



Role description

Title:	Director: Finance, Infrastructure and Information Services	Location:	Toowoomba
Reports to:	Executive Director	Classification/Salary	Senior Executive Scale Level 1
CSO service:	Finance, Infrastructure and Information Services	Tenure:	5 years

Purpose

The purpose of the role is the provision of strategic, innovative and executive leadership to Toowoomba Catholic Schools (TCS), with specific responsibility for Finance, Infrastructure and Information Services (FIIS). The role holder works at a systemic level sharing responsibility for the successful delivery of the TCS Strategic Plan, promoting clarity of direction and messaging, growth capability and service integration to facilitate the very best educational and faith experiences for all students.

Experience and qualifications

Essential:

- strong commitment to the Catholic ethos and a genuine interest in the special nature and needs of Catholic education
- post graduate qualifications in finance or a related field, coupled with extensive operational and team leadership experience, ideally in the education sector
- proven skills in strategic thinking and policy development and demonstrated success in delivering significant policy outcomes
- advanced communication, presentation and leadership skills
- demonstrated ability to lead, mobilise and inspire teams to achieve ambitious goals by harnessing the skills and talents of the group

Key result areas

Ensuring the Sustainability and Growth of Catholic Education

- Effectively communicate a bold vision for the future of Catholic education informed by an ability to think strategically, superior subject matter knowledge and a thorough familiarity with and understanding of the TCS educational context.
- Establish and sustain professional relationships with school and office staff to maximise alignment with and buy-in to system-wide initiatives and programs
- Enhance the financial planning and budgeting capabilities of principals, business managers, finance officers and office staff to strengthen their decisions about staffing, resourcing and master planning
- Drive the integration of advanced technologies to enhance the TCS ICT infrastructure, maximise effective ICT operations and support digital learning initiatives.
- Oversee the continual development and implementation of data analytics to inform decision-making processes, improve operational efficiency and support strategic planning and direction setting
- Lead a strategy which embeds sustainable long-term master planning of infrastructure development and maintenance
- Ensure the provision of timely, relevant and planned system-wide financial, infrastructure and ICT support services and advice
- Ensure all legislative requirements and accountabilities are met.



Progressing an enterprise-wide culture which values and encourages professional relationships and networks supported by clear organisational policies, procedures and consultative structures

- Ensure best practice, documented financial, learning management, student administration, enterprise systems and decision-making processes to enable the highest levels of accountability, transparency and integrity
- Lead the design and implementation of 'next level' financial systems and processes to ensure that identified risks are documented, mitigated and managed
- Lead the development and implementation of assurance processes and safeguards to maintain enterprise business continuity
- Lead the implementation and oversight of effective ICT security measures which provide the highest level of system integrity and data security
- Within the specific areas of responsibility, monitor the enterprise compliance landscape, developing and maintaining a comprehensive view of TCSs obligations, ensuring that schools and office staff understand their responsibilities and obligations
- Coordinate the activities of internal and independent external auditing practices to meet all legislative and probity requirements
- Ensure that relevant staff have access to timely, accurate information that reflects the Executive Leadership Team's position on system-wide matters

Ensuring TCS has its long, medium and short-term land and capital infrastructure needs met

- Collaborate with relevant parties to ensure long term capital investment accurately reflects changing demographic, socio-economic and generational trends and positions TCS strategically to meet the needs of Catholic schooling into the future
- Ensure that TCS is acquiring and disposing of land and building assets to meet immediate and long-term needs
- Support schools in accessing capital grants through facilitation of all relevant parties in the planning, design and construction of capital works
- Collaborate with relevant parties to oversee the planning and building of new schools
- Ensure transparent and accountable procurement procedures across the system

Developing self and others

- Foster a collaborative and high-performance team environment through setting clear direction and providing timely feedback and guidance utilizing goal setting and review processes
- Build and maintain the capacity, morale and confidence of the FIIS team to provide relevant and timely advice and services to schools
- Demonstrate and encourage innovation and courageous thinking in the team
- Maintain formal qualifications in line with recognised industry best practice standards

Leading improvement, innovation and change

- Promote a culture of continuous improvement and innovation by modelling contemporary practices and use of technologies which enhance organisational efficiencies
- Identify, evaluate and capitalise on strategic opportunities when they become apparent
- Keep abreast of the latest research and best practice in finance, digital transformation and capital works sectors to effectively position TCS at the forefront of changes impacting or likely to impact on the education sector
- Promote a culture of reflection, renewal and improvement by establishing appropriate feedback mechanisms to regularly review the performance of the team against school expectations and industry benchmarks
- Facilitate and manage an agreed change agenda



Leading the organisation

- Work confidently across directorates and capitalise on the advantages of integrated services and resourcing to deliver 'next level' outcomes
- Provide strategic and operational leadership and direction to the FIIS team
- Work effectively as a member of the Executive Leadership Team (ELT) providing timely and relevant insight and advice to all discussions and decisions
- Lead and oversee the analysis of financial and risk management data to inform strategic direction setting and guide the system resource provision
- Contribute to the development of the TCS Strategic Plan
- Actively participate in meetings and initiatives as required
- Create and update relevant TCS policies, procedures and frameworks in line with changes to legislation and industry standards

Engaging and working with the community

- Develop and maintain productive relationships with TCS staff, students, parents, school advisory councils, clergy and parish staff, Catholic Education Queensland Limited, government agencies and the wider community
- Represent the Executive Director and TCS on committees, networks and working parties as required

Statement of responsibility

The role-holder performs the role within agreed expectations outlined in the TCS Strategic plan, policies, procedures, and according to organizational values.

The role holder is accountable for the performance of the Finance, Infrastructure and Information Services directorate against agreed goals.

The role holder will work cooperatively with other key stakeholders both within TCS and external agencies to ensure that services are delivered in a planned, coordinated, and timely manner.

The role holder will engage in performance reviews in accordance with TCS policy and procedure, within the life of the contract, or as directed by the Executive Director: Catholic Schools.

While at work the role holder must

- take reasonable care for personal health and safety and that any actions or omissions do not adversely affect the health and safety of others
- comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person in authority to allow the person to comply with the Work Health and Safety Act
- cooperate with any reasonable policy or procedure relating to health or safety at the workplace that has been communicated to staff.

Authority limits

Full authority is delegated from the Executive Director to the Director: Finance, Infrastructure and Information Services to produce the desired outcomes within approved budget limits and agreed integrated strategies.

Reporting and other relationships

The Director: Finance, Infrastructure and Information Services reports to the Executive Director and has line management responsibility for staff in the Finance, Facilities and Information Services team.

Other significant relationships exist with members of the Executive Leadership Team, Senior Leaders, Principals and staff across the Diocese.