

## Role Description



POSITION TITLE: Communications Administration Officer  
TEAM LEADER: Marketing and Communications Advisor  
DATE: June 2022

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### 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 all 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 in the image of God.

### Role Purpose

Reporting directly to the Marketing and Communications Advisor, this role provides communications support that celebrates and reflects the values of Catholic education at all times. As requested, this position may undertake general administrative duties.

### 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 in accordance with changing organisational needs.

This role will:

1. Under the guidance of the Marketing and Communications Advisor, maintain the currency of DOBCEL and CEB publications and online presence to ensure consistency with the style guide, including:
  - updating and publishing of content across DOBCEL's online platforms, including website and internal knowledge bases;
  - moderation of social media portfolio;
  - collate submitted content and publish scheduled correspondence via the online platforms;

- curate the shared inbox of the Marketing and Communications Team, including email and folder organisation, calendar administration and contact information;
  - assist DOBCEL staff with formatting recommendations based on relevant style guide and desired outcomes;
  - administration of internal Marketing and Communications platform for note-taking, free-form information gathering, user collaboration and contact details.
2. Support the Marketing and Communications Advisor in the implementation of the Marketing and Communications Plan by:
- building and fostering internal and external partnerships, including DOBCEL Board and CEB Leadership, school communities and media relations across the Diocese;
  - distributing content to relevant stakeholders in a timely manner;
  - updating social media policy, as requested;
  - proof-reading and formatting all created content.
3. Other:
- managing new staff photographs to be uploaded to website and HRIS system software;
  - liaising with HR Advisor and Marketing and Communications Advisor regarding coordination of video development and content for recruitment, as required;
  - managing newsletter distribution lists for new and departing staff;
  - general administrative duties as may be required from time to time;
  - other duties as directed by the Marketing and Communications Advisor.

### **Skills, Capabilities and Key Selection Criteria**

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

- strong written and verbal communication – writing/editing/proof reading;
- an eye for detail and consistency;
- excellent ICT skills;
- some experience with newsletter platforms and website content management systems would be desirable but not essential;
- some experience with video editing software methodology would be desirable but not essential;
- an understanding of social media as a marketing tool;
- strong general administration skills and experience;
- ability to work independently and in partnership with others.

### **Essential Requirements**

The following are requirements for this position:

- a commitment to work within and align to the DOBCEL Vision and Mission;
- current Victorian or National Police Check;
- current Working with Children Check (if not VIT registered);
- full mandatory vaccination requirements;
- 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.