

Role Description



POSITION TITLE:	Wellbeing Team Project Delivery Lead
TEAM LEADER:	Wellbeing Team Leader
TEAM:	Leadership
DATE:	August 2023

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 of the Wellbeing Team Project Delivery Lead will be critical to establishing networks of agreed practice across the Diocese to ensure optimal delivery of wellbeing services in schools aligned with the key findings of the 2021 Wellbeing Team Service Delivery Review. These well-being services will be in line with:

- Actioning Education for All – A guide for a Whole of System Approach to Inclusive Practices for Catholic education Ballarat.
- CECV Intervention Framework “Actioning education for All –A Guide for a Whole of System Approach to Inclusive Practices for Catholic Education Ballarat”.
- DOBCEL Student Wellbeing Framework.

Owing to the diverse size and location of schools within the Diocese of Ballarat, the availability of support services is variable. A key element of this role is to facilitate equitable access to required services for students in schools of the diocese regardless of their location. This may entail cross-school brokering of services or engagement of appropriate professionals.

Key Responsibilities

This role description does not limit the scope or accountabilities of the position but simply highlights the most important aspects. The accountabilities described may be periodically altered in accordance with changing organisational needs.

This role will:

- Promote engagement of local school clusters in a commitment to agreed practice in line with Actioning Education for All (Intervention Framework, PLC/RtI, SWPBS, ReLATE);
- Support the optimal use of existing resources (GRG, NCCD) and explore different approaches to localised needs for wellbeing services;
- Facilitate a clear understanding of existing caseloads/demand on service;
- Engage local external service providers and build relationships that will optimise use of resources available;
- Build and maintain strong working relationships with and between all key stakeholders across DOBCEL and Diocesan schools, research partners and third-party providers;
- Support the review, update and/or development of Wellbeing policies, frameworks, resources and online/web based professional learning in accordance with DOBCEL governance structures and legislative obligations including:
 - Actioning Education for All –A Guide for a Whole of System Approach to Inclusive Practices for Catholic Education Ballarat ;
 - CECV Intervention Framework;
 - Student Wellbeing Framework;
- Explore design and implementation options for a DOBCEL Wellbeing Team triage service;
- Represent the Wellbeing Team at project meetings and key stakeholder meetings;
- Align the work to DOBCEL strategic objectives.

Specific Deliverables will include:

- Map existing caseload needs and service provision to support potential differentiation of service;
- Establishment and implementation of a Project Plan reflecting the recommendations of the 2021 Wellbeing Team Service Delivery Review including:
 - Establishment of networks of agreed practice;
 - Establishment of key deliverables and performance indicators for the networks of practice;
 - Establish resource plans to support networks of practice by developing recruitment/provision guidelines such as Service Level Agreements to external organisation or DOBCEL shared employment arrangements;
 - Ensure that service priority/partnering agreements designating agreed wellbeing practices and service supports exist for schools and networks;
 - Regular reporting to senior management.

Key Selection Criteria

- Knowledge and understanding of schools, school systems and their service requirements;
- High level communication and interpersonal skills with demonstrated capability for problem solving, complex decision-making and the ability to relate, influence and communicate with a diverse audience;
- Ability to plan, think and act strategically using data to inform decision making and drive improvement;
- Significant experience in project management and delivery including experience in the design, planning and execution of projects and management of the daily administrative functions associated with supporting projects.

Essential Requirements

The following are requirements for this position:

- A commitment to work within and align to the DOBCEL Vision and Mission;
- Knowledge and understanding of Child Safe practices;
- Appropriate tertiary qualifications and/or experience in project management;
- 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.