John Paul College
Unity | Christ | Learning

Chief Information Officer

Candidate Information Pack

Principal's Welcome

Welcome to John Paul College.

Thank you for your keen interest in the role of **Chief Information Officer.**

John Paul College offers an innovative curriculum in a global setting, complete with English language preparation, homestay, and boarding options for students from Early Learning to Year 12.

As we continue to grow and adapt to the ever-evolving educational landscape, we are seeking an exceptional and dynamic **CIO** to join our College Leadership Team.

We are a unique College. To have students from more than 45 different nationalities is a remarkable reflection of the broader Australian population and I am intensely proud of our harmonious and compassionate JPC Family as we respect and nurture our multi-faith community.

We take academic outcomes seriously and offer a rich and diverse co-curricular program that ensures a well-rounded educational experience. Our students are at the heart of everything we do, as reflected in our purpose:

To Educate, To Inspire, To Make a Difference.

As Chief Information Officer, you will play a crucial role in shaping the technological landscape of John Paul College. Your leadership will ensure that our IT infrastructure supports our innovative curriculum and diverse educational offerings, allowing students and staff to fully embrace the academic life of our school with energy, focus, and commitment.

As part of our executive team of eight members, the **CIO** will play a crucial role in leveraging technology to enhance learning outcomes and operational efficiency.

If you're ready to make a significant impact in a supportive and dynamic learning community, I invite you to apply to become an integral part of our vibrant community at John Paul College. Together, let us Educate, Inspire and Make a Difference in the lives of our students.

I look forward to receiving your application.

Mr. Craig Merritt - Principal
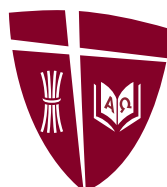
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About Us

John Paul College (JPC) is one of Queensland's largest independent Early Learning to Year 12 co-educational day and boarding schools.

Founded in 1982 as the state's first Christian Ecumenical College, JPC has a P-12 enrolment of over 2,000 students, with more than 235 in our Early Learning Centre (ELC) and Kindergarten.

JPC delivers a contemporary education grounded in traditional values.

Our students are at the heart of life at JPC, which is reflected in our Purpose: To Educate, To Inspire, To Make a Difference. We seek to do this in each and every classroom, every day.

Located 20 minutes south of Brisbane's CBD, the JPC campus features extensive natural bushland and modern facilities to support an outstanding academic program, cutting-edge technology, and offers wide-ranging cultural and sporting opportunities.

John Paul International College provides English Language Studies in our High School Preparation Programs for international students keen to engage in study in Australia. Our extensive College- managed homestay program provides residential accommodation for international students, as does our boarding facility.

JPC aims to develop well-balanced students who are real-world ready by offering a comprehensive and flexible academic curriculum based on the International Baccalaureate (IB) Primary Years Programme (PYP) in Primary, and both the Australian Tertiary Admissions Rank (ATAR) and non-ATAR (VET) pathways in the Secondary School. We currently offer over 40 different subjects throughout Secondary School. These include a focus on STEM, Design, Innovation and Entrepreneurial Studies.

The College has a reputation for the extensive provision of technology, with all students from Year three being part of the College-provided laptop program.

John Paul College is a member of The Associated Schools (TAS) sporting competition, the preeminent co-educational sporting competition in Queensland. Regional and other representative pathways are supported through this association. The College also has a High Performance Academy to support our aspiring elite athletes.

JPC is also well known and recognised for the extensive and exceptional opportunities offered to participants in our Performing Arts program. This offers additional tuition opportunities with elite music tutors and the opportunity to join over 20 different ensembles and choirs. Our extensive dance and cheer programs have achieved outstanding results. Domestic and international tours are also available for Performing Arts and Sport students.

The College Strategy

The College delivers a contemporary co-education grounded in traditional values.

We create opportunities and pathways for all students to excel, develop character and become world ready within our culturally diverse and inclusive community.

A key role of the Board is to work with our Executive Leadership Team, parents, staff, students and alumni to guide the strategy of the College in alignment with our values.

