

Business Manager, St Paul's College, University of Sydney

St Paul's College is excited to be embarking on a brand new era that will ensure everyone within our community can flourish in a safe, inclusive and inspiring academic environment. As Australia's first university college, founded in the 1850s, we are setting out on a new path that will ensure the future success of our students. An independent Anglican College, St Paul's is set in beautiful grounds at the heart of the University of Sydney, with an impressive list of Rhodes Scholars and national leaders amongst its alumni. From January 2019, St Paul's will be welcoming women into its community for the first time as part of our new Graduate House, along with significant changes and expansion of the undergraduate community and wider business activity of the College.

We are delighted to be offering this exciting opportunity for an experienced Business Manager to join our senior leadership team and help shape the future of the College. With responsibility across the full breadth of the business of the College, your role will be to fully operationalise the ambitious expansion, modernisation and diversification of our business, including the development and further professionalisation of the team. Reporting directly to the Head of College, the ideal candidate will be an experienced administrator with appropriate financial and leadership experience and an aptitude for business development. If you are a strategic thinker who enjoys finding solutions, shares our values, and has an ability to manage a complex and expanding organisation, we'd love to hear from you.

For further information, or for a confidential discussion about the role, please contact Mazin Almaimani at Mazin.Almaimani@perrettlaver.com or on +61 2 8354 4020.

To apply please upload your curriculum vitae and support covering letter at <https://candidates.perrettlaver.com> quoting reference number 3831.

The deadline for applications is Tuesday 13th November 2018 at midnight AEDT.

Protecting your personal data is of the utmost importance to Perrett Laver and we take this responsibility very seriously. Any information obtained by our trading divisions is held and processed in accordance with the relevant data protection legislation. The data you provide us with is securely stored on our computerised database and transferred to our clients for the purposes of presenting you as a candidate and/or considering your suitability for a role you have registered interest in.

As defined under the General Data Protection Regulation (GDPR) Perrett Laver is a Data Controller and a Data Processor, and our legal basis for processing your personal data is 'Legitimate Interest'. You have the right to object to us processing your data in this way. For more information about this, your rights, and our approach to Data Protection and Privacy, please visit our website <http://www.perrettlaver.com/information/privacy-policy/>