

Role Description

Tallong Campus Manager



**Santa
Sabina
College**



All staff members of Santa Sabina College are expected to support and promote the College's Catholic, Dominican mission. Santa Sabina College is an IB World School and educates students to achieve personal excellence, to act with justice and compassion, and to embrace the future with an optimistic global vision.

The College is committed to ensuring that all staff promote the inherent dignity and fundamental rights of students and colleagues within a safe school and work environment. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel. The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

The Tallong Campus is situated in the Southern Highlands and has facilities for Outdoor Education, including a ropes course, mountain biking and other outdoor activities. It also functions as a Retreat and Conference Centre.

The Tallong Campus Manager is responsible for the effective management and operations of the Tallong Campus, clients and staff, as well as marketing and securing new business opportunities for the College. The incumbent is required to bring a fresh approach to the business and to invigorate the opportunities available for the use of the Tallong Campus. The incumbent will also be responsible for the College Strategy and the implementation of the Dominican ethos at the campus.

Organisational Relationships

This position reports to the Director Finance, Planning and Operations.

Responsibilities

1. College Mission and Strategy

- 1.1 understand and support the Catholic, Dominican Mission of the College, and the place of pastoral care in this context
- 1.2 understand, promote and share best practice in ensuring child safety and well-being
- 1.3 ensure all policies, procedures and programs reflect the College Mission Statement and College Strategy.

2. Management of Campus

- 2.1 develop effective communication strategies to strengthen connection to Strathfield campuses
- 2.3 provide regular reports to the College Board and College Principal
- 2.4 grow the Tallong Campus clients with strategic and entrepreneurial expertise
- 2.5 provide accurate costings of programs to clients
- 2.6 ensure efficient and effective administrative processes and procedures, in consultation with the Outdoor Education Manager
- 2.7 maintain links with the local community in conjunction with the Outdoor Education Manager
- 2.8 collaborate with the Facilities and Property Manager with the operation of the site and its facilities, including the buildings, grounds and other facilities as required
- 2.9 manage the campus maintenance program and action minor maintenance work
- 2.10 oversee the work of the Maintenance Assistant
- 2.11 monitor the security of buildings, site and equipment
- 2.12 maintain a list of suitable casual staff and employment of staff, in conjunction with the Outdoor Education Manager
- 2.13 maintain current role descriptions for all staff, in conjunction with the Outdoor

- Education Manager
- 2.14 allocate work priorities and supervision of catering and other support staff
 - 2.15 ensure the processes for the ordering and purchasing of equipment, resources, supplies, etc., in conjunction with the Outdoor Education Manager
 - 2.16 oversee accommodation allocation for groups using the Campus, in conjunction with the Administration Assistant
 - 2.17 oversee menus and ordering of food, in conjunction with the Head Chef
 - 2.18 present summary of user satisfaction twice yearly.

3. Compliance and Safety

- 3.1 ensure all equipment and outdoor education fixtures are in optimal order, secure and safe to use, in conjunction with the Outdoor Education Manager
- 3.2 collaborate with the Director of Human Resources to ensure the Campus is compliant with WHS, Health Department and other legislative requirements.

4. Community

- 4.1 liaise with the Director of Community Relations regarding the promotion of the Campus
- 4.2 liaise with the Director of Human Resources regarding employment and the professional development of staff
- 4.3 liaise with the Director Finance, Planning and Operations and staff regarding the business administration and financial management of the Campus.

5. General accountabilities for all staff

- 5.1 demonstrate duty of care to students in relation to their holistic wellbeing
- 5.2 be well informed and comply with the College's obligations in relation to Child Safe Standards and reporting requirements
- 5.3 adhere to the College's professional dress code for staff
- 5.4 attend all relevant staff meetings, assemblies, College masses, community days and staff professional learning days
- 5.5 demonstrate professional and collegial relationships with colleagues
- 5.6 commit to ongoing professional learning and annual professional growth reviews
- 5.7 be familiar with and comply with all College policies and procedures.

Qualifications, knowledge, skills and experience

- Tertiary qualifications in a related field: Business/Education and/or Outdoor Recreation
- proven managerial experience in the operation of a similar business
- proven marketing success in running a business model and producing outcomes of growth and sustainability
- demonstrated business acumen and strong financial management skills combined with an entrepreneurial flair
- deep understanding and experience of the educational industry, which may include environmental sustainability, outdoor education, adult education and retreats
- ability to explore how the campus may grow and develop in keeping with the College's strategic plan and Dominican ethos
- genuine passion for the hospitality and outdoor sectors of industry.

All Employees

- All staff are required to have an understanding of, and a commitment to the Catholic, Dominican ethos of the College, and to be committed to a child safe culture.