An important element of this is our engagement with the wider John Paul College community. We strive for this through extensive consultation, culminating in our strategic and master planning forums which were used to help inform our updated strategy and infrastructure master plan for 2021 and beyond.
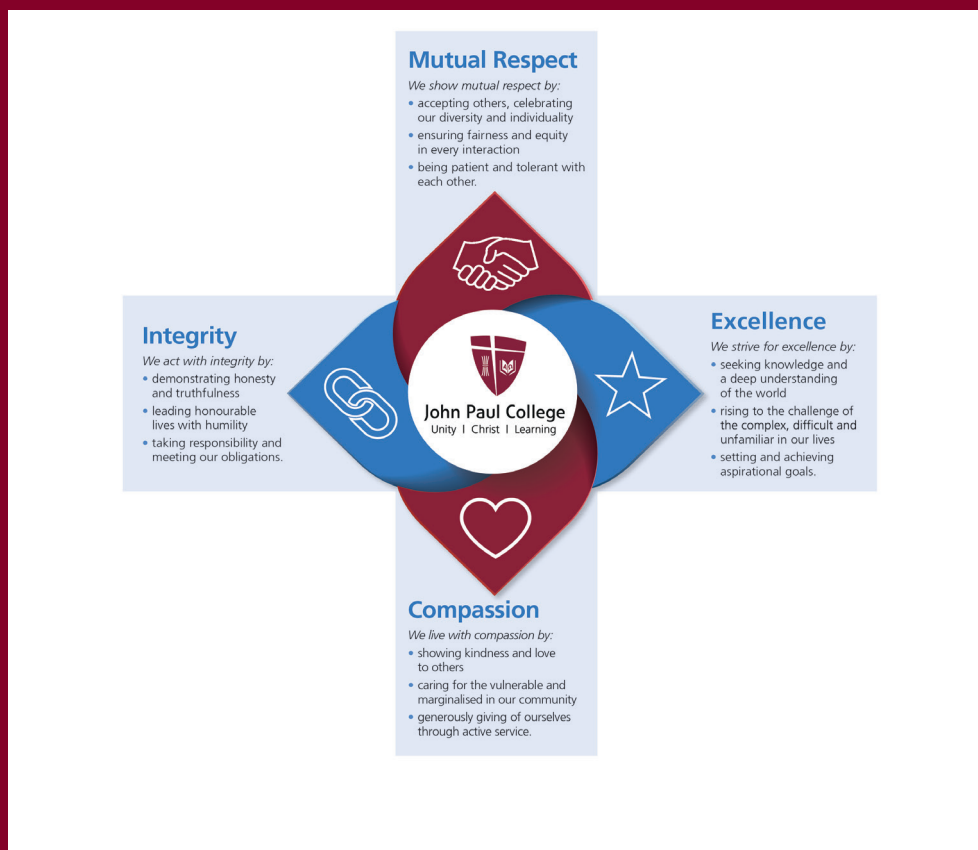
The Strategic Intent document is aligned with the strategic priorities:

- ☑ Learning
- ☑ Community
- ☑ People
- ☑ Innovation
- ☑ Sustainability

Our students are at the heart of all we do, and this is reflected in our Purpose: To Educate, To Inspire, To Make a Difference

Our Motto: Unity | Christ | Learning

Our Values: Mutual Respect, Integrity, Compassion, Excellence

Mutual Respect
We show mutual respect by:
- accepting others, celebrating our diversity and individuality
- ensuring fairness and equity in every interaction
- being patient and tolerant with each other.

Integrity
We act with integrity by:
- demonstrating honesty and truthfulness
- leading honourable lives with humility
- taking responsibility and meeting our obligations.

Excellence
We strive for excellence by:
- seeking knowledge and a deep understanding of the world
- rising to the challenge of the complex, difficult and unfamiliar in our lives
- setting and achieving aspirational goals.

Compassion
We live with compassion by:
- showing kindness and love to others
- caring for the vulnerable and marginalised in our community
- generously giving of ourselves through active service.

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Executive Leadership Team

Mr Craig Merritt - Principal BA, Dip Ed, MEd (Leadership and Management)

Mr Craig Merritt was appointed as the sixth Principal of John Paul College in 2023. Craig's teaching and learning experience in co-educational schools spans more than 30 years. Before commencing at JPC, he was the Principal of St Luke's Anglican School in Bundaberg.

Craig is committed to academic excellence; inclusive and diverse leadership within a modern multifaith context; building a strong sense of community. Craig's wish for all JPC students is for them to feel empowered to develop a strong sense of positive character, to be optimistic, to excel, and ultimately to be an instrument of positive influence in their communities.

He will continue to deliver on our promise to all students, **To Educate, To Inspire, To Make a Difference.**

Mrs Claire Henkey - Director of Community Engagement BBus, MBus, GradCertProjMgmt, GAICD, CPM

With a passion for Marketing and Engagement, Mrs Claire Henkey brings more than 25 years' of marketing and student recruitment experience to John Paul College from the education, retail and franchise industries.

Previously General Manager of Future Students at Bond University, Group Marketing Manager at Terry White Chemmart as well as Marketing Manager roles at Hans Smallgoods and Lenard's Poultry, Claire's strategic skillset has shaped the admissions, student services, marketing, public relations, fundraising, community engagement and Alumni functions of the College.

Mr Graham Toon - Director of Human Resources BA, GradDipEd (Sec), MBA, MAHRI

Mr Graham Toon is a dedicated Human Resource professional with more than 25 years of international business management and human resources experience in education, wholesale, retail and professional service firms.

Strong people performance is an essential element of all effective organisations. John Paul College is a people-centric organisation, its success and our student outcomes are dependent on the quality of the relationships between our students and our staff.

Miss Lindsay McQuattie - Deputy Principal - Head of Primary B.Ed., M.Ed., GradCertIVTheol, MACE, MAICD.

Since commencing at John Paul College in 2011, Miss Lindsay McQuattie has undertaken a number of leadership roles including Year Five Team Leader, Primary Curriculum Leader and Dean of Pedagogy (Primary).

Lindsay holds a Master of Leadership (Curriculum and Pedagogy) and is a well-respected International Baccalaureate PYP Workshop Leader and School Visitor. In 2020, Lindsay was appointed to Head of Primary, whilst continuing in her role as a workshop leader in the International Baccalaureate Education Network.

Mr Mark McFie - Director of Business Operations DipBus; Bed; GradCertEdLaw; GradDipAppl-CorpGov; MBA

Mr Mark McFie was appointed to the position of Director of Business Operations and Company Secretary at John Paul College in 2023.

Mark has 30 years of experience in schools across various roles. After graduating from QUT with a Bachelor of Education he started his career as a PE teacher and later a Head of Department. Being a firm believer in lifelong learning, Mark completed a Master of Business Administration which then inspired the pathway towards leadership positions and later a desire to move into business administration roles. In 2007, Mark left teaching to become a consultant and trainer in the area of Workplace Health and Safety.

Mr David Ferguson - Director of John Paul International College GCertBus, MEd, Grad-DipEd(sec), BHum(Hons)

Mr David Ferguson has been working in the International Education and Training (IET) industry since 2007, beginning his career as an English as a Second Language teacher. With a wealth of experience both abroad and in Australia, David leads John Paul College's international operations and John Paul International College. After joining John Paul College in 2016 managing international study groups, David served as the Deputy Head of International Operations from 2019 to 2022. In 2023, David was appointed as Director, John Paul International College.

Mrs Belinda Guerra - Acting Deputy Principal - Head of Secondary DipT (Secondary), M.Ed.

Mrs Belinda Guerra has more than 35 years of experience in secondary school education in Australia, Asia, Germany and the USA. She began her teaching career as a mathematics and science teacher in Brisbane and transitioned to rural opportunities in Mount Isa and Whyalla before taking international teaching positions.

Belinda served in leadership positions in schools in the USA before commencing at JPC in 2007 as Numeracy Team Leader in the Middle School.

In her current role, Belinda supports the Principal across 7-12 with specific responsibilities to the extensive sports and activities co-curricular programs and Christian Ecumenical program.

About the Role : Chief Information Officer

John Paul College is currently seeking an exceptional and dynamic **Chief Information Officer (CIO)** to join our Executive Leadership Team in a crucial role of shaping the future of education through strategic IT leadership.

We are committed to providing an exceptional learning environment, and we believe that cutting-edge technology is a cornerstone of this mission.

This executive leadership role at the College will be responsible for the school's information technology strategy with a forward-thinking approach, ensuring it aligns with the latest digital trends and best practices.

This role requires a leadership focus and practice which centres on developing our College and our technological framework with a focus on improvement and innovation in line with the College values of Mutual Respect, Integrity, Compassion, and Excellence.

Techsphere Organisational Structure

At John Paul College, the Techsphere Team is structured to foster collaboration, strategic oversight, and operational excellence.
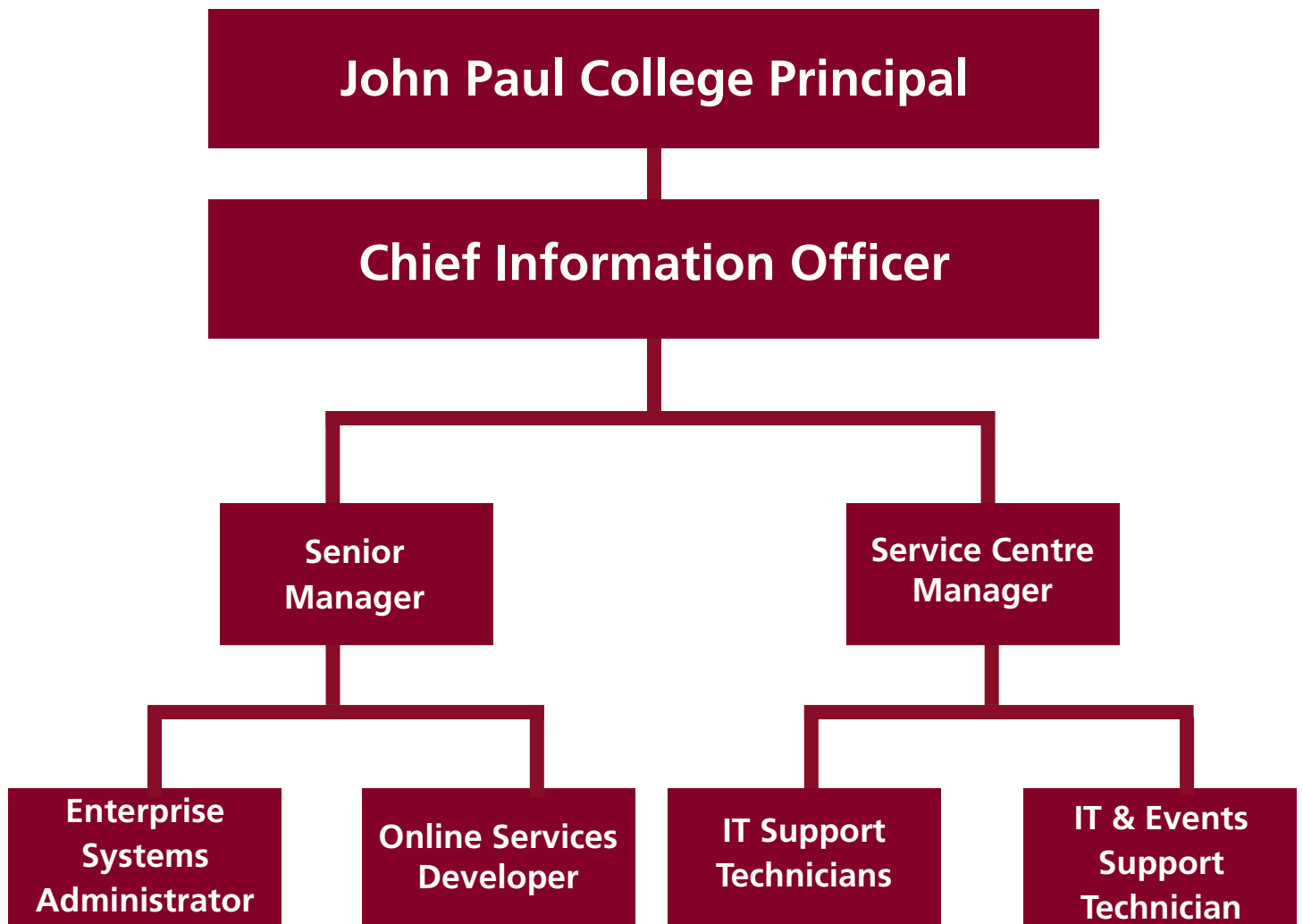
The team is led by the **Chief Information Officer (CIO)** who reports directly to the Principal and is an integral member of the Executive Leadership Team.

A **CIO** at John Paul College is responsible for cultivating a culture of high performance and outstanding service delivery within the IT team. This involves fostering an environment where team members are motivated to excel and deliver exceptional results.
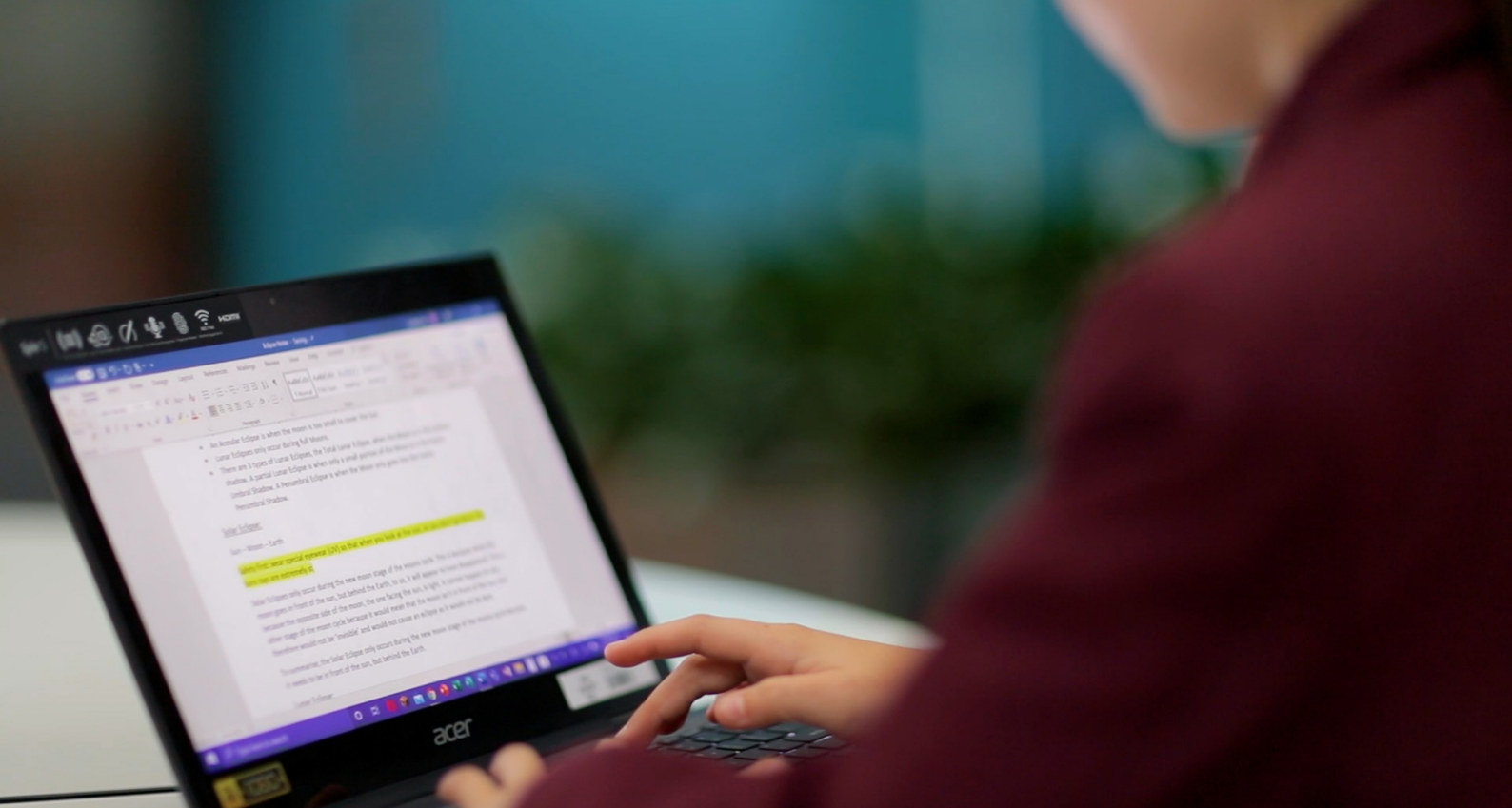
Our **CIO's** leadership will be pivotal in ensuring that the IT team consistently meets and exceeds expectations.

