



## Director – Resourcing Advocacy and Strategy Queensland Catholic Education Commission, Brisbane

- Be part of a team with a strong focus on organisational culture and collaborative leadership and management.
- A position providing invaluable senior leadership experience and exposure.
- Generous six figure salary and employment conditions for the right person.

### **Are you ready to step up or looking for a new challenge?**

An opportunity to be part of the Commission's leadership team, providing best practice educational advocacy and strategy to support the Commission in achieving its mission for 312 Catholic Schools and 158,000 Queensland students.

### **THE OPPORTUNITY**

The Queensland Catholic Education Commission (QCEC) is the peak body representing Catholic Education in Queensland which is supported by a Secretariat of professional and administrative staff. The QCEC is a 15-member body established by the Catholic Archbishop of Brisbane and the Bishops of Cairns, Townsville, Rockhampton and Toowoomba to support and advance Catholic education in Queensland.

The Director Resourcing Advocacy and Strategy is a key role within the Secretariat of the QCEC with the responsibility to provide strategic leadership and guidance in relation to all financial matters, including funding, capital and financial compliance and management. This includes ensuring financial compliance of all Queensland Catholic schools with all federal and state legislation, regulation and other reporting and compliance obligations.

This position will lead a team of approximately 15 staff (currently).

### **WHAT A TYPICAL DAY WILL LOOK LIKE**

On a day-to-day basis, you will be involved in providing strategic leadership and guidance to staff with the Resourcing Advocacy and Strategy unit in relation to all financial matters. You will be building the capacity of your team, providing strategic and operational leadership and working closely with your people and with the other Management teams of the QCEC. You will work collaboratively with the Executive Director and the other members of the Leadership team. You could be attending leadership team meetings or meeting with State or Federal funding agencies or overseeing QCEC's banking undertakings, financial reporting and budget activities to ensure that they are performed appropriately and accurately. You will ensure that the Commission receives high quality advice on education funding trends to ensure that funding to Catholic School Authorities is maintained at appropriate levels. You will work closely with Catholic School Authorities to ensure that all elements of financial compliance are met and that they are briefed on matters related to financial accountability. You will manage the Secretariat's function as the Block Grant Authority/Capital Assistance Authority for the distribution of Australian and Queensland government capital funding. You will represent Queensland Catholic Education, QCEC and the Secretariat in various forums, committees, taskforces and working parties at a state and national level within the Catholic sector. Your positive working relationship with other stakeholders will ensure the best outcomes for Catholic education in Queensland.

### **WE ARE SEEKING**

A highly motivated and experienced professional in financial management or resourcing with a demonstrated understanding of Catholic education in Queensland. You will be experienced working with senior leadership teams and keen to further develop your career. You will be a strategic thinker who can operationalise ideas

and practices with a strong self-reflective lens to understand your own motivations and how to engage and motivate others around you to get the best from them.

You will have excellent communication and people skills, be innovative in your approach and open to new challenges and opportunities. You will enjoy engaging with others and have strong strategic leadership and management skills and a demonstrated record of success working through relationships and partnerships to manage and meet stakeholder requirements and expectations.

### **YOU WILL NEED TO DEMONSTRATE:**

- Tertiary qualifications in Business, Law, Accounting or Commerce (essential).
- CPA, CA, CFA accreditation/qualification.
- Proven record in senior management roles in accounting, financial management or resourcing roles working with senior executive teams.
- Solid understanding of best practice governance, risk management and assurance
- Proven experience interpreting relevant legislation, regulation and policy.
- Demonstrated ability and experience leading, inspiring and managing senior level staff in a professional work environment.
- Strong planning experience and a proven record implementing and executing plans.
- Ability and experience in leading, inspiring and managing staff at senior levels in a professional work environment.
- Experience interpreting relevant legislation, regulation and policy.
- Strong advocacy skills and experience.
- Highly developed communication skills both oral and written.
- Strong planning experience and a proven record implementing and executing plans.
- Highly developed interpersonal skills and self-awareness through regular self-reflection.

### **CONDITIONS OF EMPLOYMENT**

- The remuneration package reflects the seniority of the appointment and will be discussed through the process.
- This is a full-time role with the initial contract period of 5 years, with potential for renewal. A standard 6-month probation period applies.
- Annual leave is 5 weeks.
- QCEC working from home policy requires staff to work in the office a minimum of 3 days a week. All staff are required in the office on Monday and Tuesday. The other rostered office days are determined by what works best for the office and team.
- Applicants will require a current Drivers licence to fulfil the requirements of the role.
- The preferred applicant will be required to obtain a Blue Card which will require a working with children check conducted in accordance with the Queensland *Working with Children (Risk Management and Screening) Act 2000* and associated regulation. Further details are available from [Blue Card Services](#) You will also be required to complete a National Criminal History Check.

### **APPLICATIONS**

To apply applicants are requested to submit:

- a concise resume (maximum of 5 pages)
- a cover letter (maximum of 3 pages) to explain why you are a competitive applicant for the position.

**Email your resume and cover letter as PDFs to the following email address**

[hr@gcec.catholic.edu.au](mailto:hr@gcec.catholic.edu.au)

**The closing date for applications is 29th November 2024. 4:00pm (AEST).**

**Initial enquiries can be directed to Kerry Neill, The Futures Group, M: 0412 778 566.**