

Role Description

DIOCESE
OF
BALLARAT
CATHOLIC
EDUCATION
LIMITED



CATHOLIC EDUCATION BALLARAT

POSITION TITLE: Organisational Development Advisor

TEAM LEADER: Manager: Organisational Development

TEAM: People and Development

CLASSIFICATION: CEO Administration Level 5

DATE: May 2024

Organisational Tradition and Context

Diocese of Ballarat Catholic Education Limited (DOBCEL) is the governing authority for 58 DOBCEL Primary and Secondary schools and provides support to a further 6 Diocesan Secondary Colleges across Western Victoria from the Murray to the sea.

At the heart of Catholic Education in the Diocese of Ballarat our focus is on educating the whole person and the fullness of life for all. All positions at DOBCEL have the opportunity for a meaningful career, contributing positively to school communities and the lives of our future generations.

Catholic Education Ballarat is committed to the safety, wellbeing and protection of all children and young people in its care. DOBCEL is an equal-opportunity employer. We value a diverse and inclusive workplace representative of the wider communities in which we operate.

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 in the image of God.

Role Purpose

The Organisational Development Advisor, in consultation with the Organisation Development (OD) Manager and key stakeholders, supports the development and implementation of organisational programs and key initiatives designed to support the employee experience and sustain a positive workplace culture.

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Key Responsibilities

It is not the intention of this role description to limit the scope or accountabilities of the position but to highlight the most important aspects. The accountabilities described may be periodically altered by changing organisational needs.

This role will:

- Provide high-level HR/OD administrative support to the OD Manager in ensuring precision in planning, documentation, and execution of organisational development initiatives.
- Analyse and develop reports on data and trends related to employee experience (for example, employee engagement, performance, and development) to identify areas for improvement and inform decision-making.
- Ensure effective program communication to key audiences and development of fit-for-purpose promotional material, via different channels and modes, to maximise awareness and participation; and evaluate and review the effectiveness of programs and resources.
- Actively participate in the development and evaluation of organisational development initiatives to ensure quality outcomes are delivered that drive smart systems of work and create positive people experiences.

Specific functions of the role include:

Organisational Development:

- In consultation with the OD Manager, provide support in organising the delivery of learning programs and other OD and Diversity, Equity & Inclusion initiatives including facilitator engagement, venue hire, preparation of learning materials, booking and promotion etc.
- In consultation with the OD Manager, provide support in organising the administration and delivery of cyclical programs such as enrichment leave, contract renewal cycles, study support etc.
- Act as the system administrator of performance review cycle processes and reporting for CEB office and Principals.
- Carry out a range of other HR/OD specialist administrative duties as required such as leave reporting, blended work reviews, assisting with the implementation of the psychosocial hazard regulations and training, creating and maintaining registers, and streamlining and automating OD processes.

Employee Engagement:

- Act as the system administrator for employee surveys including the coordination of employee surveys and response plans.
- With the OD Manager collate and interpret employee surveys and other data to evaluate employee wellbeing and engagement for reporting and decision making.
- Coordinate and promote DOBCEL's Employee Assistance Program (EAP) and related services, including the coordination of discrete wellbeing offerings such as Principal Health Checks, CEB Flu vaccination program, Blended Work Arrangements etc.
- Assist in the development and implementation of the DOBCEL wellbeing framework.

Talent Acquisition:

- Work with Talent Acquisition Partner to support effective recruitment and other go-to-market activities including advertising, university partnerships, early career teacher program, networking opportunities, and events as required.
- Work with the Talent Acquisition partner to manage administrative duties related to international and domestic recruitment.
- Coordinate the induction and onboarding process for CEB staff to ensure the building of organisational capacity and provide a positive employee experience of new team members to CEB.

Key Selection Criteria

- Demonstrated experience in supporting the design and delivery of OD Programs and initiatives including engagement programs and learning and development programs.
- Proven ability to conduct research and analysis and ability to translate that into usable insights to identify areas for improvement in OD Programs and initiatives.
- Experience in managing and delivering multiple priorities and stakeholders with high attention to detail.
- Strong planning and organising skills and proven ability to adapt to meet changing organisational needs.
- Strong verbal and written communication skills with experience in communicating and building rapport with a diverse group of people.

Skills, and Capabilities

To be successful in this role the employee needs to have the following skills and capabilities:

- Strong computer literacy; including sound working knowledge of Microsoft Office software.
- Resourcefulness and ability to think creatively to overcome challenges.

Essential Requirements

The following are requirements for this position:

- a commitment to work within and align to the DOBCEL Vision and Mission;
- a qualification in a related discipline (or Tertiary qualification in OD, HR or related discipline, or equivalent experience in a similar role);
- current Victorian or National Police Check;
- current Working with Children Check (if not VIT registered);
- current Victorian Driver's Licence.

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.