

Role Description

DIOCESE
OF
BALLARAT
CATHOLIC
EDUCATION
LIMITED



CATHOLIC EDUCATION BALLARAT

POSITION TITLE:	Policy and Governance Administrator
TEAM LEADER:	Manager, Assurance and Risk
TEAM:	Stewardship
DATE:	October 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 Policy and Governance Administrator is responsible for developing, coordinating and maintaining the DOBCEL suite of policies, procedures and guidelines necessary to ensure regulatory compliance for DOBCEL, its regulators and legislative obligations.

The role partners with members of the Directorate team and DOBCEL principals, or their delegates, to ensure appropriate measures are in place to meet legal, regulatory and policy obligations and that opportunities are identified and addressed to improve the level of policy and procedure management.

The role will also support the corporate governance and compliance function of the organisation.

*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.

This role will:

- Develop and maintain an up-to-date policy register and coordinate the review cycle program
- Coordinate the development and review of policy and procedures documentation on behalf of the DOBCEL Board and CEB Directorate
- Oversee and initiate the review of policy and procedures reviews in consultation with the Deputy Director Stewardship according to the review cycle, working closely with designated policy authors
- Seek, collate and coordinate input from designated stakeholders in relation to the development of policy and procedures
- Ensure policy and procedure documentation is reviewed and produced within a set timeline including approval and ratification workflow management and ensuring format and style consistency and content quality
- Provide timely and accurate advice to staff in relation to DOBCEL's Policy Framework and ensure the corporate policy repository is effectively maintained to ensure its currency and relevance.
- Manage a communication strategy within the organisation to ensure that all stakeholders are aware of policy reviews and updates.
- Develop and manage DOBCEL's contracts register
- Undertake project and administrative activities to enhance team functions as required
- Prepare high-level reports for Board and senior management

Skills, Capabilities and Key Selection Criteria

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

- Experience in managing the review and administration of complex policy documents and briefings
- Ability to assist with the development of policy documents in consultation with relevant stakeholders
- Demonstrated ability to work to strict deadlines while working with a diverse range of people to achieve agreed outcomes in the approval and managing of the contracts process
- Demonstrated proofreading skills including sound knowledge of spelling, grammar and punctuation, and a sharp eye for detail and the ability to concentrate for extended periods
- Exceptional organisational, written and verbal communication abilities with a high level of IT capability
- Ability to work effectively as part of a team while also operating under limited supervision
- Maintain effective working relationships with key internal and external stakeholders

Essential Requirements

The following are the requirements for this position:

- A commitment to work within and align to the DOBCEL Vision and Mission

- Appropriate qualifications and experience in a similar role
- Current National Police Check
- Current Working with Children Check

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.