

Role Description

DIOCESE
OF
BALLARAT
CATHOLIC
EDUCATION
LIMITED



CATHOLIC EDUCATION BALLARAT

POSITION TITLE:	Organisation Development Manager
TEAM LEADER:	Assistant Director People and Development
TEAM:	People and Development
DATE:	April 2022

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 Organisation Development Manager, in partnership with system and school leadership, designs, promotes and drives data and mission -informed organisation development systems, engagement initiatives, and development programs to support a positive workplace culture and enhance the employee experience.

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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:

- Undertake research and data analysis to identify fit for purpose solutions that engage staff and strengthen organisational capabilities
- Design and lead an annual organisational growth and development program of work that enables a strong Catholic education system aligned to our Strategic Priorities
- Provide expertise in reviewing, aligning and assessing the performance, development and review cycle and related processes
- Support and design evidence-based leadership development programs and articulated pathways for Catholic school leadership
- Support and enable Catholic identity and mission development programs as a key component of Catholic school leadership
- Partner with key stakeholders to design and deliver appropriate interventions including strategic, tactical and project planning, program design, professional learning and materials
- Coordinate program evaluation and prepare outcome reports to ensure program efficacy and that they are leveraged optimally and adapted as required
- Establish key metrics and a regular reporting process for the OD, Wellbeing, and Engagement function building baseline data to inform an evidence-based approach to organisational development
- Ensure effective program communications and planning to optimise interest and uptake, and so that OD work is visible and progress understood

Specific functions include:

- In partnership with other system leaders, provide expert advice on the coordination of the new principal mentoring program
- In partnership with system leaders synthesise key frameworks to build the capacity of leaders
- Coordinate the implementation and delivery of leadership programs for DOBCEL to support emerging and established leaders
- Collaborate with service providers to develop frameworks that reflect exemplary education leadership for participants across the system and at targeted levels
- Coordinate and oversee the development of sponsorship programs, including application/selection processes and budget management
- Assist with succession planning and the articulation of career pathways where available
- Lead and establish strong induction and onboarding processes to support employee engagement and build organisational capacity
- Provide leadership oversight and guidance to supervise the activities and programs related to improving employee engagement and wellbeing in support of a positive workplace culture
- Coordinate and interpret employee surveys and other data to report on key trends, stakeholder needs, and future improvements in DOBCEL
- Prepare and present high-quality reports and reference documentation with recommendations regarding a range of organisational development, cultural, learning, and professional development projects, and programs to inform decision-making.
- Assess and provide options to improve employee engagement, recognition, and a compelling employee value proposition

Skills, Capabilities, and Key Selection Criteria

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

- Deep knowledge of organisational development planning concepts, models and tools
- Demonstrated experience in undertaking and applying organisational development analytic and assessment tools and implementing interventions that drive tangible outcomes
- Proven success initiating and delivering continuous improvement activities that drive efficient and effective organisational practices and engagement
- Well-developed project management experience, both in planning and oversight and in implementation
- Exceptional communication skills and ability to relate to, and partner with people across all levels of the organisation adopting a human-centred design approach

Essential Requirements

The following are requirements for this position:

- a commitment to work within and align to the DOBCEL Vision and Mission;
- a tertiary qualification in Organisational Development/Behaviour, HR or related discipline
- current Victorian or National Police Check;
- current Working with Children Check (if not VIT registered);
- current Victorian Driver's Licence.

The incumbent of this role must be vaccinated for COVID-19 in compliance with Victorian Pandemic Orders.

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.