



# POSITION DESCRIPTION

<b>Role</b>	Director of Infrastructure, Development and Strategy
<b>Team</b>	Executive Role
<b>Reports to</b>	Principal
<b>Direct reports</b>	Facilities and Maintenance

## The Role

The Director of Infrastructure, Development and Strategy is an executive leadership role responsible for driving the strategic planning, asset stewardship, and operational effectiveness of St Hilda's Anglican School for Girls. This role provides a high-level strategic partnership to the Principal, ensuring that investment decisions, business cases, and campus development priorities support the long-term sustainability and growth of the School.

The Executive Director oversees Facilities and Maintenance operations and campus improvement projects, ensuring effective resource management, service delivery, and alignment between day-to-day operations and the School's strategic direction. The role requires a leader with capability in planning, business analysis, asset lifecycle management, and organisational strategy paired with a practical understanding of operational realities in an education environment.

This position sits on the School's Executive Leadership Team and serves as a key driver of the School-wide business planning, strategic planning, and decision support analysis. A core function of the role is to provide high quality strategic insights and evidence-based recommendations that inform major business decisions across the School. The position leads the development of business cases, discussion papers, and analytical briefs that shape the School's priorities, operational decisions, and long-term direction.

In addition to its broader development responsibilities, the role also supports the School's Infrastructure and Development Committee, including oversight of proposed infrastructure initiatives and capital planning. The position further provides governance leadership by chairing the School's Routine Works Committee.

## Key Responsibilities

### Strategic Planning & Organisational Alignment

- Lead and maintain the School's long-term planning frameworks, including the Campus Improvement Plan, asset lifecycle planning, and infrastructure forecasting.
- Partner closely with the Principal and Executive Leadership Team to provide strategic advice, scenario analysis, and objective evaluation of investment options.
- Translate organisational priorities into actionable operational and capital plans.
- Act as the central connection point between daily operations and the strategic decision-making to ensure alignment and clarity across the organisation.

### **Business Analysis & Investment Evaluation**

- Develop robust business cases for capital projects, asset replacement, operational improvements, and other strategic initiatives.
- Provide financial, operational, and risk analysis to support decision-making, prioritisation, and budget planning.
- Identify opportunities to support sustainable growth, improve efficiency, reduce risk, and enhance service delivery.

### **Asset Management & Infrastructure Strategy**

- Oversee asset lifecycle planning across buildings, infrastructure, and critical equipment to ensure resilience, safety, and long-term value.
- Drive continuous improvement in asset performance, maintenance scheduling, and capital planning.
- Establish strong governance and reporting for campus development and major works.

### **Operations Oversight**

- Lead, mentor, and support the Facilities and Maintenance teams to ensure high performance, effective resource utilisation, and strong service outcomes.
- Champion risk management, compliance, risk management, and operational excellence across all infrastructure and facilities functions.
- Ensure all operational activities support the School's broader educational mission and strategic goals.
- Liaise closely with the School's architects.
- Deliver projects on time and within budget, reporting timely updates on progress to the Executive and I & D Committee.

### **Skills, Experience & Attributes**

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- Demonstrate executive-level leadership experience in strategic planning, infrastructure, asset management, or business analysis.
- Proven ability to evaluate complex investment options and develop compelling, data-driven business cases.
- Strong understanding of operational realities within an education, government, or similarly complex service-based environment.
- Experience in leading multidisciplinary teams and managing facilities or infrastructure operations.
- Ability to think at both the strategic and operational levels.
- Exceptional communication, relationship-building, and stakeholder engagement capability.
- Commitment to the values, mission, and community of St Hilda's Anglican School for Girls.

### **Key Leadership Responsibilities**

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- Strategic thinker with strong project management capability.
- Collaborative, influential, and able to partner effectively across the organisation.
- Calm, practical, and solutions-focused.
- Able to balance innovation with prudent stewardship of resources.
- Values-driven and aligned with the School's ethos