

Head of Finance & Operations

Position Information Document

Name	
Fractional Time	Full Time
Commencement Date	ASAP
Tenure	Permanent
Salary	<p>Gross salary is \$139,989 (<i>excluding superannuation</i>) <i>The salary for this position is equivalent to that of a Band 1 PT5 teacher inclusive of a Band 2 Position of Responsibility Level 4 (POR 4) allowance.</i></p> <p>A mobile phone allowance will be provided.</p> <p>The employee is entitled to receive any salary increases that are granted to employees of SA Catholic Diocesan Schools. Any salary increase applies to gross salary only and excludes allowances.</p>
Screening	<p>Please note that the position is subject to ongoing satisfactory Working with Children Check (WWCC) and other screening clearance checks that may be required, at regular intervals, throughout the duration of your employment.</p>
Special Requirements	<p>This is a senior position and will require some out of hours work. This has been considered in determining the gross salary.</p> <p>Duties and details of the role may vary from time to time in response to the College needs, as determined by the Principal (or delegate).</p>

St Patrick's Technical College (SPTC) is unlike other schools – we are for young people deliberately seeking a different educational experience. We are here for students wanting to learn in the classroom, within the workplace and on the job, enabling them to kick start their real world learning. The College is a purpose-built trade College offering education, training and apprenticeship pathways to Year 10-12 students.

College Vision

To be at the forefront of vocational education, nurturing the next generation of industry leaders dedicated to shaping a better world.

College Mission

St Patrick's Technical College inspires students for success in their first career. Through a dynamic and innovative learning model grounded in Catholic social teaching and informed by industry, we create exceptional and work ready young adults.

College Values

As a Catholic Vocational College caring for young adults we live our story by

Welcome: Welcoming all to our learning community

Hope: Offering hope and a sense of purpose to all

Serve: Valuing and serving others

Respect: Respecting ourselves and our environments

Celebrate: Developing and celebrating each person's unique talents

Position Objective/Summary

The Head of Finance & Operations (HFO) provides strategic leadership and drives the College's financial, operational, human resources, and work health & safety functions, ensuring the long-term growth and stability of the College community. The role oversees forecasting, procurement and resource management to support College goals and requires strong discipline expertise, sound judgement and effective use of delegated authority.

Recognising the vital role of industry in the College's success, the HFO will build and maintain strong, sustainable relationships with key stakeholders.

As a member of the College Executive Leadership Team, the HFO supports the Principal in leading and managing the College through a collaborative, service-oriented approach. This includes fostering professional partnerships with industry and the community and embedding the Vision and Mission of St Patrick's Technical College throughout College life.

Key stakeholders include industry groups, governments and agencies, students, parents, staff, alumni, schools, contractors, the Board, RTOs, GTOs, employers, businesses, tertiary providers, charitable organisations and other relevant partners.

Key Working Relationships

Responsible to the Principal

- College Executive Leadership Team
- Finance & Administration Teams
- Facilities & WHS Teams
- Middle Leadership Team
- Teaching and Non-Teaching Staff
- Board Members
- Students
- Parents/Caregivers
- Contractors and Third-Party Providers

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- Relevant Catholic Education Office (CEO) and Catholic Education SA (CESA) Staff
- Education/Training Providers, Industry Partners and Associates
- Other Relevant Stakeholders

Executive Leadership

The College Executive Leadership Team shares responsibility for:

- **Catholic Identity:** Lead and promote the College's Catholic identity and spiritual life
- **Vision, Mission and Values:** Ensure the Vision, Mission, and Values are actively promoted and lived
- **Formation:** Support staff and young adult formation
- **Staff Wellbeing and Harmony:** Oversee and promote staff wellbeing and harmony through effective communication, consultation and suitable delegation
- **Strategic Contributions:** Contribute to the development and execution of strategic directions
- **Professional Standards:** Maintain high professional standards and collaborative leadership
- **Policy Management:** Manage policy and procedure development, implementation and review
- **Communication:** Present and discuss College-wide issues and clarify policies and processes
- **Performance Support:** Contribute to achieving of CESA key performance indicators and strategic plans
- **Professional Learning:** Develop and review staff professional learning programs
- **Staff Processes:** Participate in staff hiring, induction and review
- **College Engagement:** Attend and engage in College functions and events

Key Responsibilities

The Head of Finance & Operations is primarily responsible for:

Finance

Strategic Leadership and Governance

- Provide strategic financial leadership including long-term planning, scenario modelling and policy development to support sound governance and decision-making by the College Executive Leadership Team and key stakeholders.
- Support implementation of financial strategies, ensuring decisions align with College goals.
- Identify and manage financial risks by forecasting cash flow, monitoring funding dependencies and advising on mitigation to safeguard resources and ensure long-term resilience.
- Oversee procurement and financial contracts for cost-effectiveness, transparency and alignment with College needs and system policies.
- Monitor and manage cash flow to maintain financial sustainability and timely resource access.
- Prepare CEO funding submissions and support grant applications with accurate financial advice.
- Understand the funding mechanism through CESA and the Federal and State Government to ensure compliance with funding requirements.
- Attend Board meetings.

