

**Position Description**

**Vice President – Operations**

**Job Title:** Vice President Operations

**Organisation Unit:** President’s Office

**Type of Employment:** Continuing Full time

**Classification and Remuneration:** Commensurate with relevant qualifications and experience for a senior Executive role.

**BACKGROUND**

The role of Vice President – Operations is a senior executive role that is responsible for ensuring the effective and efficient staff management, corporate responsibilities and advancement of the vision of Christian Heritage College (CHC). The role requires working closely with the President and the Vice President - Academic to oversee the day-to-day operations of CHC and the promotion of a vibrant, well-resourced learning community. This role assumes a significant level of leadership in wide ranging contexts within the College community. The Vice President – Operations is a member of the President’s leadership team.

**SCOPE AND NATURE OF THE POSITION**

The Vice President – Operations reports directly to the President and provides regular and timely updates regarding all operational, human resources, College community and financial matters pertaining to the organisation. The Vice President – Operations will be guided in this role by the mission, vision and core values of the College, along with CHC’s Constitution and other relevant policies.

**Specific Oversight Responsibilities include**

* Financial management (in collaboration with President)
* Grounds, Buildings, Facilities and equipment management
* Recruitment & marketing oversight
* IT services and administration oversight
* Student services oversight
* Library and learning resources oversight
* Risk management oversight
* College wide events such as Graduation, Orientation etc
* Management of CHC Foundation (Aspire)

**Specific Duties of the VP Operations include**

* Human Resource Management and CHC culture building imperatives
* Preparation for and attendance at Council meetings, Council sub-committee meetings
* Assuming the role of Acting CEO in the President’s and Vice President – Academic absence
* Key regulatory reporting

**Financial Management**

* Strategic long term financial planning of the Company, including development of budgets, financial strategies and goals in conjunction with the President and CHC Council
* Responsibility and oversight of the financial management of the College, including oversight of financial operations and payroll, regular management reports, annual financial reporting and financial audits
* Provide Department of Education and Training with estimates and reconciliations of government loan amounts

**Risk Management**

* Oversee and manage the activities of the Workplace Health & Safety Officer ensuring compliance with WHS laws and regulations
* Risk Management across the College, including maintaining risk register and controls

**Grounds and Facilities/Equipment**

* Effective management and development of staff and student facilities including maintenance of grounds, facilities and equipment as well as improvement projects

**Recruitment and Marketing**

* Oversee the staff and activities of the student recruitment and marketing office. Manage the development and implementation of an annual marketing plan that is effective in promoting CHC and its courses

**IT and Library Services**

* Oversight of the IT staff to ensure the IT services at CHC are operating in an efficient and effective way and to support the academic and administrative staff in the operation of IT hardware and software in support of the mission of the College
* Oversight of library services: acquisition and maintenance of book and resource collections

**Oversight of College wide student services**

* Oversight of the Student Services department that is responsible for student life, study support and student care.

**Human resource management and CHC culture building**

* Human Resource management and oversight:
* Oversight of mentoring and induction programs for all staff
	+ - * HR management and enhancement (including oversight of mediation processes)
			* Supporting the President as directed, in ensuring the effective, efficient and responsible management of all staff, including CHC staff team building
			* Cultural alignment activities and initiatives
			* Promotion of college wide cultural events and activities
			* Ensure alignment with International Network of Churches movement (parent body)

**Assuming the role of acting CEO in the President’s and Vice President – Academic absences from CHC**

* Acting CEO role includes but is not limited to:
	+ - * Chairing of staff meetings
			* Attendance on any committees and meetings in place of the President
			* Attendance at public presentations and events in the place of the President
			* Assist with day-to-day matters that require action (with President’s approval)

**Oversight of key Commonwealth reporting**

* Verification and submission of TCSI/HEIMS data
* HITS reporting and FEE-HELP, HECS-HELP/CSP reporting
* Oversight of all enrolment and financial reporting to regulatory bodies

**Working with the President, develop**

* Exploration of new strategic alliances, partnerships and networks
* Developing new income streams and revenue sources
* Investment strategies to build and expand Aspire Foundation
* Communication and dissemination oversight for alumni and stakeholders
* Oversight of scholarships and prizes

**Other duties**

* Some outside of work hours activities may be required from time to time (including but not limited to Open Nights, Council and Sub-Committee meetings)
* as directed by the President

**PERSONAL REQUIREMENTS**

The Vice President Operations will:

* Be highly relational, strategic and self-motivated with a strong leadership gift upon their life
* Demonstrate excellent interpersonal and communication skills
* Support, promote and celebrate the vision, mission and values of CHC in highly creative, effective, engaging and inspiring ways
* Display discretion, confidentiality, honesty, trust and integrity in their relationship with the different sectors of the College and the broader community
* Demonstrate creativity, initiative and responsibility in the role of Vice President – Operations
* Set an exemplary standard of Christian living in their private life and be an active member of a Christian congregation
* Demonstrate a strong commitment to and support for the ethos of Christian Heritage College and International Network of Churches (INC) as part of the alignment of culture and vision of INC (the parent body)

**QUALIFICATIONS**

Essential:

* Successful leadership and financial management background and experience
* Bachelor’s degree qualified in relevant discipline (Accounting and Finance)

Desirable

* An understanding of higher education structures, systems and protocols
* Relevant Master’s degree from a recognised higher education provider

**SELECTION CRITERIA**

* A sense of calling to the mission and work of Christian Heritage College
* Outstanding interpersonal skills
* Proven executive leadership experience
* Excellent networker and relationship builder
* Proven financial and resource management skills
* Excellent communication skills
* Human resource management skills