



DIRECTOR OF OPERATIONS & SYSTEMS

ROLE TENURE:	2027 – 2029 (3 -Years)
POSITION OF LEADERSHIP:	POL Level 4
TIME ALLOWANCE:	18ppc (74mins)
APPRAISALS:	Annual Growth Review Meeting Summative Leadership Growth Review (Year 2)
REPORTING RELATIONSHIPS:	Reports to: <ul style="list-style-type: none">❖ Assistant Principal: Learning & Teaching❖ Assistant Principal: Staff & Strategy
LEADS TEAM:	College Organisation Team Collaborates with Timetabler, Daily Organiser, LA Leaders and other positions as appropriate.

OVERVIEW

All staff members of Marian College are expected to actively support Catholic education in the Brigidine tradition, as articulated in the College's [vision and mission statements](#). Staff are required to embody the values of Kildare Ministries in their professional conduct and in the relationships they foster within the College community. Each staff member's role is designed to contribute to the best possible educational outcomes for all students, enhance the community's strengths and ensure careful stewardship of the College's resources.

ROLE DESCRIPTION

The Director of Organisation and Systems provides strategic leadership for the College's operations, organisational processes and key learning systems. The role ensures that College operations are efficient, sustainable and aligned with strategic priorities, enabling staff and students to focus on learning and growth.

Working collaboratively with leaders across the College, the Director oversees operational functions including calendar management, events, staffing processes and organisational logistics. In addition, the role provides strategic oversight of key Learning and Teaching systems, including the Learning Management System, SEQTA and other College platforms, ensuring they are effective, integrated and support high-quality teaching, learning and data-informed decision-making. Through continuous improvement, innovation and effective systems management, the Director enhances organisational effectiveness and maximises learning time across the College.

CHILD SAFETY

At Marian College, safeguarding students is a collective responsibility of all staff engaged in child-related work. Our dedication is reflected in the comprehensive policies and procedures on our Child Safety webpage. All staff must adhere to our [Child Safety Code of Conduct](#). Any violations of school policies or codes of conduct will result in appropriate actions by the College.

KEY RESPONSIBILITIES

Leading Strategic Direction

- ❖ Lead the strategic development and implementation of operational, organisational and systems priorities, ensuring alignment with the College Strategic Plan, Annual Action Plan and the effective functioning of the College.
- ❖ Manage systems and processes that support staff, students and College operations.
- ❖ Promote consistency, accountability and clarity across operational practices.
- ❖ Oversee resource allocation, space utilisation and operational planning.
- ❖ Develop systems that improve organisational efficiency and long-term planning.
- ❖ Make high-impact operational decisions that protect learning time and improve school functioning
- ❖ Coordinate internal examinations across the College in consultation with the Director of Curriculum and Learning Area Leaders.
- ❖ Oversee staffing requirements and supervision arrangements that support the safe and effective operation of College programs and events.

Leading Improvement, Innovation & Change

- ❖ Continuously review and improve operational systems to increase efficiency and effectiveness.
- ❖ Drive continuous improvement in organisational systems and administrative efficiency.
- ❖ Drive innovation and efficiency in organisational systems that support learning, wellbeing and staff operations.

Leading Data Informed Practice

- ❖ Ensure effective management of staffing logistics and daily operations through informed planning and organisation.
- ❖ Drive innovation, integration and data-informed improvements across College operations.

Leading Teams

- ❖ Lead the College Organisation Team
 - In the planning and coordination of excursions, camps, events and major College activities.
 - To coordinate consultation with relevant leaders and teams to support the smooth planning and delivery of College activities.
 - To monitor event logistics, staffing allocations and timelines to ensure efficient and well-organised College operations.
- ❖ Collaborate with the Executive Team to ensure operational decisions support student learning, wellbeing and community engagement.

Leading Systems

- ❖ Lead the strategic oversight and continuous improvement of Learning and Teaching systems, including SEQTA and other College platforms.
- ❖ Ensure Learning and Teaching systems are integrated, effective and aligned with College priorities and operational needs.
- ❖ Monitor system usage, effectiveness and user experience to inform ongoing enhancement.
- ❖ Provide leadership and support in the implementation of new platforms and digital processes across the College.

Leading the Management of the School

- ❖ Timetabling and Scheduling
 - Develop, implement and maintain the College timetable.
 - Prepare staff and student timetables that align with curriculum, staffing and operational requirements.
 - Manage timetable changes arising from subject selections, enrolments, staffing and program adjustments.
 - Provide timetable, staffing and workload data to support College planning and decision-making.
 - Support subject selection processes and the implementation of curriculum structures.
 - Communicate timetable changes and operational requirements to staff.
 - Collaborate with College leaders to ensure effective timetabling and organisational planning.
 - Identify and implement improvements to timetabling processes and systems.

- ❖ Calendar Management
 - Lead the planning of the College Calendar.
 - Oversee approval processes and coordination of key College events and activities.
 - Ensure timely communication of calendar updates to staff, students and families
- ❖ Events, Excursions and Camps:
 - Coordinate major events and College-wide logistics to support smooth and effective school operations.
 - Ensure effective risk management processes are in place.
 - Ensure all activities align with College policies, compliance requirements and operational priorities.
- ❖ Staffing and Operations
 - Support the AP: Staff & Strategy with the onboarding of new/returning staff members.
 - Support the AP: Staff & Strategy in all professional learning operational matters and assist with the operational requirements of Staff Professional Learning Days, as required.
 - Work collaboratively with the AP: Learning and Teaching, to support the operational requirements of learning initiatives.
 - Ensure the staff policies, procedures and associated information remains relevant and up-to-date in the areas of College operations and processes.

Other Duties

- ❖ Communicate key initiatives, achievements and priorities through College communication channels, including the Newsletter, Staff Connect and other publications.
- ❖ Contribute to the preparation of compliance, accreditation and reporting requirements for relevant educational and government authorities.
- ❖ Commit to ongoing professional development in your area of work.
- ❖ Undertake other duties related to the role as directed by the Principal.

WORKPLACE HEALTH & SAFETY

- ❖ Comply with legislated occupational health and safety practices.
- ❖ Observe safe work practices in accordance with training and instruction given.
- ❖ Identify, report and address risks and hazards to promote a safe working environment.
- ❖ Implement and promote occupational health, safety and risk management practices

KEY SELECTION CRITERIA

1. Demonstrated commitment to Catholic education and the Mission, Vision, Values and charism of Marian College.
2. Demonstrated capacity to provide strategic leadership that drives meaningful improvement and positive outcomes for students, staff and/or the wider College community.
3. Demonstrated ability to lead innovation and change through planning, engagement and implementation.
4. Excellent interpersonal, organisational and communication skills
5. Demonstrated ability to use data, evidence and research to inform decision-making and drive improvement.
6. Demonstrated capacity to build relationships and lead high-performing teams.
7. Commitment to professional growth, reflective practice and continuous improvement.

QUALIFICATIONS & EXPERIENCE

- ❖ Victorian Institute of Teaching Registration.
- ❖ Relevant post-graduate studies an advantage (or working towards such qualification).
- ❖ Accreditation to Teach and to Teach Religious Education or Lead in Catholic School (or working towards)
- ❖ Educational Leadership Experience an advantage.

Marian College is committed to the creation and maintenance of a child safe school environment. The care, safety and welfare of students are embedded in policies and procedures which ensure a commitment to zero tolerance of child abuse.