Financial Operations and Compliance

- Lead and manage all aspects of day-to-day financial operations, including accounts receivable/payable, payroll and payroll administration, year-end processing, management reporting and asset/resource management.
- Administer financial controls to comply with legislation, CEO and government guidelines.
- Implement systems and procedures to meet statutory obligations including insurance, superannuation, taxation and debt collection.
- Maintain oversight of financial systems and software for accuracy, security, efficiency and suitability to support the College's evolving operational needs.
- Lead and manage the Finance Team, ensuring effective operations, continuous improvement and a strong service culture.

Budgeting and Reporting

- Manage finances to ensure transparency, accountability and reporting compliance.
- Lead preparation, implementation and monitoring of annual budgets, as well as 5 and/or 10 year plans, ensuring alignment with strategic priorities.
- Provide timely and accurate financial reports to the College Executive Leadership Team, Board and other relevant stakeholders.
- Lead the preparation of audited financial statements and ensure statutory compliance.
- Coordinate accounting processes in line with College and sector policies.

Community and Fee Management

- Lead annual fee schedule development, ensuring fees are set appropriately and communicated clearly and promptly to families. This includes information on due dates, payment plans, debt management and eligibility for support programs such as School Card.

Operations**Strategic Leadership and Planning**

- Provide strategic leadership for long-term planning of services, facilities, equipment, administration, human resources, capital works and operations.
- Drive innovation in service delivery and resource use to meet evolving needs.
- Identify inefficiencies and lead improvements to enhance operational effectiveness and quality.

Facilities, Assets and Services

- Lead and manage the Facilities and Administration Teams including staff leadership, scheduling and resource management.
- Ensure the Administration Team delivers high-quality service, efficient systems and supports compliance and data processes.
- Plan, manage and report on College facilities, equipment and service operations.
- Lead capital works, maintenance programs and projects for safe, sustainable College functioning.
- Lead procurement and oversee the implementation and monitoring of contracts for plant, equipment and services to ensure compliance with College and system policies.
- Maintain oversight of asset registers (physical and financial), ensuring accurate tracking, valuation, depreciation and lifecycle planning in line with audit and policy requirements.
- Lead and manage the engagement, induction and compliance of contractors, suppliers and service providers for safe, cost-effective and high-quality operations.
- Promote a strong internal service culture by providing efficient and responsive operational support to staff, students, and other stakeholders.
- Support environmentally sustainable practices aligned with College and community responsibilities.
- Manage facility hire to external organisations.

Technology, Administration and Records Management

- Provide leadership and oversight of digital infrastructure for secure, scalable and fit-for-purpose systems supporting operational excellence and educational delivery.
- Liaise with the CEO's ICT Team and manage onsite ICT personnel.
- Lead strategic planning and oversee ICT infrastructure and systems to support both educational and administrative needs.
- Drive adoption of emerging technologies to improve operational efficiency and service delivery.
- Oversee the implementation and integration of digital systems for effective operations and compliance reporting.
- Oversee records management and archiving to ensure compliance with data retention, privacy legislation and accessibility.
- Lead the implementation and review of administrative systems to support operational efficiency, data integrity and high-quality service delivery.

Compliance, Governance and Risk

- Ensure statutory, regulatory and contractual compliance through effective administration, reporting and risk management - including WHS, census, attendance, data and IT systems.
- Lead audit and risk management processes in collaboration with relevant stakeholders.
- Develop, implement and maintain emergency management and business continuity plans.
- Provide timely and accurate operations reports to the College Executive Leadership Team, Board and other relevant stakeholders.

Human Resources and Industrial Relations

- Provide strategic leadership in HR policies, practices and systems to support the recruitment, induction, retention, development and wellbeing of College staff.
- Ensure employment practices comply with legislation, industrial instruments (e.g. Awards and Enterprise Agreements), and CESA directives. Maintain up-to-date knowledge and understanding of these requirements and ensure all employment records are accurate, current and compliant.
- Advise and support the Principal and College Executive Leadership Team on employment law, industrial relations and performance management.
- Lead HR operations, including recruitment, onboarding, leave, contracts and record keeping.
- Prepare appointment letters and contractual documents in accordance with employment conditions and policy requirements.
- Promote a positive, collaborative, high-performing workplace culture aligned with the College's vision, mission and values.
- Lead staff development and performance frameworks, including training, compliance, leadership development and appraisals.
- Monitor staff wellbeing and support a safe, respectful workplace with access to wellbeing services.
- Liaise with the CEO and staff to manage the Study Incentive Program (SIP).

