

DEPUTY DIRECTOR: STEWARDSHIP INFORMATION & APPLICATION GUIDE

DIOCESE
OF
BALLARAT
CATHOLIC
EDUCATION
LIMITED



For more information and to apply, please contact Zoe Allan at Milano Partners on 0417 558 531 or email zoe@milanopartners.com.au

Applications must address key selection criteria and close on Friday 12 November 2021 at 5pm.

ABOUT DIOCESE OF BALLARAT CATHOLIC EDUCATION LIMITED (DOBCEL)

Diocese of Ballarat Catholic Education Limited (DOBCEL) is the company established by the Bishop of Ballarat as the governing body for schools in the Ballarat Diocese. DOBCEL was established to fulfill the following objectives:

- ensure consistency and professionalism of governance for parish schools;
- ensure the continued pastoral ministry of priests in parish schools;
- allow the ongoing engagement of parish and local communities;
- ensure effective and transparent stewardship of education resources;
- allow the Diocese of Ballarat to address Recommendation 16.6 of the Royal Commission (that parish priests are not the employers of principals and teachers in Catholic schools);
- allow Catholic education authorities to meet the Victorian Government's requirement for organisations that receive government funding (including schools) to be governed by incorporated legal entities.

The Diocese of Ballarat extends across western Victoria from the Murray River to the Southern Ocean. Almost 18,000 students attend 52 primary schools, one Foundation to Year 8 school, and 11 secondary schools – 64 schools in total. Schools are located in a diverse range of locations from small rural settings to large regional centres.

On 1 January 2021, DOBCEL assumed governance of 56 of the schools in the Diocese of Ballarat, and will welcome Damascus College, Mount Clear and St Francis Xavier Primary School, Ballarat East in 2022. The remaining six schools and colleges are governed by Religious Institutes or Ministerial Public Juridic Persons.

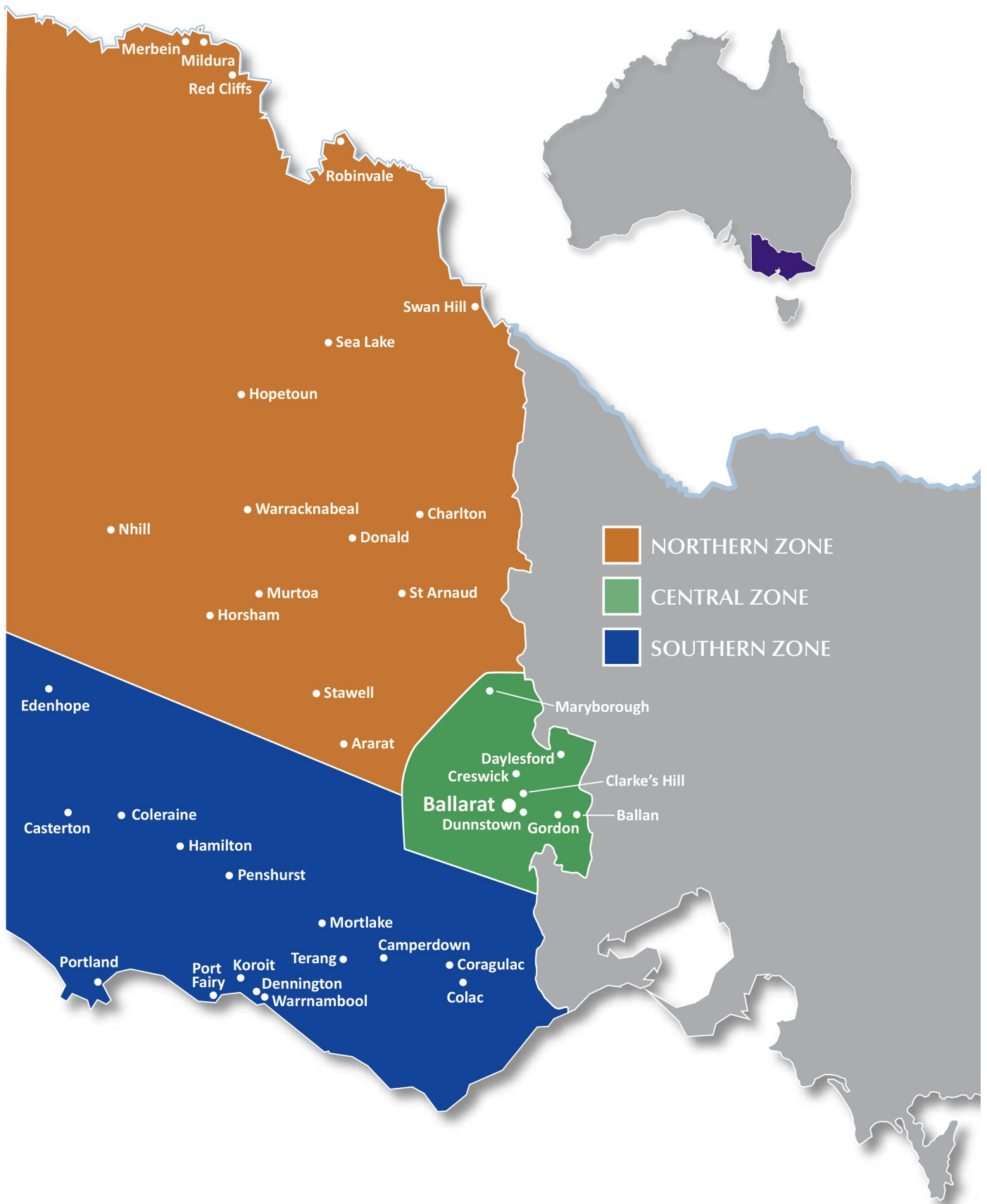
DOBCEL partners with all schools in the Diocese to promote Catholic identity, deliver quality learning, enable effective stewardship and nurture respectful and trusting relationships with the community.

ABOUT CATHOLIC EDUCATION BALLARAT (CEB)

As the administrative arm of DOBCEL, the role of Catholic Education Ballarat (CEB) is to provide support, service and leadership to Catholic Primary and Secondary schools in the Diocese of Ballarat. We seek to engage with and influence the people who make a difference in schools. Our central purpose is to build capacity in Principals, Leaders, Teachers and Students to ensure the continuing development and growth of individuals.

CEB has offices in Ballarat, Mildura, Horsham, Swan Hill and Warrnambool.

THE DIOCESE OF BALLARAT



ORGANISATIONAL TRADITION AND CONTEXT

Diocese of Ballarat Catholic Education Limited (DOBCEL) is a company limited by guarantee, created to govern 58 schools located across Western Victoria. DOBCEL and its administrative arm, Catholic Education Ballarat (CEB) work together to support the leadership of Catholic Primary and Secondary schools, to promote Catholic identity, to deliver quality learning, provide effective stewardship and nurture respectful and trusting relationships with the community.

The Executive Director of Catholic Education Ballarat acts with a delegation from the Bishop of Ballarat to organise, administer, support and service all matters related to DOBCEL Schools and Catholic Education Ballarat.

OUR VISION

As partners in Catholic education and open to God's presence, we pursue fullness of life for all.

OUR MISSION

We journey towards this vision through:

- proclaiming and witnessing the Good News of Jesus Christ;
- ensuring quality learning that promotes excellence and fosters the authentic human development of all;
- living justly in the world, in relationship with each other and in harmony with God's creation;
- exploring, deepening and expressing our Catholic identity in diverse ways;
- enabling each one of us to reflect more fully the image of God.

ROLE PURPOSE

The Deputy Director: Stewardship will lead the strategic planning, development, and implementation of the core functions of the Stewardship portfolio. This senior role will report directly to the Executive Director. The Stewardship portfolio consists of the following four key strategic functions informed, by the strategic vision, priorities, and annual improvement plans:

1. Governance
2. Future Provision
3. Risk, Compliance and Assurance
4. People and Development

The position, in collaboration with the Directorate will lead and actively support the strategic leadership of CEB. The position will require strategic leadership of all aspects within the portfolio and leadership, mentoring and guidance for managers and team leaders within the portfolio. The strategic directions for the portfolio are informed by the strategic vision, strategic priorities and annual improvement plans of CEB.

