



## POSITION DESCRIPTION

### Director – Corporate & Assurance

POSITION DETAILS	
<b>Position title:</b>	Director – Corporate & Assurance
<b>Reports to:</b>	Chief Executive Officer of EREA Colleges Ltd
<b>Organisation:</b>	EREA Colleges Ltd
<b>Contract tenure:</b>	5 years
<b>FTE:</b>	1.0 (Full Time)
<b>Business Hours:</b>	8.30am – 4.30pm (Monday to Friday)
<b>Expected level of contact with Children:</b>	Casual Contact
<b>Location:</b>	Brisbane
<b>Direct reports:</b>	Yes
<b>Budget responsibilities:</b>	No
<b>Approved:</b>	February 2025

#### 1.0 Vision

Founded in values espoused in the Gospel, Edmund Rice Education Australia Colleges Ltd (EREA Colleges) seeks to transform the hearts and minds of young Australians through education to build a more just and inclusive local and global community through presence, compassion, and liberation. According to The Charter for Catholic Schools in the Edmund Rice Tradition, EREA offers a Liberating Education, based on a Gospel Spirituality, within an Inclusive Community committed to Justice and Solidarity.

EREA is a system of Catholic schools in the Edmund Rice tradition, operating nationally. We educate over 40,000 students and employ over 4,500 people across our network. We have schools in every Australian state and territory.

EREA Colleges is the Governing Body responsible for 20 Educational Bodies operating schools or Early Learning Centres in Queensland, Western Australia, South Australia, Tasmania and the Australian Capital Territory.

In all we do, we operate with Clarity, Accountability and Transparency.

#### 2.0 Position Purpose

Working very closely with the Chief Executive Officer (CEO) and Executive Leadership Team (ELT), the Director – Corporate & Assurance will lead the Corporate & Assurance Directorate to deliver high quality leadership and support to EREA Colleges' 20 Educational Bodies, in the areas of compliance, risk, capital assurance and strategy, and a range of corporate services functions.

### **3.0 Supervisory Responsibilities**

The Director – Corporate & Assurance supervises the Chief Risk & Assurance Officer and Manager – Capital and Infrastructure.

### **4.0 Travel Required**

Some interstate travel is expected in this role.

### **5.0 Key Responsibilities and Accountabilities**

- (a) Support educational bodies in the design and improvement of capital master plan.
- (b) Establish and lead effective governance processes relating to foundations and associated entities.
- (c) Develop and implement assurance frameworks for the delivery of capital infrastructure and building processes.
- (d) Identify and support growth priorities and opportunities for each Educational Body as articulated by the Mission and Strategic Plan for EREA Colleges.
- (e) Lead high quality corporate support services within EREA Colleges, including coordination of administration support, policies and procedures, infrastructure procurement and Information Technology Services.
- (f) Lead and coordinate risk and assurance processes across Educational Bodies, including capital, accreditation, registration and compliance with legislative requirements.
- (g) Lead and oversight of the internal audit cycle and process within EREA Colleges to provide assurance of key areas of risk.
- (h) Develop strategic planning and performance frameworks to support the implementation of the EREA Colleges Strategic Plan.
- (i) Provide comprehensive reporting and assurance to the EREA Colleges Board with regard to strategic priorities and deliverables.
- (j) Develop highly effective internal and external stakeholder relationships to enable delivery of strategic priorities.
- (k) Support and in some cases lead coordination of disaster, emergency and critical incident management.
- (l) Undertake other duties and special projects as determined by the CEO.

## 5.0 Key Relationships

- EREA Colleges CEO, Chief Financial Officer and other Executive Leadership Team Members
- EREA Colleges Board
- Trustees of Edmund Rice Education Australia (TEREA)
- Catholic agencies and educational authorities
- Government and non-government agencies
- EREA Colleges Principals, Business Managers and Senior Leaders
- Other EREA Governing Bodies

## 6.0 Key Attributes and Experience

- Tertiary qualifications in business/commerce/property/education/law or equivalent.
- Demonstrated commitment to, and ability to, lead for mission in a Catholic setting.
- Strong experience in Executive Leadership positions with a focus on corporate and assurance functions, including an ability to lead:
  - capital and infrastructure assurance in an educational, health, government, or other institutional context
  - corporate services functions, including support services, procurement and Information Technology Services
  - risk and compliance functions in an educational or similar context including workplace health and safety, cybersecurity, corporate governance, accreditation/registration and/or similar compliance responsibilities in a complex operating environment
  - internal audit and related functions
  - strategic planning and performance frameworks to support the implementation of a Strategic Plan
  - coordination of disaster, emergency and critical incidents
- Excellent written and interpersonal skills
- The ability to be commercial, strategic and exercise stewardship in the pursuit of Mission
- The ability to work collaboratively with complex stakeholders and a Board in a Not-for-Profit environment.

### **HOW TO APPLY:**

Please address your application to the CEO of EREA Colleges, Mr Chris Woolley and email your application directly to [ereacollegeshr@erea.edu.au](mailto:ereacollegeshr@erea.edu.au)

Your application should include:

1. Current Resume
2. Covering Letter, outlining reasons for your interest in and suitability for the position (no more than two pages)

All applications will be acknowledged within 24 hours by a response email from the EREA Colleges HR mailbox. For a confidential conversation about the role, please contact CEO, Mr Chris Woolley on 07 3737 6712 or [ereacollegeshr@erea.edu.au](mailto:ereacollegeshr@erea.edu.au)

**APPLICATIONS CLOSE 5pm Sunday, 30 March 2025.**

## AGREEMENT

The requirements of this position description are intended to describe the general nature and responsibility of work in this position. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the position. This position description should be read in conjunction with the employee's contract of Employment. Employees will also be required to follow any other position-related instructions and EREA Colleges policies, and to perform other position-related duties required to support EREA College's compliance with its legislative obligations. Through consultation with the employee, EREA Colleges may vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

## EREA EXPECTATIONS

A commitment to the Catholic ethos in the Edmund Rice tradition.

Staff are required to read, understand and comply with all EREA Colleges policies, procedures and reasonable direction, while demonstrating professional workplace behaviour in accordance with the EREA Code of Conduct.

A valid Working with Children Check in each of the EREA Colleges jurisdictions, and completion of a National Criminal History Check are essential conditions of employment.

## CHILD SAFEGUARDING RESPONSIBILITIES

EREA is a child safe and child-centred organisation, committed to the protection of children and has zero-tolerance of any abuse of children. It is our commitment to ensure that each and every child and young person under our care is kept safe and free from all forms of harm and abuse.

EREA is committed to ensuring the safety, wellbeing and dignity of all children and young people. Our physical and cultural environment promotes children and young people's feelings of inclusion, participation and empowerment.

You are required, as a condition of employment at EREA, to comply with our Child Safeguarding Program, including our Child Safeguarding policies and procedures, the EREA Child Safe Code of Conduct, your legal obligations with respect to the reporting of child safety incidents or concerns, and in maintaining a valid and current Working With Children Checks.

It is your responsibility to be aware of key indicators of child abuse and other harm, to be observant, and to raise any and all child safety incidents or concerns.