

## Director of Business Services Genazzano FCJ College

Transforming education, one leader at a time



Located in the heart of Kew, Melbourne, Genazzano FCJ College is Victoria's only Catholic all-girls' boarding school.

Inspired by the traditions of the Catholic faith and the Ignatian heritage of the Faithful Companions of Jesus (FCJ), Genazzano College is a demonstrably visionary and innovative learning community which embraces the talents, potential and dignity of each person. Students across ELC, Primary and Secondary enjoy access to specialised facilities located on a single campus. The College is a non-selective entry school and a candidate school\* for the PYP as it pursues authorization as an IB World School.

The Director of Business Services reports to the Principal, is a member of the Executive Team, and fulfils the role of Company Secretary to the College Council. The Director of Business Services has responsibility for the business operational functions which support the School including Finance, Administration, Food Services, ICT, Property Services, Human Resources, Marketing and Enrolments.

The primary purpose of the role is to provide strategic and operational business leadership for the effective administration and day-to-day management of Genazzano FCJ College.

The successful candidate will have the ability and proven experience to:

- Play an active role in the development and implementation of the current and future strategies and objectives, ensuring that the College makes the best use of its resources
- Work with the Principal and Council to provide strong and sustainable long-term management of the School, including development of financial strategies and goals
- Ensure effective risk management practices including Occupational Health and Safety, disaster recovery, employment law and third-party contract management
- Lead and manage all business operations of the College, ensuring that legislative and regulatory requirements are met
- Promote a strong working relationship between teaching and support staff to deliver strong outcomes for students, staff and the School community
- Encourage and maintain a climate of quality and excellence within the School and develop collaborative relationships with internal and external stakeholders
- Model a positive and inclusive approach to change.

Offered as a 5 year contract with a negotiable start date, applicants must have a right to work in Australia.

Genazzano FCJ College staff comply with the school's child safety policies and related policies and procedures, upholding the principles and values set out in legislative frameworks and regulations, at all times conducting themselves in accordance with the commitment to take all reasonable steps to promote the safety of children. Genazzano FCJ College has a zero-tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse.

Hutton Consulting Australia (HCA) is partnering with Genazzano FCJ College in the search and selection process for this position. For a confidential discussion and to obtain a Candidate Information Pack, please contact the lead consultant Chris Menagé on mobile: 0427 703 483 or email [chris.menage@hutton.education](mailto:chris.menage@hutton.education) or Fiona Hutton on email [fiona@hutton.education](mailto:fiona@hutton.education)