

POSITION DESCRIPTION

EXECUTIVE OFFICER (0.5 FTE)

The Executive Officer works under the direction of the Board of the Newcastle Anglican Schools Corporation with the following Objectives and Responsibilities:

1. Primary Objectives

- a. To implement the Mission of the Newcastle Anglican Schools Corporation.
- b. To plan, manage and oversee the operations of the Newcastle Anglican Schools Corporation in accordance with its Strategic Plan.
- c. To promote and represent the interests of the Newcastle Anglican Schools Corporation through liaison and negotiation with Commonwealth, State and Local Governments, education authorities and associations, school councils and other industry and business bodies
- d. To represent the interests of the Newcastle Anglican Schools Corporation at Australian Anglican Schools Network (AASN) conferences
- e. To assist the Newcastle Anglican Schools Corporation to establish schools and other educational endeavours which offer affordable Christian education of high quality to students from a wide range of backgrounds, including those with special needs.

2. Key Responsibilities

2.1 Strategic

To develop strategic plans and policies for consideration by the Board of the Newcastle Anglican Schools Corporation in all key areas of its operation.

2.2 Operational

To manage the educational affairs of the Corporation, in accordance with the Corporation's ordinance and policies.

2.3 Advocacy

To represent the views of the Corporation to Anglican diocesan, provincial and national authorities and agencies, government, statutory and educational authorities and the wider community as appropriate.

3. Expected Outcomes

3.1 Strategic

3.1.1 The availability of clearly defined strategic plans and policies to achieve the objectives of the Corporation;

3.1.2 Evidence of regular consultation with key stakeholders.

3.1.3 The orderly development of the Corporation's schools and the system.

3.2 Operational

3.2.1 The orderly management of the Corporation's affairs and effective control of its operations and assets in accordance with the Newcastle Anglican School's Ordinance and policies of the Newcastle Anglican Schools Corporation.

3.2.2 The efficient operation of the Corporation Office and its staff.

3.2.3 The provision of all necessary information and advice to enable the Chairperson and board members of the Newcastle Anglican Schools Corporation, School Councils and Principals to carry out their respective responsibilities in accordance with the Corporation's policies.

3.2.4 High level oversight of the financial and other business affairs of the Corporation and its schools, ensuring the timely submission of annual recurrent and capital budgets, Ten Year Plans, capital requirements , audited financial statements and other financial reporting to the board of the Corporation

3.2.5 The timely submission of all returns required by government and other reporting and statutory authorities.

3.3 Advocacy

3.3.1 A sound appreciation of the Corporation, its member schools and services among church, education and community organisations; and the wider public.

3.3.2 The accurate presentation of the views of the Corporation in the media.

3.3.3 Proactive involvement in representing the views of the Commission to Federal, State and Local Governments.

3.3.4 Active involvement in relevant educational associations, at the state and national levels and internationally as appropriate.

4. Personal Attributes

The Executive Officer will be:

- A committed member of the Anglican Church or with the Bishop's agreement another Church community
- A person of initiative and integrity
- Sound knowledge of education within Anglican, Independent or Christian schools
- Approachable, a good listener and an effective communicator
- A person of sound judgment who can make wise decisions
- Able to think strategically
- An effective team leader
- Able to balance personal and professional life
- Able to exhibit good health, energy and vitality
- Able to inspire and gain the respect of others
- A person who sets high standards in the areas of work, dress and personal behaviour.