Work Health and Safety (WHS)**Compliance and Policy Implementation**

- Oversee and administer the WHS framework ensuring compliance with legislation, CESA and Catholic Safety & Injury Management (CSaIM) policies and procedures.
- Ensure all staff, contractors and service providers meet WHS requirements, including training, induction and adherence to safe work practices.
- Monitor WHS training compliance and ensure mandatory training completion.

Systems Improvement and Risk Mitigation

- Lead continuous improvement of WHS systems, procedures and practices in line with best practice.
- Oversee risk assessments, safety audits, workplace inspections, incident investigations and the implementation and monitoring of corrective actions.
- Ensure safe use of plant, equipment and machinery through instruction, induction, demonstration.

Governance, Leadership and Reporting

- Serve as Chief Fire Warden, ensuring emergency management plans are current, regularly tested and understood.
- Lead and manage the WHS Team, promoting health and safety operations, continuous improvement and a strong culture of safety compliance.
- Chair the WHS Committee to foster a proactive, consultative safety culture.
- Serve as Return to Work Coordinator, managing injury support, documentation and return plans.
- Fulfil 'Officer' duties under the Work Health & Safety Act.
- Provide timely and accurate reports on WHS performance, incidents and improvements to the College Executive Leadership Team, Board and other relevant stakeholders.

Professional Development and Accountability

- Participate in WHS training and professional learning to maintain compliance and knowledge.
- Ensure WHS responsibilities are clearly understood, embedded in staff roles and supported by a culture of shared accountability.

Other

Be contactable, available and responsive to deal with and support out-of-hours operational needs such as alarm call-outs and critical incidents when required.

Qualifications and Experience

It is expected that the Head of Finance & Operations at St Patrick's Technical College (SPTC) will have:

- Relevant tertiary qualifications in finance - ideally in accounting, business or commerce - and/or demonstrated experience and knowledge in a comparable role.
- Prior experience working in an education environment is highly desirable.
- Current and acceptable Working with Children Check clearance and screening to work in CESA.
- Current certification in Responding to Risks of Harm, Abuse & Neglect - Education & Care.
- Applicable First Aid Certificate relevant to the role requirements.

Skills and Competencies

- Exceptional abilities in strategic planning, leadership and problem-solving.
- Outstanding relationship management skills, with the ability to engage and influence a wide range of stakeholder groups.
- Advanced financial and operational analysis skills to support strategic direction.
- Demonstrated knowledge of human resources practices, including recruitment, performance management and workplace culture.
- Sound understanding of WHS legislation and best practice, with experience leading compliance and risk mitigation initiatives.
- Excellent communication, presentation, organisation and advocacy skills; confident representing the College at high-profile events and forums.
- Collaborative leadership style that fosters teamwork, accountability and a positive culture.
- Demonstrated commitment to ongoing personal and professional development.

Person Specification

Staff members at St Patrick's Technical College are required to:

- Collaborate effectively with colleagues, parents, students, and external partners to foster a supportive and cohesive educational community.
- Exhibit exceptional interpersonal and communication skills, ensuring clear and respectful interactions with all stakeholders.
- Uphold and exemplify high standards in all areas of College life, contributing to a positive and professional environment.
- Demonstrate ability to work efficiently under pressure in a dynamic and busy educational setting.
- Prioritise tasks effectively, showing initiative and flexibility to adapt to changing circumstances and complete tasks efficiently.
- Commit to ongoing professional development, continually seeking opportunities to enhance skills and knowledge in their field.

Professional Responsibilities

Staff members at St Patrick's Technical College are required to:

- Demonstrate a commitment to participate in activities that support and develop the College's Catholic ethos and the wider mission of the Catholic Church.
- Adhere strictly to the Code of Conduct for staff employed in CESA schools.
- Comply with the requirements of the Privacy Act, ensuring the protection of personal information.
- Understand and act in accordance with the South Australian Commission for Catholic Schools (SACCS) policies, as well as the College's own policies, guidelines, and procedures.
- Support and implement College policies and procedures, including those in the staff handbook.

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- Actively contribute to the educational development and support of students.
- Handle confidential information with the utmost discretion and care.
- Attend and participate in staff meetings as required.
- Participate in work experience coordination, including calls and visits to students on placement.
- Develop an understanding of Vocational Education and Training and the apprenticeship system.
- Accept and carry out delegated responsibilities with professionalism and diligence.
- Demonstrate an understanding of, and commitment to, the principles of social justice and equity.
- Undertake necessary Work Health and Safety (WHS) qualifications and training modules.
- Obtain and maintain relevant certifications or registrations required for the role.

Work Health and Safety

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must:

- Take reasonable care for your own health and safety
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

Reference: Division 4, Section 28 WHS Act 2012

COVID-19 vaccination is not mandatory for CESA staff; however, maintaining up-to-date vaccination is strongly recommended in line with CESA policy.

Please Note

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.