Lutheran Education VIC, NSW, TAS

The Secretariat of Lutheran Education VIC, NSW & TAS (LEVNT) is a support structure for the schools, colleges and early childhood centres that comprise Lutheran Education in this Region. LEVNT is committed to supporting the ministry of the Lutheran Church of Australia through its schools. Lutheran schools exist to provide quality Christian education to their students and pastoral support for all members of each community. LEVNT is committed to supporting the ministry of the Lutheran Church of Australia through its schools.

LEVNT includes Lutheran education in:
- three states - Victoria, New South Wales & Tasmania
- two church districts - Lutheran Church of Australia, Victoria & Tasmania District and Lutheran Church of Australia New South Wales District
- one region - Lutheran Education Vic, NSW, TAS, overseen by the Council for Lutheran Education

The Secretariat of LEVNT works with and for our schools to:
- Assist the facilitation of spiritual and professional growth within school communities and early childhood centres.
- Assist Schools/Early Childhood Centres to provide Excellence in Education and Care.
- Provide support in Governance, Leadership, Management and Compliance.
- Support the Development and Continuance of Good Financial Practices
- Foster Collegiality and Collaboration and Strengthen Networks and Corporate Partnerships.

Members of the Secretariat strive to build and support the ethos of Lutheran schools and services, work in harmony together, and contribute to an ethos of Christian service within the Secretariat, with our clients and with other Departments of the Church.

Operations Manager

The Council for Lutheran Education promotes a culture that supports an appropriate balance between delegation, staff empowerment, control, compliance and risk management. The Operations Manager will play a key role in supporting and maintaining the Council's strategic intent through managing the internal operations of the regional office, ensuring financial sustainability, developing and supporting compliance and risk management procedures throughout LEVNT.

The Operations Manager is responsible for six broad functional areas within the LEVNT:
- Strategy implementation
- Support services
- Risk Management
The Operations Manager is a member of the LEVNT team working with and supporting the Director of LEVNT. The incumbent will work consultatively and collaboratively with this team to ensure the operations of LEVNT are carried out in a highly professional and cohesive manner.

The primary objective of the position of Operations Manager is to provide support for the Director of LEVNT in meeting their duties and responsibilities, and to provide support and care to the schools of the Region with matters of business, finance, operations, risk and compliance.

The newly created position requires the incumbent to exercise independent judgment in a confidential manner. It requires strong communication skills, demonstrating discernment, sensitivity and discretion.

A detailed position description is available by contacting josie.muratore@levnt.edu.au

Applications in writing and addressing key selection criteria in writing to be addressed to:

**SELECTION CRITERIA**

1. Active involvement in a Christian denomination and/or ability to support the Christian ethos of LEVNT, being a Department of the Lutheran Church of Australia Victoria & Tasmania District.
2. Demonstrated skills and appropriate qualifications and experience to fulfil the roles outlines in the Position Description.
3. Knowledge of and skill in using appropriate computer software and systems including (preferably) a school administration system and an advanced level of Microsoft Excel.
4. Evidence of a clear service and mission focus; ability to meet deadlines, prioritise competing work demands and provide a high quality of customer service to the staff of Lutheran Schools and the wider community.
5. Demonstrated levels of initiative, efficiency, attention to detail, perseverance and flexibility necessary to contribute to a busy Secretariat environment that values teamwork and continuous improvement.
Applications close: 27-10-2014
Position commences: 12-01-2015

Applications in writing to be directed to:
Mr Paul Weinert
Director
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