A key aspect of this role is implementing and maintaining a customer-focused IT organisational structure. You will ensure that the IT Department operates with the needs of the students, faculty, and staff at the forefront, delivering solutions that enhance their experience and support the College's mission.

Supporting the **CIO** are several key positions that focus on different critical areas:

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John Paul College Principal
        │
Chief Information Officer
        │
   ┌────┴────────────────────┐
Senior                  Service Centre
Manager                    Manager
   │                          │
┌──┴──────┐              ┌────┴──────┐
Enterprise  Online       IT Support   IT & Events
Systems     Services     Technicians  Support
Administrator Developer               Technician
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The Key Responsibilities

As the **Chief Information Officer (CIO)** at John Paul College, you will play a pivotal role in shaping and driving the College's information technology strategy.

This forward-thinking position requires aligning the IT strategy with the latest digital trends and best practices, ensuring the College remains at the forefront of technological advancements.

Some of the specific responsibilities of this role will include:

Provide IT Strategic Leadership

- Drive the College's information technology strategy with a forward-thinking approach, ensuring it aligns with the latest digital trends and best practices.

- Champion business improvements by clearly articulating future outcomes, leveraging technology's potential, and overcoming barriers to change.

- Act as an internal consultant and mentor, providing valuable recommendations to the Principal and Executive Management Team to enhance service quality and operational efficiency.

- Develop and implement robust project management, cybersecurity, and asset management frameworks tailored to our unique needs.

- Actively engage in executive management, business leadership, and Critical Incident Management Team meetings and processes.

Lead the Techsphere Team

- Cultivate a culture of high performance and outstanding service delivery within the IT team.

- Implement and maintain a customer-focused IT organisational structure.

- Guide Techsphere managers to proactively deliver solutions, manage team responsibilities, and ensure professional development.

- Minimise the impact of IT incidents and outages, ensuring smooth and continuous operations.

Stewardship and Risk Management

- Prioritise and roll out digital technology needs and projects, ensuring alignment with strategic objectives.
- Assess and communicate risks associated with IT operations and investments, safeguarding productivity and the College's reputation.
- Develop and implement comprehensive IT policies and procedures, ensuring compliance with regulations.
- Oversee the negotiation and administration of IT contracts and service agreements.
- Manage the IT annual operating and capital budgets efficiently.
- Ensure data confidentiality, integrity, and availability, aligning IT capacity with business needs.

Build Personal and Techsphere Capability

- Establish strong, trust-based relationships across the College community.
- Mobilise broad support for technology strategies and changes, using relevant metrics to drive initiatives.
- Promote a customer-centric approach and exemplify evidence-based performance metrics for IT services.
- Cultivate internal and external partnerships to achieve the College's technology objectives.

Selection Criteria

- ☑ Previous experience in leading a customer-focused ICT organisation or business unit.
- ☑ Proven ability to lead operational improvement, innovation and change.
- ☑ Previous organisational leadership at a senior or executive leadership level.
- ☑ Experience and capability in stakeholder engagement and consultation.
- ☑ Track record of successful delivery of a complex portfolio of projects.
- ☑ Prior experience of managing front line services to an operational budget.
- ☑ The ability to foster and build strong and effective relationships across academic, operational and services professionals.
- ☑ Demonstrated experience leading business transformation, leveraging delivery of best practise business systems and processes.
- ☑ Proven ability to work collaboratively with the school leadership team, teachers, and staff, to achieve shared goals and objectives.
- ☑ Experience in leading and facilitating professional development activities to enhance the skills and expertise of staff.
- ☑ Ability to foster a positive and collaborative work culture, promoting teamwork, trust and mutual respect
- ☑ Willingness to support the College's core values.

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The Application Process

Applications for the **Chief Information Officer (CIO)** at John Paul College should be addressed to the attention of the Principal, Mr Craig Merritt.

Please ensure that your applcation includes the following:

- A detailed cover letter which describes a time when you led a significant transformational IT project in a complex organisational environment.
  What were the key challenges you faced, and how did you overcome them? Please also share how you ensured the project delivered maximum value and aligned with the strategic objectives of the organisation.

- A current resume which includes:

  - Current position and areas of responsibility,

  - Prior positions and areas of responsibility,

  - Professional and personal memberships,

  - Cultural, community and recreational involvement and interests,

  - Academic and professional qualifications and publications, and

  - The names and contact details of two referees who may be approached in confidence.

Applications can be lodged via the College's Careers Portal located on the College website at - https://jpc.elmotalent.com.au/careers/jpc/job/view/408

Applications will close on Wednesday 14 August, 2024 at 11:59pm.

All applications will be held in confidence.

The College reserves the right to fill the position by invitation or to re-advertise the position.

Enquiries about the role and employment conditions can be made by phoning Graham Toon, Director of Human Resources, on 07 3826 3557 for a confidential discussion.

Thank you for considering the position of **Chief Information Officer (CIO)** at John Paul College.

Christian Ecumenism

JPC is a Christian Ecumenical College.

This means that Christ and the Christian message are at the centre of the teachings, values and principles we espouse.

Our Christian Ecumenical College is one where our Christian Living program not only highlights what we have in common but also celebrates that we each have distinct ways of practising our faith.

Christian Ecumenism recognises that people from different Christian faiths and traditions can work together towards greater unity while preserving their own traditional faith and practice.

We exist in a multi-faith environment, and families of all faith and no faith are welcome at the College.

College Facilities

JPC offers an ELC, Kindergarten, Primary, Secondary and Boarding Schools and an ELICOS Centre, all located on 33 hectares of natural Australian bushland, just 20 minutes south of the Brisbane CBD.

The facilities include a 25m pool, multipurpose centre, Performing Arts precinct, extensive ovals and sporting hubs, Design & Technology building and a three-storey senior studies centre including a 200 seat auditorium.
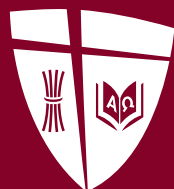
Construction of an eight Million dollar covered courts precinct commenced in 2023 with an expected completion date in 2024.

A Master Plan for 2020 – 2040 provides direction for future projects.
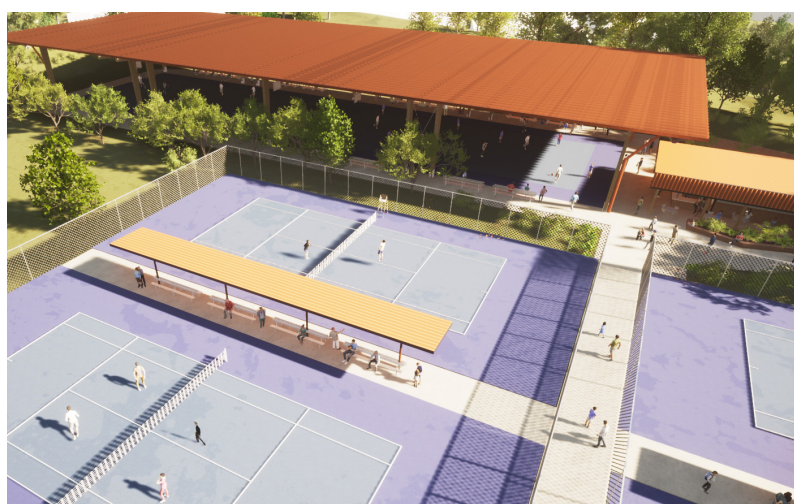
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John Paul College Ltd
ABN 14 010 160 371

John Paul Drive, Daisy Hill
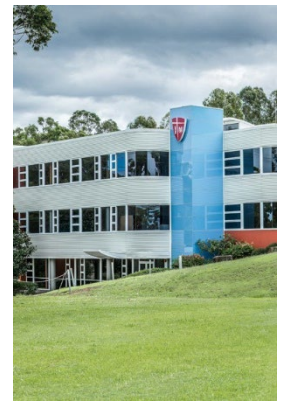Queensland 4127

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www.jpc.qld.edu.au

Chief Information Officer (CIO)

July 2024

Position Purpose

Technology is a strategic enabler of both College operations and student academic outcomes. The **Chief Information Officer** at John Paul College directs, develops and provides leadership and management in all areas of IT infrastructure and service, working as a high-level technical advisory resource to support the ICT operations of the College.

