

## Role Description

DIOCESE  
OF  
BALLARAT  
CATHOLIC  
EDUCATION  
LIMITED



CATHOLIC EDUCATION BALLARAT

POSITION TITLE: Early Years Planning and Implementation Consultant

TEAM LEADER: Deputy Director Stewardship

DATE: July 2023

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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

The role will support DOBCEL to plan and deliver a systemic approach to kindergarten and pre prep services into DOBCEL schools in alignment with the Victorian Government policy and DOBCEL priorities.

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

## 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.

Under the direction of the Deputy Director Stewardship, this role will:

- assist DOBCEL to plan and establish new kindergarten and pre-prep services on school sites;
- develop a kindergarten and pre prep infrastructure roll out plan for DOBCEL schools;
- prepare grant submissions for kindergarten facilities on behalf of schools;
- develop relationships with key stakeholders including school principals, relevant local councils and Victorian School Building Authority to seek support for our approach;
- provide support to DOBCEL management in understanding the regulatory and funding environment for kindergarten services;
- assist with business planning, policy development and governance arrangements for new centres;
- support the establishment of services in DOBCEL schools;
- prepare briefings and advice for senior management and Board.

### Other

- carry out all other duties within the limits of the employee's skill, ability and competence, as may be directed from time-to-time;
- it is not the intention of this position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position;
- the accountabilities described within may be altered in accordance with the changing requirements of the role;
- the employee is expected to comply with and demonstrate a positive commitment to upholding all DOBCEL policies, procedures, and work instructions.

## Skills, Capabilities and Key Selection Criteria

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

- ability to manage multiple priorities and deadlines;
- strong organisational skills and attention to detail;
- broad experience in the operational management of high quality Kindergarten or Early Years education services;
- a deep understanding of the Victorian Government Early Years policy agenda and regulatory environment;
- demonstrated experience in building stakeholder relationships, community engagement, and program delivery;
- demonstrated understanding of the funding framework for Kindergarten services;
- experience in business planning for Early Years services.

## Essential Requirements

The following are requirements for this position:

- a commitment to work within and align to the DOBCEL Vision and Mission;
- appropriate tertiary qualifications;
- 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.