

Position Title:	Executive Projects and Planning Lead
Report to:	Executive Principal
Direct Report:	Deputy Principal
Collaborate with:	Assistant Heads of School, Executive Principal's Assistant, Directors, Chief Experience Officer, Accountant, Teaching Staff, Family Engagement Team
Award:	NSW Christian Schools General Staff Multi-Enterprise Agreement 2023
Role Description:	<p>Purpose of the role</p> <p>At Hunter Christian School (HCS), the Executive Projects and Planning Lead provides high-level professional, operational, and strategic support to the Deputy Principal, ensuring their time and focus are directed toward leading teaching, learning, wellbeing, and school operations across a fast-paced and high-pressure environment.</p> <p>This role is a trusted strategic partnership: anticipating the Deputy Principal's needs, managing priorities, managing pathways, maintaining strict confidentiality, and creating time and space for strategic planning, professional development, and mentoring of senior leaders on behalf of the Deputy Principal.</p> <p>In addition, the Executive Projects and Planning Lead functions as a strategic operations and projects officer, coordinating school-wide initiatives at HCS, implementing systems and process improvements, and enabling a season of innovation, growth, and operational excellence. The role aims for significant impact through contributing to an integrous, wise, and Christ-centred leadership culture, modelling service and ensuring clear, respectful, and values-aligned communication across the HCS community.</p>
Key Responsibilities	
	<ul style="list-style-type: none"> • Partner with the Deputy Principal to implement strategic priorities and initiatives across teaching, learning, wellbeing, and operations at HCS. • Work closely with the Deputy Principal to promote efficient, innovative, and high-impact outcomes across multiple departments at HCS. • Anticipate the Deputy Principal's needs and create time and space for strategic planning, professional development of teaching staff, and mentoring of senior leaders on behalf of the Deputy Principal. • Managing the Deputy Principal's schedule, prioritising requests, and protecting their time for strategic initiatives. • Lead, coordinate, and monitor school-wide projects and operational initiatives, ensuring timelines, deliverables, and budgets meet HCS strategic objectives. • Identify operational inefficiencies and support the design, refinement, and implementation of systems and processes across multiple departments. • Support change initiatives and innovation projects, acting as a change ambassador to ensure smooth adoption across teams. • Prepare executive briefings, reports, and operational insights to inform strategic decision-making at HCS. • Recognise, nurture, and support senior leaders, strengthening leadership capacity and cohesive team performance. • Maintain absolute confidentiality, handling sensitive information with discretion and integrity. • Think clearly and coherently in high-pressure, fast-paced situations, providing workable solutions and driving effective outcomes.

- Coordinate communication, information flow, and alignment across the Executive team to strengthen cohesive leadership.
- Work productively with school leadership, support staff teams, and the wider HCS community to promote growth in alignment with Christian values.
- Apply comprehensive IT skills and operational expertise to manage systems, processes, and platforms efficiently.
- Coordinate and support key HCS events, projects, and initiatives with excellence and creativity.
- Maintain positive, professional, and Christ-centred relationships with staff, students, families, and external partners.

Capabilities & Attributes

- Highly proactive, resilient, and solution-oriented under pressure.
- Ability to work closely with senior leaders to drive efficient, innovative, and strategic outcomes across departments.
- Ability to anticipate the needs of senior leaders and create time and space for strategic planning, staff development, and mentoring senior leaders.
- Ability to manage priorities and protect time for strategic initiatives.
- Ability to lead, coordinate, and monitor complex projects and cross-department initiatives at HCS.
- Experience in process improvement, systems development, and operational efficiency.
- Experience in preparing executive briefings, reports, and operational insights to support strategic decision-making.
- Ability to recognise, nurture, and support senior leaders to strengthen leadership capacity.
- Ability to maintain absolute discretion and confidentiality in all matters.
- Ability to think clearly and coherently in high-pressure situations, providing practical, effective solutions.
- Experience in strengthening cohesive leadership, promoting unity, trust, and clarity across teams.
- Model an integrous, wise, and Christ-centred leadership culture.
- Communicate clearly, respectfully, and consistently with stakeholders, reflecting Christian values.
- Efficiently implements innovation, change, and systems growth.
- Embrace a dynamic, high-pressure, and flexible work environment.
- Ability to work collaboratively across school leadership, support staff, and the wider community to foster growth aligned with the school's mission.
- Comprehensive IT skills and extensive experience in operations processes, particularly in complex work environments.
- Excellent written, verbal, and interpersonal communication skills, with the ability to communicate with integrity and Christ-centred professionalism.
- Strong organisational, project management, and problem-solving skills.
- Alignment with and commitment to Hunter Christian School's Christian mission, vision, and values.

Selection Criteria

1. Demonstrated ability to provide high-level executive support in a fast-paced, high-pressure environment at HCS.
2. Proven experience in anticipating the needs of senior leaders, creating time for strategic planning, mentoring, and leadership development.
3. Experience in managing senior leaders' schedules, prioritising requests, and managing requisite pathways.
4. Ability to maintain strict confidentiality while managing sensitive information.
5. Proven experience in leading projects, coordinating cross-department initiatives, and implementing operational improvements.
6. Track record of process improvement, systems development, and supporting change initiatives.
7. Excellent written, verbal, and interpersonal communication skills, with the ability to communicate with integrity and Christ-centred professionalism.
8. Comprehensive IT skills and experience managing complex operational processes.
9. Alignment with and commitment to the Christian mission, vision, and values of Hunter Christian School.