## POSITION DESCRIPTION

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### Catholic Education Office, Diocese of Ballarat

**POSITION TITLE: Assistant Director: People and Development**

**REMUNERATION SCALE:** An attractive remuneration package will be negotiated with the successful applicant commensurate with qualifications, skills and experience.

 Senior staff of the Catholic Education Office Ballarat receive as part of their Total Remuneration Package, a fleet vehicle (which requires part personal contribution), enrichment leave and access to salary packaging.

**REPORTS TO: Deputy Director Catholic Education**

**FULL TIME EQUIVALENT: 1.0**

**CLASSIFICATION: Five year contract**

**LOCATION: Ballarat**

**AUTHORISED BY: Director of Catholic Education**

**DATE: June 2019**

**Primary Objective**

To provide the strategic leadership to promote a growth culture to: continually build and develop the capacity school and office leaders; develop and enhance human resource management systems and procedures; to enhance employment processes and employment related functions for the office and schools; and develop, promote and monitor safeguarding procedures to ensure professional standards for the care of children and system obligations are of the highest standard.

**Accountability**

The Assistant Director: People and Development is accountable to the Deputy Director of Catholic Education.

**Delegations**

The Director of Catholic Education (who is also the Chief Executive Officer of DOBCEL) acts:

* with a delegation from the Bishop in the organisational, administrative, support and service matters related to all 64 Catholic schools within the Diocese.
* with a delegation from the Diocese of Ballarat Catholic Education Limited (DOBCEL) in the leadership, oversight and management of DOBCEL Schools and CEOB, the appointment, supervision and performance management of Principals of DOBCEL schools and CEOB staff.

Delegations to other staff within the Catholic Education Office are defined in the relevant DOBCEL or CEOB policy, procedure or role specification and should be observed at all times.

**Job Environment**

The position is responsible for the strategic leadership of the People and Development portfolio. The People and Development portfolio provides strategic leadership for the CEOB across three key domains: Leadership Development, Human Resource Management and Safeguarding Practices. The position, in collaboration with the Assistant Directors of Business Services and System Improvement, will support the Director and Deputy Director in the strategic leadership of the CEOB. The position will require active leadership of aspects within the portfolio and leadership oversight and support for managers and team leaders within the portfolio domains. Strategic directions for the portfolio are informed, in consultation with the Deputy Director, by the strategic vision and strategic and annual improvement plans.

**Key Responsibilities on commencement**

1. Support the ethos, values and mission of Catholic education
2. Contribute to diocesan strategic planning and implementation as member of the CEOB System Leadership Team
3. Promote leadership capability development at all levels across the diocesan education community in line with the Diocesan Leadership Framework
4. Oversee and monitor policy implementation and support to the office and schools on a range of employment related functions,
5. Develop and monitor safeguarding processes for child protection and reportable conduct,
6. Develop and promote safeguarding processes for supporting and monitoring of serious grievances and critical incidents.

**Key Relationships**

* Human Resources Manager (People and Development)
* Safeguarding Manager (People and Development)
* Leadership Manager (initially undertaken by the AD)
* Member of the CEOB Executive and CEOB Leadership Teams
* Education Consultants and Assistant Directors (Management of the Diocesan Leadership Framework)
* Employee Relations Unit - CECV
* Principals’ Networks
* Governing authorities