

POSITION DESCRIPTION

HEAD OF CONNECTIONS & STRATEGIC PARTNERSHIPS

Context

Padua College is a coeducational Catholic secondary school serving the Mornington Peninsula through a dedicated multi-campus model. Grounded in our Catholic heritage, Padua College embraces a holistic approach, nurturing academic excellence, formation in faith, compassion, moral responsibility, and emotional maturity in every young person. We believe that every child is important and uniquely gifted, created in the image and likeness of God. In unlocking their potential and discovering their talents, we inspire students to live purposefully, become lifelong learners, and make a positive impact on their world through service and justice.

Our Core Values

- We welcome and affirm
- We inspire growth of the whole person
- We create a love of learning
- We build positive relationships
- We embrace diversity
- We show compassion for those in need
- We reconcile and forgive
- We work for a just and peaceful world

Those in positions of leadership on each campus shape and drive the development of a College-wide attitude that engenders the Padua College Mission and Values.

Overview of the Role

The Head of Connections and Strategic Partnerships leads the development of strategic relationships with alumni, professional organisations, universities, and industry partners to support the College's long-term priorities. The role focuses on identifying and leveraging strategic opportunities that enhance the College's educational programs, pathways, and outcomes. Central to the position is the design and coordination of purposeful engagement initiatives—such as industry collaboration and partnership projects—that strengthen the College's external networks and create tangible benefits for students and the wider College.

The role leads the development and delivery of high-quality engagement initiatives in partnership with the Marketing and Enrolments Team and College Leadership Team, contributing to a cohesive College-wide strategy. This includes leveraging digital communication platforms to promote achievements, support strategic partnerships and deepen connections with key stakeholders.

Additionally, the position provides strategic analysis, business planning and reporting to inform decision-making across key initiatives, including feasibility studies, financial oversight, and compliance management. The role manages associated budgets and leads the cultivation of strategic partnerships with universities, employers, Catholic agencies, community, and professional organisations to expand pathways and opportunities across the College. Through

this work, the Head of Connections and Strategic Partnerships plays a critical role in positioning the College for future growth, strengthening its external partnerships, and advancing its mission and long-term strategic priorities.

The Head of Connections and Strategic Partnerships is part of a key strategic partnership with the Marketing and Enrolments Team led by the Director of Business and reports directly to the Principal.

As a new position within the College, the role will be reviewed and refined during its first year to support continuous improvement and alignment with strategic priorities.

Major Areas of Responsibility

The responsibilities of Head of Connections and Strategic Partnerships include but are not limited to:

- Strategic Engagement and Partnership Development
- Engagement Systems and Advancement
- External Partnerships and Collaboration
- Strategic Analysis & Reporting
- Performing other duties and implementing decisions as requested by the Principal or the College Improvement Team.

Statement of Duties

The following duties are aligned to the Head of Connections and Strategic Partnerships' major areas of responsibility.

<p>Strategic Engagement and Partnership Development</p>	<p>The Head Of Connections And Strategic Partnerships will lead strategic community engagement by:</p> <ul style="list-style-type: none"> • identifying and advancing strategic partnerships that enhance student learning, wellbeing, and formation, and support the College's long-term strategic priorities; • leading the development of sustainable external relationships with alumni, organisations, universities, and sector partners to strengthen the College's professional networks and collaborative capacity; • exploring and facilitating sector collaboration and knowledge exchange through professional networks that strengthen shared practice, innovation, and continuous improvement across educational communities; • building networks with professionals across Catholic and Independent schools to share insights, strengthen practice, and enhance sector-wide collaboration; • in conjunction with the College Improvement Team, supporting the Marketing and Enrolments Team in maintaining an active alumni network that fosters lifelong connection, supporting mentoring, guest speaking, networking, philanthropy, career pathways, and community service, in alignment with the College's Catholic ethos; • overseeing the planning, execution, and evaluation of signature partnership events in conjunction with the College Improvement Team and the Marketing and Enrolments Team; and • supporting the <i>Back to Inspire program</i> (new), enabling alumni to contribute expertise, career insights, and personal stories that support students at key transition points in their learning journey.
<p>Engagement Systems and Advancement</p>	<p>Together with the Marketing and Enrolments Team, the Head of Connections and Strategic Partnerships will support:</p> <ul style="list-style-type: none"> • the evolution and strategic use of the College's alumni Database and Engagement Strategy to provide meaningful insights, accurate segmentation, and evidence-based decision-making that strengthens alumni connection to the College Mission and Values; • the development and maintenance of robust engagement systems and processes that support effective communication, relationship management and the long-term sustainability of the College's connection and partnership networks; • the use of data analytics to inform strategic planning, monitor engagement trends and evaluate the impact of connection and partnership initiatives on College priorities; • philanthropic and advancement opportunities that align with the College's mission and strategic goals; and • the establishment of frameworks for long-term sustainability of connection and partnership programs and networks.

