

Position Description Executive Director

Job Title:

Executive Director Lutheran Education Queensland

Authority & Responsibility:

The Executive Director is an officer of the LCAQD, and is ultimately responsible to Synod. Within the Management Structure of the District, the Director acts under the authority of CLEQ, answering to them.

Reports to:

Council for Lutheran Education Queensland (CLEQ)

Position Purpose:

The Executive Director is the Executive Officer for the Schools Department for the Lutheran Church of Australia Queensland District. The Executive Director for Lutheran Education Queensland (LEQ) provides leadership, management and support for a diverse range of 27 schools and some 63 early childhood services across the state of Queensland.

Leadership, management and support activities encompass a broad spectrum of areas including spiritual, educational, governance, school leadership, industrial, financial and policy issues.

The role includes leading a small professional secretariat which collectively provides leadership and serves as a support structure for the Schools and Services. The collective mission of the Secretariat is to strengthen LEQ and its schools and services as a System; and to lead, nurture, guide, and encourage the people working in the various educational institutions of LEQ so that they will be better equipped to carry out their roles of providing quality Christ-centred education.

Duties:

An overview of the General Duties of the Executive Director is contained within the ByLaws of the LCAQD.

Specific Duties and Responsibilities:

- Ensuring all Queensland Lutheran Schools and Services serve the Church and the Community through the provision of a quality Christ-centred Education
- Speak on behalf of Queensland Lutheran Schools and Services within forums of the Church and in the public domain as required and appropriate
- Report regularly to CLEQ on a regular basis; and report to the District Church Council of LCAQD on behalf of CLEQ
- Providing advocacy for Lutheran Schools and Services promoting their values, identity and purposes at all levels of the Church and Government, and in the wider educational and general community
- Acting as a liaison person and advocate with other bodies such as Lutheran Education Australia, LEVNT, LSA and ISQ as well as Government and Regulatory Agencies
- Develop key Strategic alliances and networks with Church, Government, Peak Bodies and other key Community Groups/Representatives
- Liaising with the Bishop of the LCAQD and relevant District Office staff in the collective goal of seeing the Church's Mission carried out in its Schools and Services
- Develop LEQ as a high performing System of schools
- Conduct System Organizational Health Checks, and use data to drive continual improvement
- Develop a culture of continual improvement in Schools and Services, and drive improvement at a System level
- Communicate regularly and effectively with all stakeholders across the region
- Managing and leading the LEQ Office and its Secretariat
- The implementation of relevant policy and decisions from CLEQ, BLEA, LCAQD and LCA within LEQ
- Work to strengthen the capacity of Queensland Schools and Services at a System level
- Ensuring appropriate Governance of LEQ Schools and Services
- Provide Leadership in the strengthening of Governance across LEQ School and Services
- Managing the recruitment and appointment of Principals in conjunction with the local School Council
- Assist School Councils with Principal Appraisal
- Maintain a personal contact with all LEQ Principals, encouraging them in their ongoing professional growth and development
- Oversee Pastoral Care and Spiritual Development of Principals through things such as the Annual Principals Retreat
- Drive ongoing improvement in Teaching, Learning and Curriculum across Schools and Services
- Maintaining an oversight of Industrial Relations, in particular Enterprise Bargaining.
- Maintain an oversight and proactively manage the corporate risks facing LEQ Schools and Services
- Maintain an oversight of the financial health and well-being of Schools and Services, both at an individual and at a System level
- Maintain an oversight of all legal, compliance and policy needs of schools and services
- Ensure Quality Assurance processes are in place and lead the Accreditation Process required by the Office of Non-State Schools

- Advising individuals, councils and committees on appropriate action in order to promote harmony and positive relationships, holding schools responsible and accountable for their actions.
- Assisting and advising in the planning and development of new and existing Schools and Services.
- Position LEQ and its Schools and Services strongly for the future
- Envisioning future possibilities, perceive trends in education, anticipate needs of LEQ Schools and Services (e.g. changes in Government Funding)
- Support the Chief Financial Officer in the systemic management of the LEQ Schools and Services in regard to State and Federal Government funding, grants and compliance.
- Signing legal and financial documents on behalf of Schools and Services as the approved authority, and of the LCAQD as delegated and required.
- Other duties as reasonably required by CLEQ