Position Description

Director of Executive Operations & Company Secretary

OVERALL PURPOSE OF THE POSITION

The Director of Executive Operations & Company Secretary is a senior operational leadership role that serves the mission of the School by enabling effective functioning of the School's executive and governance processes.

The role reports operationally to the Chief Operating Officer, with a direct functional reporting line to the Chair of Council in relation to Company Secretariat and governance matters.

Acting as a trusted adviser and central point of coordination, the role exercises leadership through service, wisdom and accountability, working laterally across the Business Operations functions to enable clarity and accountability and supporting leaders to work diligently and steward resources responsibly.

The Director of Executive Operations is expected to actively support and embody the Christian ethos of the School through their professional practice and leadership.

PRIMARY DUTIES & RESPONSIBILITIES

Executive, Council and Company Secretariat

- Act as Company Secretary to the School Council, ensuring compliance with all statutory, regulatory and governance obligations.
- Lead the coordination, preparation and quality assurance of Council, Committee and Key Leadership Team governance processes, including agendas, papers, minutes, resolutions, action tracking and decision registers.
- Maintain governance records, statutory registers, declarations and related documentation, ensuring accuracy, integrity and appropriate access controls.
- Coordinate annual governance obligations, including reporting cycles, director attestations, policy reviews and compliance monitoring.
- Serve as the primary governance liaison between the Council, Committees and Executive, ensuring timely information flow, alignment of expectations and effective communication.
- Support the Chair, Head of Business Operations and COO through governance briefings, correspondence and strategic advice.
- Promote governance best practice across documentation, reporting, recordkeeping, privacy and information governance frameworks.

COO Priority Management and Delivery

- Act as a trusted adviser to the COO on executive operations, organisational effectiveness and strategic execution.
- Lead or support strategic initiatives, reviews and transformation projects on behalf of the COO.
- Translate strategic priorities into coordinated workplans, milestones and accountability frameworks across Business Operations.

- Establish disciplined processes to monitor progress, manage interdependencies, identify risks and provide executive reporting on delivery outcomes.
- Prepare high-quality briefings, presentations and supporting materials for Executive, Council and stakeholder engagements.

Operational Integration

- Support the conversion of strategic priorities into operational plans, projects and performance measures across Business Operations.
- Monitor implementation progress and provide oversight of alignment, sequencing, capacity and organisational readiness.
- Facilitate collaboration across functions, reducing duplication and improving consistency in project delivery, executive reporting and decision-making practices.
- Support annual and multi-year planning processes to ensure operational priorities remain aligned to strategic objectives

ESSENTIAL PERSONAL AND PROFESSIONAL ATTRIBUTES

- Ability to operate within a complex, multi-stakeholder governance environment, requiring discretion, sound judgement and alignment with the values of an independent school setting
- Experience acting as Company Secretary, or supporting Board/Council governance at a senior level
- Executive presence with a calm, credible and enabling style.
- Strong relational capability and influence without line management.
- High integrity, confidentiality and professional judgement.
- Pragmatic, solution focused and delivery oriented.
- Alignment with the values and Christian ethos of the school
- Significant experience in executive operations, governance support, strategy delivery or complex organisational coordination.
- Strong understanding of governance principles and executive decision-making rhythms.
- Proven ability to track delivery across multiple priorities without direct authority.
- Exceptional written and verbal communication skills, with strong judgement and discretion.
- Highly organised, detail oriented and able to manage competing demands in a high trust environment.

QUALIFICATIONS

- Tertiary qualifications in a relevant discipline such as Business Administration, Management, Strategy or Finance, or equivalent professional experience.
- Governance qualifications through the Governance Institute of Australia desirable
- Demonstrated professional capability in executive operations, governance support, strategy delivery or complex organisational coordination
- High level written communication capability, including experience preparing Executive and Board level papers.

KEY RELATIONSHIPS

- Chair of Council
- Head of Barker College
- Chief Operating Officer
- Key Leadership Team
- Business Operations Leaders and Managers
- PA to COO
- External consultants as directed

ACCOUNTABILITY

Child Safety
Barker College has an abiding commitment to the safety, protection and well-being of all children and young people in our care. All staff members will be held accountable for ensuring adherence to the policies of the School, in particular those relating to the safeguarding of children.

General
Breaches to a staff member's responsibilities and/or authority will be managed through the School's Disciplinary Management Procedures. This defined accountability is underpinned by Barker College's Code of Conduct and the Complaints Procedures.

Work Health and Safety
All staff members will be held accountable for their actions and omissions where it affects their own or another person's workplace safety

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SPECIAL CONDITIONS

The position may require:

- Attendance at early morning, evening or occasional weekend meetings, including Board or committee meetings were directed by the COO
- Availability during peak planning, budgeting or strategic cycles.

ORGANISATION CHART RELATIVE TO POSITION

The Immediate Manager:	Chair of Council *(functional reporting line for governance and Company Secretariat matters)* Chief Operating Officer
This position:	Director of Executive Operations & Company Secretary

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APPROVAL

This position description accurately details the primary duties and responsibilities of the **Director of Executive Operations & Company Secretary**

Approved by the COO 23 October 2026

ACCEPTANCE OF POSITION DESCRIPTION

Position description accepted by:

Name of Staff Member: _____

Signature of Staff Member: _____

Date: _____