



Economic Development Manager

Thank you for your interest in applying for the role of Part Time Economic Development Manager at *Samford Valley Steiner School*. This is a .8 FTE permanent position commencing immediately.

The package for the above position is enclosed. It is composed of:

1. Information for Applicants
2. Role Description
3. Selection Criteria

Should any of the above documents be missing from your package, please contact the office on 07 3430 9600.

Please read these documents carefully before seeking further information.

Yours sincerely,

Pep Wright
Director



INFORMATION FOR APPLICANTS

Thank you for your interest in the advertised position. The aim of this *Information for Applicants Package* is to help you understand the selection process so that you can present your best case for appointment.

The basis for selection is the relative merit of each applicant in relation to the selection criteria identified in the *Role Description* and the *Selection Criteria*.

Role Description

The *Role Description* should be read carefully. It provides information regarding the following:

1. Position title
2. Area
3. Location
4. Role Relationships
5. Role Context
6. Role Purpose
7. Key Accountabilities

Remuneration

Based upon qualifications and experience

Hours of Duty

This is a .8 permanent part-time position

How to Apply

Your application should include:

1. A brief summary of your career, outlining relevant positions you have held and major responsibilities.
2. **Statements, which concisely but fully describe how you consider yourself suitable against each of the selection criteria.**
3. The names, positions and telephone contact numbers for two referees who can comment on your suitability for the position.

Applications received that do not include all three requirements listed above will be deemed incomplete and not progressed.

Your application should be emailed to pwright@samfordsteiner.qld.edu.au and marked *Confidential – Economic Development Manager*

Closing Date

Applications close at 4.00pm Friday 1 February

Selection Process

All applications received will be acknowledged. If you do not receive confirmation of your application, please contact the office on 07 3430 9600.



Short listed applicants will be contacted by email or phone and will be required to attend a face-to-face interview. All applicants will be informed by Friday 8th February whether they have been short listed or not.

Contacts for Further Information

If you require further information after reading this information package, please ring the office on 07 3430 9600 and arrangements will be made for Pep Wright, Director, to contact you.

If she is not immediately available when you call, please leave your business hours and after hours contact numbers and she will return your call at the first opportunity.

Economic Development Manager Selection Criteria

1. Capacity and qualifications to provide effective financial management.

The successful applicant will have demonstrated experience:

- preparing and maintaining budgets
- undertaking audits
- preparing financial reports

2. Understanding of and/or interest in the principles of Steiner Education, including Steiner's ideas about money and social renewal.
3. Capacity and experience to effectively inspire and guide a capable team of administrative staff.

The successful applicant will have a good understanding of the field of human resources and will have demonstrated in previous positions a management style that empowers staff, includes flexibility and creativity in problem solving, focusses on positive human relationships and dynamics and encourages initiative and responsibility in a team environment.

4. Capacity and experience in strategic and systems development (including policy development and administration)

The successful applicant will have demonstrated experience maintaining, reviewing and developing systems and services to continuously improve the organisational environment.

The applicant will have ability to demonstrate initiative and vision, whilst always working out of an organisational core vision and ethos and in consideration of a defined cultural context.

5. Capacity to communicate with influence and empathy within a human centred environment.

The successful applicant will have effective interpersonal and communication skills and capacity to liaise and create partnerships with stakeholder groups: parents, staff, students, community members, government bodies and key external organisations. The successful applicant will understand and value the importance of positive human relations as central to the cultural task of school operation.

6. Demonstrated organisational skills.

The successful applicant will have demonstrated capacity to manage multiple tasks, prioritise work demands, meet deadlines and work with flexibility in a dynamic environment.



ROLE DESCRIPTION – SAMFORD VALLEY STEINER SCHOOL

POSITION DETAILS	Position Title	Economic Development Manager
	Area	Whole school
	Position Reports to	Director
	Role Location	Brisbane (Samford)
	Key Role Relationships	Director RSEGB Board College of Teachers (CoT) Educational Administrators All Staff, whole school community (staff, parents, students, interested and active parties), and the broader community (Samford, Council, Government bodies, professional associations)

