, monitoring and reporting of short and long term financial plans, including strategic, operational and master planning processes.
- 2.4 Provide financial advice to the Board, Principal and project leaders.
- 2.5 In consultation with the Principal develop feasibility studies on proposed projects.
- 2.6 Report to the Board and Principal on expenditure against budgets, including variance explanations and management strategies.
- 2.7 Ensure financial data and systems are sufficient to ensure that the Board of the Association has the required information to satisfy itself that it is in a position to meet its debts as and when due.
- 2.8 Prepare an effective process of budget development (operational and capital) and approval in collaboration with the Principal, for Board consideration according to budget parameters set by the Board.
- 2.9 Liaise with financial institutions in relation to loans and grants and ensure applications are submitted on a timely basis.

- 2.10 Ensure that the Association complies with the statutory and regulatory requirements of governmental, financial, regulatory and taxation authorities.
- 2.11 Design and oversee the maintenance of up to date financial policies, procedures and controls, for approval by the Finance Committee.
- 2.12 Oversee the development and implementation of effective strategies and processes to safeguard the long-term financial viability of the Association and its College.
- 2.13 Manage and invest Association funds (cash, investments and cash-flows) in a prudent manner within delegated authority.
- 2.14 Advise, assist and facilitate the work of the Board in the development and implementation of the Strategic Plan as it relates to non-academic, property and financial aspects of the Association.
- 2.15 Oversee the College's Insurance, Superannuation and Statutory Taxes.
- 2.16 Oversee family invoicing and the debt collection process to ensure that dealings with families experiencing hardship are handled with the highest standard of care and responsibility at all times.
- 2.17 Designs systems to support major fundraising initiatives and appeals.
- 2.18 Design, implement and oversee the operation of up-to-date accounting, management and reporting systems by finance and administration staff, including continual improvement of College business operations.
- 2.19 Maintain regular contact with College bankers, legal advisers and auditors for the purpose of effectively managing the College's financial position.
- 2.20 Oversee management of trading activities.

3. Administration

- 3.1 Review and enhance administrative processes to ensure best practice.
- 3.2 Develop, implement and ensure ongoing management of an efficient and effective student management system, spanning all administrative functions at the College.
- 3.3 Maintain appropriate access and permissions for all staff in the student management system.
- 3.4 Develop, implement and ensure the ongoing management of all College administrative documentation including document management systems and ultimately electronic archiving.
- 3.5 Ensure compliance to all Department of Education administrative deliverables including, but not limited to, data and address collection.
- 3.6 Develop and ensure ongoing management of a professional, timely, secure and efficient communication portal for parents in regards to administrative data and information.

4. Property Management

- 4.1 In consultation with the Principal and the Master Planning Working Group develops and maintains a property master plan, capital management plan and scheduled maintenance plan.
- 4.2 Develops appropriate Property Management policies and associated practices for approval and sign off by the College Principal and ensures their implementation across the College.
- 4.3 Manages the building, refurbishment and minor works programs, and takes responsibility for the purchase of approved capital items.
- 4.4 Develops and supervises contractual arrangements for cleaning, maintenance, minor works and major building projects.
- 4.5 Ensures the supervision of the Property and Services staff.

- 4.6 Oversees Association property and real estate and relevant insurances and insurance claims.
- 4.7 Liaises with builders, architects and other consultants on major capital works in conjunction with the Property Manager.

5. Human Resources

- 5.1 In consultation with the Principal work with the Human Resources (HR) Manager to develop, maintain and review relevant College policies, processes and procedures.
- 5.2 Ensure the operation of an efficient and effective HR administrative system, including, but not limited to:
 - On-boarding and off-boarding of staff;
 - HR Reporting (including Census and WGEA);
 - Compliance management.
- 5.3 Oversee administrative functions of HR, including:
 - Management of employee entitlements
 - Contractual conditions
- 5.4 Provide advice to the Principal on HR related matters.
- 5.5 Ensure the operation of an effective and efficient payroll system and payment of appropriate superannuation, taxation, leave and workers compensation entitlements.

