

SCOPE OF WORK

DIOCESE
OF
BALLARAT
CATHOLIC
EDUCATION
LIMITED



CATHOLIC EDUCATION BALLARAT

PORTFOLIO:	Data and Information Analyst
TEAM LEADER:	Assistant Director People and Development
TEAM:	People and Development
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.

Primary Objective

DOBCEL has articulated the risk of failure to attract and retain staff as a key risk. This program of work supports Catholic Education Ballarat's development of an appropriate workforce strategy to mitigate this risk through data and information collection (internal and external), research and analysis of workforce data and assumptions to provide evidence-based insights. Additionally, the program of work will support People and Development's establishment of spreadsheets, reports or dashboards for key HR functions including the FTE/Headcount budget summary to support hiring/reclassification/role change decisions.

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Program of Work

The scope may be altered in consultation with the Data and Information Analyst, as the project unfolds and where greater clarity is required.

1. Support Phase 1 of the Strategic Workforce Planning Project – Data Collection and Analysis:

- Collate available organisational and workforce data from internal sources including the Online Staffing Record/HRIS, WGEA reporting, Diocesan Strategic Priorities, Insight SRC, School Reviews and Improvement Plans and system performance data, student numbers and enrolment trends etc;
- Collect and collate a range of external education sector workforce metrics and related performance data, trends and emerging issues, population data and trends as relevant;
- Model and develop a benchmark of DOBCELS' current workforce against national Catholic/School workforce benchmarks and interpret data to organisation needs;
- Engage key stakeholders via survey, one-to-one discussions and facilitated forums to elicit feedback and insights as to the state of the sector and DOBCEL as a Catholic Education system as it pertains to workforce planning;
- Identify risks and opportunities to shape a roadmap of where we need to focus our efforts to mature our workforce plan and practice in the coming years;
- Analyse and provide insights into workforce metrics and performance indicators, gaps and opportunities to assist in the development of a background analysis summary to support the Assistant Director People and Development's preparation of a draft workforce strategy.

2. Support the establishment of spreadsheets, reports or dashboards for key HR functions including:

- the FTE/Headcount budget summary to support hiring/reclassification/role change decisions, in collaboration with relevant stakeholders, as requested by the Assistant Director People and Development.

Skills, Capabilities and Key Selection Criteria

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

- Bachelor's Degree - preferably in Data Analytics, Human Resources Management, Business, OR relevant proven work experience;
- Demonstrated experience in an analyst role, preferably including experience in strategic planning for medium to large organisations;
- Ability to analyse quantitative and qualitative data, including the ability to analyse large datasets, i.e. mining data from primary and secondary sources;
- Proven ability to translate data and analysis into a meaningful narrative, and clearly articulated insights and hypotheses, and present it in a format appropriate for its audience;
- Proficiency in the Microsoft Office suite of products, including strong Excel and PowerPoint skills;
- Strong analytical and critical thinking skills, with an exceptional eye for detail and accuracy;
- Excellent communication skills and the ability to engage with stakeholders;
- Self-starter, self-motivated and able to work with specific, but minimal direction;
- Working With Children's Check (or willingness to obtain).

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.