External
Partnerships
and
Collaboration

The Head Of Connections And Strategic Partnerships will develop strategic partnerships and external engagement by supporting the College Leadership in:

- identifying, exploring, and cultivating strategic partnerships that advance College priorities across academic, vocational, industry, community, and mission-aligned sectors;
- establishing and sustaining partnerships with industry, business, universities, Catholic agencies, and community organisations that enhance curriculum, student pathways, service learning, and outreach initiatives aligned with the College Mission;
- building and maintaining long-term relationships with key stakeholders to expand mentoring, experiential learning, and post-school opportunities for students;
- developing frameworks to assess partnership suitability, including due diligence, mission alignment, reputational considerations, and long-term sustainability;
- coordinating partnership agreements in collaboration with the College Improvement Team, ensuring clarity of expectations, roles, deliverables, and governance requirements;
- acting as a key liaison between partners and internal College leaders to support effective implementation of shared initiatives; and
- collaborating with College leaders to design, implement and evaluate engagement initiatives that respond to identified needs, strengthen the College's external profile, and contribute to long-term mission impact.

Strategic
Analysis &
Reporting

The Head of Connections and Strategic Partnerships will develop strategic analysis and reporting by:

- in conjunction with the Policy and Resourcing Team, undertaking feasibility studies for potential College-wide initiatives, strategic partnerships, and major projects, including assessment of scope, resourcing, operational impact, and alignment with College priorities;
- in conjunction with the Director of Finance and the Finance Team, providing high-level financial and operational analysis for proposed partnership initiatives, including cost-benefit analysis, long-term sustainability, and value creation for the College community;
- identifying and assessing external funding, grant and philanthropic opportunities that support College priorities, and preparing business cases and grant applications in collaboration with the College Improvement Team;
- in consultation with the College Improvement Team, investigating opportunities to enhance student outcomes through Deductible Gift Recipients (DGR)-approved scholarship and building funds, ensuring compliance with the Melbourne Archdiocese Catholic Schools DGR Funds Policy, and effectively managing associated relationships;
- in conjunction with the Director of Finance and Director of Business, preparing reports, briefs, and recommendations for the College Improvement Team, including partnership evaluations, risk assessments, and compliance considerations;

- in conjunction with the Director of Finance, overseeing budgetary planning and expenditure for partnership initiatives, ensuring effective financial management, transparency, and alignment with College stewardship principles;
- working with the College Improvement Team in monitoring and ensuring compliance with relevant legislative, governance, and policy requirements relating to partnerships, sponsorships, data management, and external engagement; and
- maintaining accurate and timely reporting dashboards and metrics related to partnership impact, community engagement, and long-term strategic growth.

Expectations

The Head of Connections and Strategic Partnerships is expected to:

- demonstrate strong organisational leadership and management capability, including experience leading complex initiatives, managing competing priorities, and contributing to whole-of-organisation strategic planning;
- apply high-level project and operational management skills to plan, implement and evaluate major initiatives, ensuring effective resource allocation and sustainable outcomes;
- exercise sound professional judgement and influence, working collaboratively with senior leaders and external stakeholders to achieve strategic objectives;
- demonstrate financial acumen, including experience in budgeting, forecasting, analysing data, and contributing to strategic financial planning at an organisational level;
- understand relevant policy, legislative requirements, and compliance frameworks, with the ability to apply this knowledge to guide decision-making and ensure best practice;
- be available outside of normal campus hours to assist with College events, and is expected to have the flexibility required of a senior position;
- be familiar with and comply with Padua College's Child-Safety and Wellbeing Policy and Code of Conduct, and any other policies or procedures relating to child safety;
- be familiar with and comply with legislated Occupational Health and Safety practices and participate in consultative processes to ensure workplace safety for staff and students;
- maintain currency of all relevant legislated and required College Occupational Health and Safety modules, and all First Aid and CPR Qualifications;
- undertake regular professional learning to maintain a high level of awareness of current and best practice in the major areas of responsibility associated with the role;
- attend College and Campus Staff Meetings as requested by the Principal or his/her nominee; and
- perform any other day-to-day duties as requested by the Principal or his/her nominee.