The Deputy Director: Stewardship is also responsible for representing the interests of CEB in the context of the wider Diocesan and Victorian Catholic Education community on various external committees and government bodies.

KEY RESPONSIBILITIES ON COMMENCEMENT

As a member of the Catholic Education Ballarat Directorate:

- Support the ethos, values and mission of Catholic education
- Enact the vision and priorities of Catholic Education Ballarat
- Be an active and positive partner to the members of the Directorate, Leadership and Stewardship teams
- Design and implementation of strategic and annual action plans aligned to the Diocesan Strategic Directions
- Develop, lead and support the staff who work within the portfolio
- Work in partnership with schools for continuous system improvement
- When requested, represent the Executive Director on diocesan, state, national or inter-agency committees
- Promote and develop leadership capability at all levels across the diocesan education community
- Assume the role of Acting Executive Director as required

STRATEGIC LEADERSHIP OF THE STEWARDSHIP PORTFOLIO

- Lead the development, review, and implementation of DOBCEL policy & procedures in this portfolio
- Provide strategic leadership to ensure that work across the portfolio is systematic, consistent, co-ordinated, and aligned to CEB Strategic Direction 2020 - 2024
- Support develop and provide high quality professional learning opportunities in this portfolio
- Lead the organisation of major diocesan events

STRATEGIC LEADERSHIP OF GOVERNANCE

- Act as Co-company secretary of the DOBCEL Board
- Responsible for all DOBCEL Board and CEB reporting requirements
- Oversight of all DOBCEL Board meeting requirements

STRATEGIC LEADERSHIP OF FUTURE PROVISION

- Lead strategic planning for future provision of facilities for Early Childhood Education and Care, Before and After School Care and Foundation to Year 12 schools in existing and new locations
- Capital works and facilities management for Diocesan schools across the diocese
- Represent the diocese on the Catholic Capital Grants committee

STRATEGIC LEADERSHIP OF RISK, COMPLIANCE AND ASSURANCE

- Provide strategic leadership for the implementation of the 2021 Enterprise Risk and Compliance review.
 - Enterprise Risk management – providing a framework to affect the integration of enterprise risk for CEB & schools
 - Corporate Assurance – management of the three lines of defence assurance and internal audit programs and incident register and management
 - Critical Incident Management – framework and process for responding to significant adverse events
 - Organisational Resilience – implementing and sustaining business resilience strategies and programs
- Provide strategic leadership for compliance activities relating to DOBCEL Board, CECV, VIT & VRQA reporting requirements

STRATEGIC LEADERSHIP OF PEOPLE AND DEVELOPMENT

Provide oversight of the following operational functions:

- Oversight of Employee Relation/Human Resources service delivery to CEB and DOBCEL schools
- Compliance oversight of the workplace Health and Safety function including Workcover and Insurance management
- Compliance oversight of Child Safeguarding and professional standards including DOBCEL complaints management
- Strategic oversight of organisational (system) capability and development including staff wellbeing, engagement, and leadership development aligned to Strategic Directions

The intention of this role description is to highlight the most important aspects of the role. It does not limit the scope or responsibilities of the position. Accountabilities may be periodically altered in accordance with changing organisational needs and as directed by the Executive Director.



