

Position Description

ALTA-1 College Director Corporate Services

Section 1 - Primary Role

Alta-1 College is registered as a multi-campus senior school operating across metropolitan and regional Western Australia. The Alta-1 education and recovery programme is articulated in the Alta-1 System, which is designed to meet the complex needs of high-risk young people. In WA Alta-1 is currently serving the needs of 680 students across 17 sites served by 140 teaching and support staff. The primary role of Director Corporate Services is to provide effective leadership across the College Corporate Services which include the following domains: Financial Services, Human Resources, Property and Digital Systems, Health & Safety, Governance & Administration.

Section Two - Reporting Relationships

Overall responsibility for the Alta-1 program lies with the Chief Executive Officer supported by the Executive Leadership Team which includes the Director Corporate Services. The Director Corporate Services is responsible to the Chief Executive Officer for the proper performance of all aspects of the responsibilities set down within this Position Description. The position is a WA College position that may also be seconded to provide complementary corporate services support to Alta-1 College Ltd (QLD) as well as Alta-1 Australia.

Section Three - Responsibilities of the Role

Matters that the Director Corporate Services is responsible for include:

3.1 Christian Leadership and Practice

- 3.1.1 Openly affirm and practise the Christian faith whilst promoting and upholding the values and objectives of Alta-1.
- 3.1.2 Model exemplary standards of professional conduct and maintain high quality collegial and professional relationships with the College Executive Team, other members of the office staff and College in general.
- 3.1.3 Provide strategic leadership to committees and working parties as delegated by the Chief Executive Officer.
- 3.1.4 Provide professional leadership and support for Corporate Services staff ensuring their ongoing development.

3.2 Financial Planning and Management

- 3.2.1 Manage and continually improve the financial operations of the College, on a day-to-day basis in all its aspects ensuring there is proper accounting and control over all income and expenditure.

- 3.2.2 Advise, assist and facilitate the work of the Board in the development and implementation of the Strategic Plan and School Improvement Plans as they relate to non-academic, property and financial aspects of the College.
- 3.2.3 Manage the treasury functions of the College including oversight of cashflow and investment of College funds to ensure liquidity meets College requirements.
- 3.2.4 Prepare the annual College budget, statistical analysis and long-range capital plans in accordance with the parameters established by the College Board to safeguard the long-term viability of the College.
- 3.2.5 Maintain an effective Chart of Accounts and advise on the proper treatment of accounts in accordance with Australian Accounting Standards and Corporations Act 2001 and other relevant legislation.
- 3.2.6 Oversee the invoicing and receipting of income, purchasing and payment of accounts, outstanding fees and advice on the writing off bad debts.
- 3.2.7 Prepare timely and reliable management accounts against established KPIs and report to the CEO, Board, Executive Leadership Team and Regional Principals on expenditure against budgets commenting on major variances and corrective actions.
- 3.2.8 Prepare, authorise and lodge the annual accounts, statutory returns and acquittals of the College in accordance with the Corporations Act 2001 and other relevant regulations.
- 3.2.9 Conduct fully costed proposals/feasibility studies for WA and QLD Colleges and Alta-1 Australia as required.
- 3.2.10 Maintain up to date financial policies and procedures for approval by the Finance Audit, Risk and Compliance Committee ensuring strong systems of internal control and segregation of duties where practicable.

3.3 Human Resources Management

- 3.3.1 Oversee an effective human resources and payroll system, ensuring the payment of appropriate superannuation, taxation, leave and worker's compensation entitlements.
- 3.3.2 Ensure there are appropriate practices in place for the recruitment and selection, contracts, induction, professional development, appraisals and termination of staff.
- 3.3.3 Stay abreast of employment, industrial issues and awards governing salary/wages rates, benefits and conditions of service, providing advice on new and existing staff levels, conditions of employment and tax obligations, salary packaging, superannuation, fringe benefits tax etc.
- 3.3.4 Ensure that all people-related policies comply with legal and statutory requirements and that staff understand these policies and are supported to put them into practice.
- 3.3.5 Oversee the deployment of corporate services staff appropriately and manage their workload and skills development to achieve the vision and aims of the College.