This statement of duties is not intended to be an exhaustive or exclusive list of duties assigned to the position. They are intended as a guide as to the responsibilities of the role. The position is subject to review and modification by the Principal (or nominee), in negotiation with the

appointee, in response to the evolving needs of the College, and experience and expertise of the appointee. Any significant additions to the responsibilities may be requested by the Principal (or nominee) through consultation and mutual agreement with the appointee.

Child Safety

Padua College is committed to the safety, wellbeing, and inclusion of all our students. The school has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. Particular attention is paid to the most vulnerable children (Aboriginal and Torres Strait Islander, culturally and/or linguistically diverse backgrounds and children with a disability). In this context, Padua College implements a regular and comprehensive Child Safety and Protection program across the entire community.

All staff at Padua College take an active role, and are well informed of their obligations, in relation to Child Safety under Ministerial Order No. 1359 "Implementing The Child Safe Standards – Managing The Risk Of Child Abuse In Schools And School Boarding Premises". Employment at Padua College is subject to school policies including the Child Safety Policy, Child Safety Code of Conduct and Child Protection – Reporting Obligations Policy, being read, understood, and adhered to by being proactive in reporting any concerns or identified risk. Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.

Key Organisational Relationships

INTERNAL	EXTERNAL	COMMITTEES
Principal Executive Vice Principal - Staff, Strategy & Development Director of Business Vice Principal Mission & Community College Improvement Team Head of Marketing and Enrolments Alumni Relations & Engagement Coordinator Staff Students	MACS Community Industry and Organisations	Marketing & Enrolments Team

Criteria For Effective Leadership

The effective performance of the Head of Connections and Strategic Partnerships will be due to their capabilities across a comprehensive range of the following:

Attributes & Dispositions

- commitment to the Mission, Vision, and Catholic identity of Padua College
- a tenacious and resourceful capacity for hard work
- approachability as an active listener, negotiator, and advocate
- perseverance, sensitivity, compassion, and patience in the face of complex and difficult situations

- high level of discretion when handling confidential and sensitive information
- optimism, confidence, and enthusiasm when motivating staff and students
- collaborative and flexible in professional settings
- dependability and reliability

Knowledge & Understandings

- awareness of innovations in educational strategic partnership planning
- knowledge of the appropriate avenues and resources for seeking information, support, and clarification in relation to the responsibilities of the role
- knowledge of the College's policies and procedures that impact community engagement
- demonstrated commitment to ongoing learning

Skills & Capabilities

- The ability to write comprehensive business plans inclusive of cost-benefit analysis
- demonstrated interpersonal skills in leadership, negotiation, consultation, and teamwork
- record of accomplishment in fostering positive relationships within the community
- ability to collaborate and work in a team
- demonstrated ability to communicate clearly, personably, and effectively, with excellent written and verbal communication skills
- capacity to maintain professional relationships within the College community and with other organisations on behalf of the College where necessary
- capacity to reflect on one's own leadership performance and style
- capacity to multi-task, pay close attention to detail and prioritise work appropriately
- ability to keep to timelines and manage multiple deadlines
- high level of professionalism, discretion, and confidentiality

Tenure, Conditions and Requirements

Classification	0.60 FTE ESE Level 5 Category C
Tenure	12-month appointment
Appraisals	Annual Review Meeting
Entitlements	Entitlements under the Catholic Education Multi Enterprise Agreement 2022 (or its successors)
Requirements	Victorian Institute of Teaching – Full Registration OR Criminal Record Check Valid Working with Children Card Completion of OHS Onboarding Modules

Authorised by: _____
(Principal)

Date: _____

Signed by: _____

Date: _____

Name: _____

Date of Document: February 2026

Date for Review: February 2027

