



Role Description

POSITION TITLE:	Strategy Implementation Manager
TEAM LEADER:	Executive Director
TEAM:	Office of the Director
CLASSIFICATION:	DP Cat A 3-4
DATE:	November 2024

Organisational Tradition and Context

Diocese of Ballarat Catholic Education Limited (DOBCEL) is the governing authority for 57 DOBCEL Primary and Secondary schools and provides support to a further 6 Diocesan Secondary Colleges across Western Victoria from the Murray to the sea.

At the heart of Catholic Education in the Diocese of Ballarat, our focus is on educating the whole person and the fullness of life for all. All positions at DOBCEL have the opportunity for a meaningful career, contributing positively to school communities and the lives of our future generations.

DOBCEL is committed to the safety, wellbeing and protection of all children and young people in its care. DOBCEL is an equal opportunity employer. We value a diverse and inclusive workplace representative of the wider communities in which we operate.

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 Strategy Implementation Manager will be responsible for driving and overseeing the execution of a comprehensive 10-year strategy for DOBCEL. This role ensures that strategic objectives are met through effective coordination, resource management, stakeholder engagement, and continuous evaluation of progress. The role will include working with and liaising with international education experts. The Strategy Implementation Manager will play a pivotal role in aligning our foundation stone, Catholic Identity & Mission with our five strategic Pillars:

- Collaborative Cultures
- Engagement and belonging
- School as community
- Rich pedagogical practices for deeper learning and wellbeing
- Sustainable Stewardship

The role is accountable to the Executive Director for the implementation activities of the DOBCEL Strategy 2035. It involves building significant relationships with key stakeholders, supporting change management and overseeing effective implementation planning.

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.

1. Strategic Oversight and Project Management

- Oversee the implementation of the 10-year DOBCEL 2035 Strategy, developing and managing project plans, timelines, and resources for each phase.
- Coordinate and execute the 2025 Activation Plan and the Strategy Implementation Plan 2026 - 2035.
- Develop and establish key performance indicators (KPIs) and benchmarks to evaluate project outcomes and overall strategy effectiveness.

2. Stakeholder Engagement and Communication

- Foster collaborative relationships with the DOBCEL Board, school leaders and community stakeholders, promoting shared ownership of the strategic goals.
- Serve as the primary point of contact for strategic initiatives, providing updates and managing consistent communication with stakeholders to ensure alignment and commitment.
- Organise and facilitate events, workshops, and forums to engage stakeholders and maintain momentum.

3. Resource and Financial Management

- Collaborate with Directorate to budget and allocate resources necessary for successful project delivery, optimising funds, personnel, training, and technology as needed.
- Oversee budget adherence and make recommendations for resource reallocation to support evolving project demands efficiently.

4. Performance Monitoring, Reporting, and Continuous Improvement

- Develop a reporting system to track progress, document outcomes, and evaluate areas for improvement; regularly update senior leadership, the Board, and project sponsors.
- Provide regular updates to the Executive Director and the Board on strategy implementation, including detailed outcomes analysis and recommendations for adjustments as necessary.
- Lead annual reviews and mid-term evaluations to adapt and refine strategies based on data and stakeholder feedback.

5. Risk Management and Problem-Solving

- Proactively identify potential challenges and risks to the implementation process and develop strategies to address them.
- Work with project teams to proactively address issues.

6. Capacity Building and Support for School Systems

- Foster a culture of continuous improvement and accountability by promoting best practices and supporting professional development for school leaders and staff.
- Provide expert project management advice to project leads, aiding in the development of resilient, future-focused school systems that reflect DOBCEL's 2035 Strategy.

This role requires a proactive leader skilled in both strategic oversight and operational execution, dedicated to advancing DOBCEL's goals through effective planning, communication, and collaboration across the school system.

Skills and Capabilities

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

- Project Management qualification or extensive experience.
- Proven experience in implementing large-scale strategies across multiple sites or institutions
- Proven experience in project planning, execution, and resource management; PMP or similar certification is an asset.
- Ability to translate strategy into actionable objectives.
- Strong leadership and team coordination skills.
- Excellent communication and presentation abilities.
- Strong interpersonal skills with the ability to inspire, influence, and engage diverse stakeholders.
- Strong organisational and time management skills.
- Effective problem-solving and conflict-resolution skills.

Essential Requirements

The following are requirements for this position:

- A commitment to work within and align with the DOBCEL Vision and Mission;
- Excellent time management skills and the ability to juggle multiple tasks.
- A good communicator with effective stakeholder management.
- Be a good team player and an effective motivator of their project team.
- Must hold or be prepared to undergo an employee Working with Children Check (if not VIT registered)
- Must hold or be prepared to undergo a Victorian or National Police Check
- 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.