

Position Description: School Services Deputy Director

Position Details

Position	School Services Deputy Director
Team	School Services
Reports to	Education & School Services Director
Direct reports	School Services Manager; Legal Counsel

Position Summary

The School Services Deputy Director presents a professional image to members and stakeholders and plays a vital role in the achievement of ISQ's strategic objectives. The School Services Deputy Director provides leadership to the School Services team by ensuring alignment of team activities with the strategic direction of ISQ and by identifying opportunities to collaborate with other ISQ teams. The School Services Deputy Director also develops rapport with a wide range of external stakeholders including departmental officials, school governors, principals, business managers and key personnel from other education industry peak bodies.

Relationships

Key internal relationships	Education Services Deputy Director Employee Relations Deputy Director Student Services Manager Business Development Executive
Key external relationships	Executive Director, Non-State School Accreditation Board Chief Operating Officer, QCEC

Responsibilities

The School Services Deputy Director is responsible for, but not limited to:

1. Providing school governance and operations services to the independent schools' sector through telephone, written and face-to-face advice and through the delivery of industry-specific professional development programs and review services.
2. Visiting schools on a regular basis to provide advice and strategic support in relation to a broad range of matters relating to the governance, operations and administration of schools.
3. Providing confidential guidance and advice to members in the areas of independent school governance and operations.
4. Engaging with and building positive relationships with key people within the independent schooling sector including school governors, principals, and senior staff.
5. Proactively support and represent the interests of the independent school sector with both internal and external stakeholders.
6. Facilitating the development of policy positions relating to school governance, operations and administration in the independent school sector of Queensland.
7. Strategic support to independent schools' authorities including school boards in developing and progressing school governance, regulation, operational and administrative issues.
8. Leading and coordinating the provision of research regarding issues and trends in school governance, operations and administration.

9. Facilitating the sharing of information and engagement of independent school authorities in current trends and emerging governance, regulatory, operational and administrative issues.
10. Working collaboratively across the organisation to ensure integration and consistency in delivery of services to members and the formulation and development of education policy matters.
11. As a senior leader in ISQ, support and develop the School Services and School Improvement teams and actively participate in cross-organisational continuous improvement initiatives.
12. Other duties as directed from time to time.

Requirements

Knowledge and experience	<ul style="list-style-type: none"> senior leadership experience in independent schools experience in leading advisory services and an understanding of the needs of a service-orientated organisation demonstrated expertise in the management and delivery of exceptional training in areas such as governance, finance, compliance, risk, strategy and leadership experience in developing and maintaining professional networks at a senior level
Qualifications and licenses	<ul style="list-style-type: none"> degree in education, business administration or another field that has relevance to the role
Skills and attributes	<ul style="list-style-type: none"> ability to establish and maintain rapport with senior leaders and governors from member schools and external stakeholders ability to manage complex and conflicting team and personal deadlines with a level of flexibility and ability to think laterally to resolve challenges driven and energetic and comfortable working in an environment that requires the coordination of multiple teams effective time management skills, organisational skills and communication skills ability to maintain the highest confidentiality, discretion and integrity of information and materials associated with the role

APPROVED BY: CEO
DATE: