

ROLE DESCRIPTION – SAMFORD VALLEY STEINER SCHOOL

POSITION DETAILS	Position Title	Economic Development Manager
	Area	Whole school
	Position Reports to	School Director
	Role Location	Brisbane (Samford)
	Key Role Relationships	School 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 2021 will include double streams in Kindergarten, Pre-school and Classes 1 to 4. 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 for double streaming. 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>
ROLE PURPOSE	<p>Working effectively with the School's Leadership Team (School 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 administrative team and its functions such as ICT resourcing, the physical presentation of the School through maintenance of the building and grounds, WHS, HR processes and 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>

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 this role will develop strong relationships and be astute to opportunities within both the internal and external environment, effectively managing the School's economic/business affairs in order to continually improve its financial and administrative health to meet the goals in the Strategic Plan and support the school's 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>

Approval:	Economic Development Manager:	School Director:
	Name: _____	Name: _____
	Signature: _____	Signature: _____
	Date: _____	Date: _____
Received By HR/ Admin:	Signature: _____ Date: _____	