This role develops strategies and implements change initiatives that enable John Paul College to achieve strategic and operational goals.

The **Chief Information Officer** is a member of the College's Executive Management team who oversees the provision of high-quality customer-focussed services including, IT, AV, Telecommunications, IT Infrastructure and Technical Support in line with industry best practices.

The **Chief Information Officer** will ensure that ICT investment adds value to John Paul College while maintaining financial control over the frontline support and delivery functions to the College community of staff and students.

About John Paul College

John Paul College is one of Queensland's largest independent Early Learning to Year Twelve co-educational schools. Founded in 1982 as the state's first Christian ecumenical school, we have a collective enrolment of over 2,000 students.

John Paul College delivers a contemporary education grounded in traditional values. Our people are at the heart of all we do, and this is reflected in our purpose: to educate, to inspire, to make a difference.

Located 20 minutes south of Brisbane's CBD, the natural bushland campus features extensive and modern facilities to support a leading-edge technology program and wide-ranging cultural and sporting opportunities.

Our Purpose

To Educate, to Inspire, to Make A Difference.

Our Value Proposition

John Paul College delivers a contemporary co-education grounded in traditional values. We create opportunities and pathways for all students to excel, develop character and become world-ready within our culturally diverse and inclusive community.

Our Values

Mutual Respect
We show mutual respect by:
• Accepting others, celebrating our diversity and individuality
• Ensuring fairness and equity in every interaction
• Being patient and tolerant with each other

Integrity
We act with integrity by:
• Demonstrating honesty and truthfulness
• Leading honourable lives with humility
• Taking responsibility and meeting our obligations

Excellence
We strive for excellence by:
• Seeking knowledge and a deep understanding of the world
• Rising to the challenge of the complex, difficult and unfamiliar in our lives
• Setting and achieving aspirational goals

Compassion
We live with compassion by:
• Showing kindness and love to others
• Caring for the vulnerable and marginalised in our community
• Generously giving of ourselves through active service

Reporting relationships

The **Chief Information Officer** reports directly to the Principal.

Direct reports
- Network and Systems Manager (Senior Manager)
- Service Centre Manager

Key Liaisons

The **Chief Information Officer** has formal and informal interactions with members of the Executive, Deans (Secondary and Primary), and John Paul International College.

The **Chief Information Officer** will be an executive strategic partner, collaborating closely with the Board and its committees to devise and implement strategies for innovation, organisational architecture, and technology portfolios.

The **Chief Information Officer** will also have formal and informal interactions with Heads of Faculty, Heads of Year, Heads of Co-Curricular, Teachers, Human Resources, Teachers, Parents and Students.

Key responsibilities

It is expected that the **Chief Information Officer** will:

Provide IT Strategic Leadership
- Lead the School's information technology strategy, ensuring it is founded on a deep, up-to-date, and future-focused understanding of digital technology trends and best practice.
- Advocate for business improvements through the clear articulation of desired future outcomes, leveraging the potential of technology and information, and the ability to recognise and overcome barriers to change.
- Act as internal consultant, advocate, mentor and change agent by providing recommendations to the Principal and Executive Management Team on business solutions that add value, improve service quality, or enhance efficiency or effectiveness.
- Spearhead the development and implementation of project management, cybersecurity posture, and asset management governance frameworks tailored to meet organisational strategies and the unique requirements of the College.
- Actively participate in the College's Executive Management, Business Leadership and Critical Incident Management Team meetings and processes.

Provide leadership to the Techsphere team

The **CIO** will drive a culture of high-performance, outstanding service delivery and commitment to the enhancement of IT solutions at the College by effectively:
- Developing, implementing and maintaining an appropriate IT organisational structure that supports effective customer-focused service delivery.
- Leading transformational innovation collaboratively and modelling a positive approach to change.
- Inspire and coach Techsphere managers to proactively deliver solutions, manage their team's responsibilities and professional development, recommend performance and development priorities, and oversee effective customer support systems to resolve technical issues.
- Minimise the adverse impact of incidents and problems on the business that are caused by errors and outages within the IT infrastructure and prevent recurrence.

Stewardship and Risk Management
- Developing and working within the School decision-making processes to prioritise and roll-out digital technology needs, projects and services.
- Provide effective stewardship of practices to manage IT investments and improvement projects based on strategic objectives and assessments of maximum benefit.

- Assessing and communicating risks associated with IT operations, investments and changes, and their potential impacts on productivity, operations and the College's reputation
- Developing and implementing all IT policies and procedures, for example: architecture, security, disaster recovery, purchasing, operating standards and service standards,
- Ensuring compliance with applicable regulations and legislation
- Overseeing the negotiation and administration of IT vendors, outsourcing and consultant contracts, and service agreements
- Developing, tracking and controlling the IT annual operating and capital budgets
- Ensure IT facilities are recoverable within agreed timeframes, safeguard data confidentiality, integrity, and availability, align IT capacity with business needs, and optimise IT infrastructure and services to support business objectives.

Building personal and Techsphere capability and engagement
- Building and maintaining strong relationships across the College, becoming a trusted advisor and an integral member of the College community
- Communicate with influence, and mobilise broad support for technology strategies and changes, including the systematic use of relevant metrics
- Promote a customer-focused perspective to the role and exemplify the evidence-based approach to the performance metrics of the College IT services
- Identify and cultivate strategic internal and external partnerships to ensure the College's technology objectives are achieved

Skills and abilities

The **Chief Information Officer** possesses:
- Demonstrated experience in leading proactive teams and managing vendors to ensure best-practice approaches, methodologies, and governance models for operations and the delivery of a complex portfolio of projects. This should include up-to-date sourcing models, blended cloud/private infrastructure models, and Agile methodologies that deliver maximum value and customer-centric solutions
- Strong commercial acumen together with excellent analytical, planning, organisational and management skills.
- An ability to effectively lead an organisation and its people through transformational workplace change and improve organisational maturity (effectiveness, efficiency and quality)
- Demonstrated organisational and strategic planning skills and the ability to allocate resources effectively and efficiently to ensure operational and service delivery goals are met
- In-depth knowledge of emerging technologies impacting teaching and learning.
- Strong customer focus and communication skills.
- Demonstrated experience in program and project management, including the delivery of a portfolio of projects and management of key platform change projects
- Proven experience in budget management in a multi-faceted organisational context
- Outstanding communication and negotiation skills, including report writing and delivery of presentations to a range of audiences
- Maintain active industry involvement, ensuring up-to-date knowledge, perspectives and analysis of emerging trends and technologies
- Strong understanding of key digital technology components and the ability to translate complex digital technology concepts to non-technical audiences
- Strong understanding of core business and commercial processes to allow for the identification of key business requirements and required digital technology
- Strategic and creative thinker with an open mind to explore new ideas and opportunities.
- Strong interpersonal skills and executive presence, including the demonstrable ability to deal with confidential information discreetly.

Qualifications

- Completion of a Degree in Information Technology or a related discipline (or equivalent industry experience).
- A Master's degree in the field, or a Master of Business Administration with technology as a core component; Project management and ITIL certification may be advantageous.

Experience

- 10+ years as a senior ICT manager and leader
- Demonstrated track record of value-added transformational ICT project leadership
- School environment or educational industry experience is highly desired

Additional requirements

All employees of John Paul College are required to:

- Maintain a degree of flexibility in working hours from time to time as required for the position, including attendance at functions and events early in the morning, in the evening and on weekends.
- Accept that the College reserves the right to modify the position to meet its operating needs
- Assist and relieve in other positions from time to time.
- Demonstrate support for the College's philosophy, policies and procedures and core values.
- Undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or their representative.
- Support the College's core values and College's Christian Ecumenical ethos.

This position involves working with children. The **Chief Information Officer** will be subject to satisfactory employment screening for child-related employment in accordance with the law.

Selection criteria

1. Previous experience in leading a customer-focused ICT organisation or business unit.
2. Proven ability to lead operational improvement, innovation and change.
3. Previous organisational leadership at a senior or executive leadership level.
4. Experience and capability in stakeholder engagement and consultation.
5. Track record of successful delivery of a complex portfolio of projects.
6. Prior experience of managing front line services to an operational budget.
7. The ability to foster and build strong and effective relationships across academic, operational and services professionals.
8. Demonstrated experience leading business transformation, leveraging delivery of best practise business systems and processes.
9. Proven ability to work collaboratively with the school leadership team, teachers, and staff, to achieve shared goals and objectives.
10. Experience in leading and facilitating professional development activities to enhance the skills and expertise of staff.
11. Ability to foster a positive and collaborative work culture, promoting teamwork, trust and mutual respect.
12. Willingness to support the College's core values.

Employment Conditions

- This employment is covered by the *Educational Services (Schools) General Staff Award 2020* ('Award') as amended from time to time.
- The executive level salary will be negotiated in accordance with skills and experience and paid in full compensation of all time worked and is inclusive of all legislative entitlements arising out of your employment, including but not limited to overtime, penalty rates, allowances, and any additional monetary entitlements that may otherwise be payable.
- The position will be classified in accordance with the Award as "School administration services grade 8"
- This is a full-time appointment on a five (5) year contract with the potential for a future 5 years with the approval of the Principal.
- Employment is a notional 38 hours a week.
- The work pattern is Monday to Friday, 8.00am to 4.15pm, with a 40-minute unpaid lunch break.
- Out of hours work will be required.
- Travel may be required.
- The position is entitled to annual leave in accordance with the Fair Work Act 2009 (Cth) and the Award, as amended from time to time. As such, you are entitled to four (4) weeks annual leave, or such lesser pro-rata amount. Annual leave loading is included in the salary negotiated.