3.4 Property Management

- 3.4.1 Develop and maintain in consultation with the CEO, a property master plan, capital management plan and scheduled maintenance plan.
- 3.4.2 Participate actively in the design and supervision of construction of new buildings and improvements, staying abreast of Federal, State and City Council laws which may concern the College.

- 3.4.3 Oversee the building, refurbishment, minor works and licensing program of the College and its sites including insurance, tenders and the major purchase and repair of furniture and fittings.
- 3.4.4 Oversee the motor vehicle fleet of the College including purchase and leasing arrangements.
- 3.4.5 Develop appropriate property management policies and associated practices for approval and sign off by the CEO and ensure their implementation across the College.
- 3.4.6 Assist the CEO in the preparation of applications for capital grants and low interest loans.

3.5 Digital Systems Management

- 3.5.1 Ensure the College has a digital strategy and optimal system in place aligned to the overall vision and plans for the school ensuring value for money.
- 3.5.2 Negotiate for the purchase and maintenance of ICT equipment for the College and ensure technology systems and software improve, are suitable, standardised, implemented well, and operate synergistically for the optimal and effective delivery of care services across the College.
- 3.5.3 Oversee the ICT operations of the College (including network and device management such as deployment and management, cyber security and testing, website) and maintain contractual relationship with the outsourced IT provider.
- 3.5.4 Develop and maintain an effective document management system and storage of financial and curriculum resources across the College.
- 3.5.5 Develop appropriate IT policies and associated practices for approval and sign off by the CEO ensuring implementation across the College.
- 3.5.6 Monitor and report on the performance of technology within the College.

3.6 Health & Safety Management

- 3.6.1 Advise the CEO regarding the risk management systems of the College and the management of health and safety requirements.
- 3.6.2 Act as Chair of the College Health & Safety Committee, ensuring the College meets its statutory requirements in areas of workplace health and safety.
- 3.6.3 Develop, maintain and review emergency evacuation, safety and security procedures and institute appropriate training as required by the Health & Safety Act.

3.7 Governance & Administration

- 3.7.1 Ensure that the Board is informed of its compliance obligations with regard to its constitution and the statutory and regulatory requirements of governmental, financial, regulatory, charitable and taxation authorities.
- 3.7.2 Provide support to QLD College and Alta-1 Australia in matters regarding financial governance, financial administration and project development.
- 3.7.3 Assist the College CEO to prepare and lodge reports for the Board, ACNC, ASIC, AISWA and other regulatory bodies.
- 3.7.4 Participate in sub-committees of the College Board as required and attend staff events, senior executive meetings, and whole of College events.
- 3.7.5 Maintain the safe custody of official records of the College.

Section Four – Application requirements

Please submit your application by email to Dr Martin Bent, Executive Officer, Alta-1 Australia at HR@alta-1.edu.au no later than 4:00pm on Monday 10 December 2018.

Your Application should include

- a Covering Letter,
- a Curriculum Vitae (max 3 pages),
- a statement addressing the Selection Criteria below (max 3 pages).
- Please ensure you also supply the names and contact detail of three referees. Two of your referees should be able to comment on your professional experience; one should be a leader in your current church.

Please contact Dr Martin Bent on 08 9403 8200 if you wish to discuss this opportunity.

Selection Criteria

The following selection criteria apply for the position of Director Corporate Services

Essential

1. A personal faith and commitment to the Lord Jesus Christ.
2. A lifestyle consistent with the Alta-1 Christian Discipleship Policy or its equivalent, including regular church attendance.
3. Demonstrated commitment to the Alta-1 System, Mission and Values, and to their promotion and implementation across the College.
4. Recognised professional tertiary accounting qualification.
5. Demonstrated capacity building/leadership skills to build and grow a team.
6. Demonstrated mindset to learn and adapt in a complex educational/CARE school environment.
7. Demonstrated effective interpersonal communication and conflict resolution skills, relevant for managing relationships with external stakeholders, parents, colleagues and parents.
8. A current Working with Children Check and other equivalent checks from other jurisdictions as required.
9. Valid driver's license.

Desirable

1. CPA qualification or equivalent.
2. It is highly desirable that the candidate have previous school business management experience.
3. Previous experience working as a Company Secretary.