DIRECT REPORTS

The Deputy Director supports the Executive Director in the leadership of the following direct reports:

- Assistant Director: People & Development
- Assistant Director: Governance, Risk and Future Provision

KEY RELATIONSHIPS

The Deputy Director primarily interacts with the following individuals and groups:

- Executive Director Catholic Education Ballarat
- DOBCEL Board and relevant Standing Committees
- Members of the Catholic Education Ballarat Leadership Team
- Members of the Catholic Education Ballarat Stewardship Team
- Catholic Education Ballarat employees
- School Principals
- Catholic Education Commission of Victoria employees
- Local, State and National Government Authorities

ESSENTIAL REQUIREMENTS OF THE ROLE

The following qualifications, experience, and certifications are requirements for this position:

- Relevant Post Graduate Qualifications and/or significant demonstrable experience in at least two areas of the Stewardship portfolio
- Significant demonstrated senior/executive leadership experience of diverse teams, with a strong reputation for delivering high quality service and support
- A current Victorian or National Police Check
- A current Working with Children Check (if not VIT registered)
- Current Victorian Driver's Licence
- While people from all sectors will be considered, experience within the not for profit, education, or a Values-based environment will be highly regarded

To be successful in this role the employee requires the following skills and capabilities:

- Proven strategic leadership capacity
- Proven ability to delegate appropriately
- Proven ability to deal with complexity
- Exemplary level of relational leadership capacity

SELECTION CRITERIA

The following are requirements for this position, and should be addressed in the application:

1. Capacity and willingness to work within the ethos of the Catholic Church and the Mission for Catholic education
2. Understanding of the Victorian Educational environment and its regulatory bodies and requirements OR an understanding of governance and stewardship obligations of an incorporated company and not-for-profit Catholic organisation
3. Proven ability to develop strategic plans aligned to organisations vision and strategic priorities and to design and lead operational plans to realise the intended benefit
OR – proven ability in the strategic and operational leadership of a system or large organisation including key areas of accountability for this portfolio
4. The ability to create meaningful and trusting relationships with a proven ability to engage and influence key stakeholders through highly developed relational, interpersonal and communication skills
5. Demonstrated skills in transformational leadership of systems, teams and programs and proven ability to implement wide scale change
6. Willingness and capacity to learn, embrace and grow into the broader aspects of this multi- faceted role

APPLICATION PROCEDURE

Applications and enquiries to Zoe Allan at zoe@milanopartners.com.au



RESPONSIBILITIES OF ALL CATHOLIC EDUCATION BALLARAT EMPLOYEES

SAFEGUARDING OF CHILDREN AND YOUNG PEOPLE

All DOBCEL employees must:

- conduct themselves in accordance with the DOBCEL Safeguarding Children and Young People Code of Conduct and the CECV Commitment to Child Safety;
- take all appropriate action to reasonably protect children and young people, including being aware of all mandatory reporting obligations.

HEALTH AND SAFETY

DOBCEL is committed to providing a work environment that is safe and free of risks to health.

To achieve this all employees must:

- take reasonable care for their own health and safety and the safety of others;
- provide all relevant information regarding any medical condition that may require Emergency Services to be called; or that could impact on their ability to perform their duties;
- not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace;
- report all hazards and incidents as required.

PARTNERING AND COMMUNICATION

All employees have a responsibility to demonstrate positive and effective communication.

To achieve this all employees must:

- promote a culture of partnering and collaboration
- ensure appropriate and professional language is demonstrated in every interaction
- provide timely support to maintain teamwork
- maintain effective and professional relationships with all internal and external stakeholders

PERFORMANCE AND PROFESSIONAL DEVELOPMENT

All employees have a responsibility to undertake continuous professional development.

To achieve this all employees must:

- participate in regular team meetings as required
- develop individual action and development plans, aligned to organisational and role priorities
- participate in performance review processes as required
- complete all mandatory training required as an employee of DOBCEL
- comply with all expected professional expectations and codes of conduct as outlined by DOBCEL or the relevant regulatory and professional body
- continuously update knowledge appropriate to the role

POLICY

All employees are expected to comply with and demonstrate a positive commitment toward upholding all DOBCEL policies, procedures, and work instructions.

DIOCESE
OF
BALLARAT
CATHOLIC
EDUCATION
LIMITED



5 Lyons Street South, Ballarat

P 03 5337 7135 | E execdirector@dobcel.catholic.edu.au | W dobcel.catholic.edu.au