6. Leadership of Finance, Property and Services, Administration and Human Resources

- 6.1 Develop, manages and ensures the ongoing cross collaboration of these Corporate Service areas.
- 6.2 Supports department Managers in their ability to ensure their staff:
 - have a clear understanding of their roles and responsibilities.
 - have the skills necessary to meet requirements of their position.
 - are supported and encouraged in their career and spiritual development.
- 6.3 Identifies, develops and supports potential leaders.
- 6.4 Ensures new members of staff are supported by their induction to become positive and contributing members of staff.
- 6.5 Manages the performance of staff and ensures the provision of appropriate professional development.
- 6.6 Ensures that department processes and structures provide a supportive, efficient and harmonious working environment.

7. Communications

- 7.1 Ensures the effective, timely and appropriate communication of essential information within the province of this position to the College, parents and the Board.

8. Association and Board

- 8.1 Develops and maintains a sound knowledge of the constitution and policies of the Association and its College.
- 8.2 Provides information and advice to the Board in relation to governance best-practice.
- 8.3 Presents reports at Board meetings, and Board sub-committees as required.
- 8.4 Consults regularly with the Principal and the Board Treasurer (and other Members as required) to ensure that their needs and expectations are being fulfilled.
- 8.5 Provides the information required within the identified planning cycle to assist Board decision-making.
- 8.6 Conducts designated business on behalf of the Principal and the Board as directed.

9. College Occupational Safety and Health and Risk Management

- 9.1 Assists the Principal with the oversight of Risk Management systems of the College.
- 9.2 Chair of Occupational Safety and Health Committee.
- 9.3 Management of occupational safety and health requirements.

10. Other

- 10.1 Participates in sub-committees of the Board as required.
- 10.2 Performs other associated duties as required by the Principal and Board.
- 10.3 Oversee management of trading activities.

11. Occupational Safety and Health

- 11.1 Undertake reasonable care for your own health and safety, for the health and safety of others and comply with College OSH policies and procedures.

Section 8. Selection Criteria

Pre-requisites

- 1. To have a WA Department of Education and Training criminal history clearance no more than three (3) months old.
- 2. To hold a valid or be willing to apply for a Working with Children Check.
- 3. To provide a reference from your church Pastor or Minister.
- 4. Be legally entitled to work in Australia with proof of Australian Birth, Citizenship or residency visa details.

Essential

- 1. Have a personal faith and commitment to the Lord Jesus Christ including regular church attendance and a lifestyle consistent with the expectations of Christian faith.
- 2. Supportive of the aims, principles and tenets of Kingsway Christian Education Association Inc. at Kingsway Christian College.
- 3. Tertiary qualifications and proven experience in Business Management, Commerce or related area with a highly rated financial acumen.
- 4. Excellent leadership, management and motivational skills to ensure smooth oversight of the financial and business operations of the College.
- 5. Demonstrated understanding of effective governance practices in an educational environment.
- 6. Ability to coordinate College property management development and supervise building and minor projects.
- 7. Excellent interpersonal, written and oral communication skills appropriate in dealing with both internal and external stakeholders.
- 8. Excellent financial accounting and management skills.
- 9. High level policy development and administration skills.
- 10. Effective problem solving skills, with ability to meet deadlines and plan for short and long term strategic outcomes.
- 11. Proven knowledge and understanding of work health and safety, risk management, budget and resource management.

Desirable

- 1. Registration in accounting as a CPA or CA (or equivalent)

Section 9. Application

The successful applicant will be a committed Christian able to actively contribute to the Christian ethos of the College. A current reference from the applicant's Pastor or Minister, together with contact details of three referees, must accompany the application.

Please go to the College website at <http://www.kingsway.wa.edu.au/employment> for the Employment Application Information, Application Form and other required reading. Enquiries can be made to the Human Resources Manager on 9302 8720 or to HR@kcc.wa.edu.au.

Applications must include a completed Admin & Support Staff Application Form, responses to the selection criteria above, a detailed CV and your Pastor's reference.

Applications Close: 12 noon, Wednesday 15 July 2020

**Mr Peter Burton
Principal
July 2020**