

Role Description

DIOCESE
OF
BALLARAT
CATHOLIC
EDUCATION
LIMITED



CATHOLIC EDUCATION BALLARAT

POSITION TITLE: Staff Wellbeing and Engagement Advisor
TEAM LEADER: Organisation Development Manager
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 Staff Wellbeing and Engagement Advisor, in partnership with the Organisation Development Manager and key stakeholders, develops and implements organisational programs and initiatives to support employee wellbeing and a positive workplace culture.

*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 by changing organisational needs.

This role will:

- With the Organisation Development Manager collate and interpret employee surveys and other data to evaluate employee wellbeing and engagement for reporting and decision making
- Use relevant research findings and literature to improve employee health and wellbeing programs and outcomes
- In consultation with system and school leadership, develop and implement an employee wellbeing framework incorporating evidence-based activities and programs
- Ensure effective program communication and health promotion to maximise participation in employee wellbeing and engagement activities
- Explore and secure grants that support employee wellbeing initiatives and manage aspects of awarded grants
- Develop employee wellbeing and engagement content and resources fit-for-purpose for DOBCEL school and CEB staff
- Evaluate and review the efficacy of employee wellbeing and engagement programs, activities and resources for continuous improvement
-

Specific functions of the role include:

- Coordinate and promote DOBCEL's Employee Assistance Program (EAP) and related services
- Administrator of CultureAmp for the administration of CEB employee surveys to coordinate employee surveys and response plans
- Coordinate discrete wellbeing offering such as Principal Health Checks, CEB Flu vaccination program, Blended Work Arrangements etc.
- Coordinate and deliver employee wellbeing training programs such as MHFA or Contact Officer training
- Conduct events and activities that promote employee wellbeing and align with national and international wellbeing themes and catholic social teaching
- Lead and promote participation in appropriate activities aligned to an approved workplace social justice event plan
- Assist the Organisation Development Manager in the coordination and administration of a range of growth and development projects
- Support and participate in induction and onboarding processes to support employee engagement and build organisational capacity
- Prepare and present high-quality reports and reference documentation with recommendations regarding employee wellbeing and engagement, in consultation with the Organisation Development Manager.
- Establish and support an employee wellbeing network as champions of health and wellbeing initiatives across DOBCEL

Skills, Capabilities, and Key Selection Criteria

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

- Sound knowledge and experience in the design and delivery of workplace wellbeing and engagement programs
- Demonstrated ability to conduct research and analysis to design programs, and to evaluate program engagement and impacts
- Sound communication skills and the ability to build rapport with a diverse group of people
- Demonstrated ability to maintain a high level of confidentiality and handling of sensitive information
- Computer literacy; sound working knowledge of Microsoft Office software

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
- 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.