ROLE CONTEXT	<p>The Samford Valley Steiner School (SVSS) is a pre-prep to 12 educational facility that was pioneered in 1987. The High School has been operating since 2006 and the school continues to experience positive growth in numbers, facilities and reputation. The school has commenced double streaming and in 2019 will include double streams in Kindergarten, Pre-school and Classes 1 and 2. The school is entering a period of significant infrastructure development to accommodate the growth.</p> <p>The school's functioning and direction is guided by the Anthroposophical world view. Central to this is the role of the College of Teachers (CoT), which develops the pedagogical direction and vision from a deep understanding of Steiner's indications and child development perspective. As an important member of senior leadership, it is assumed that the Economic Development Manager will be an active and engaged member of College.</p> <p>The focus for the next period of time is on developing and consolidating the School as an effective model of Steiner Education in Australia; with the intent to increase enrolments and plan for the school's growth in accordance. In order to effectively support and manage this growth, the School requires a strategic and well-managed approach to its day-to-day administrative and financial activities that is flexible and responsive to changing needs. In addition, a strategic approach to identifying and implementing the means to generate both consistent funding and profits as well as well as fostering the School's asset base will assist the School in consolidating its position as a successful and financially viable educational facility within the Samford community.</p>
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ROLE PURPOSE	<p>Working effectively with the School’s Leadership Team (Director, Educational Administrators, Chair of the CoT), the Economic Development Manager will effectively inspire and guide a capable team of administrative staff in providing a service that enables the School to fulfil its primary function of delivering a comprehensive Steiner education.</p> <p>Utilising strong relationships with both internal and external parties, the Economic Development Manager contributes to the continuing financial viability of the School through the implementation and management of effective and ethical business management strategies, processes and systems, overseeing the growth and maintenance of the School’s asset and cash base and ensuring availability of adequate funds to finance both day-to-day operations and the future development of the School. In addition, this role oversees the ICT resourcing, the physical presentation of the School through maintenance of the building and grounds as well as Front Desk enquiries.</p> <p>As with other Leadership Team roles at the School, a concept of “Servant Leadership” – accountability, action and loyalty to the school vision in order to serve the needs of the whole school community – underpins this role. The Economic Development Manager is at all times expected to work out of and towards the school’s core vision and ethos</p>
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KEY ACCOUNTABILITIES	<p>Leadership Develop and guide a team of skilled and capable staff to ensure that effective and timely financial, administrative and site-management services are in place which support the smooth delivery of educational services in a well-managed and maintained School.</p> <p>Strategic Economic/business Management Utilising a comprehensive Strategic Economic Development Plan, strong relationships and being astute to opportunities within both the internal and external environment, effectively manage the School's economic/business affairs in order to continually improve its financial and administrative health and develop its positive reputation.</p> <p>In consultation with the Leadership Team and through active engagement and liaison with staff on budget needs, develop and manage the School's annual and long-term operational budget and cash flow projections which contribute to effective strategic planning and continuing financial growth of the School.</p> <p>Administrative Management Work collaboratively with the administrative and site management staff to ensure that effective and legally compliant policies and practices are in place across the School, including HR, ICT and WHS, so that the School runs smoothly, safely and efficiently.</p> <p>Oversee both the strategic planning and the short-term management of the School's property, including the capital development program and regular maintenance of grounds and buildings, in order to enhance and protect the School's asset base.</p> <p>Financial Management Direct and oversee all financial accounting policies and practices of the School, implementing improvements to policies and practices as required and ensuring maintenance of comprehensive records and compliance with all statutory, legal and reporting requirements, whilst working in a way that is aligned with school vision and values</p> <p>Audits and Reporting Ensure the timely completion of audits and reports, including presentation of information as required, so that key staff, the Board of RSEGB, Government departments and other groups receive comprehensive and useful information on which to base decisions or which fulfil statutory and legal requirements.</p> <p>Systems & ICT Management Working collaboratively with the educational and administrative staff, direct and oversee the implementation, maintenance and licensing of all ICT systems, services and infrastructure that supports the educational and administrative requirements of the School, whilst working in a way that is aligned with school vision and values</p> <p>Oversee the strategic planning of the ICT requirements in order to ensure the future needs of the School are incorporated into the capital development program.</p> <p>Safety and Compliance Safety is a priority for all SVSS staff. All staff employed in any capacity by SVSS are expected to understand and effectively apply safety policies and practices as relevant to their role. Ensure the physical environment and equipment are maintained and kept in good order</p>
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Approval :	Economic Development Manager:	Director:
	Name: _____	Name: _____
	Signature: _____	Signature: _____
	Date: _____	Date: _____



**Received By HR/
Admin:**

Signature:

Date: