

Economic Development Manager Application Package

Thank you for your interest in applying for the role of Economic Development Manager at *Samford Valley Steiner School*. This is a 1.0 FTE permanent position commencing as soon as possible.

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.

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 full-time permanent 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. Referees should be someone who has known you in a supervisory capacity.

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

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

Closing Date

Applications close at 4.00pm Wednesday 5th August, 2020

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 or online interview. All applicants will be informed by Friday 14th August, 2020 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 the School 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 large budgets, consulting with a variety of stakeholders
- undertaking audits
- preparing financial reports
- managing significant projects
- accounting processes

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 and infrastructure 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 and have effective ICT skills.