



ARCHDIOCESE OF BRISBANE

ROLE DESCRIPTION

1. POSITION TITLE

Executive Director of Catholic Education - Archdiocese of Brisbane

Position ID:	<i>EXEC101</i>
BCEO Directorate:	Office of the Executive Director
Location:	243 Gladstone Road, Dutton Park

2. PURPOSE AND SCOPE OF POSITION – KEY RESULT AREAS (OUTPUTS)

2.1 Purpose & Scope of Position

The Executive Director provides religious and educational leadership and service faithful to the Catholic educational ethos within the Archdiocese of Brisbane. The role holder leads the Brisbane Catholic Education Leadership Team, ensuring there is cultural alignment and effective service delivery to promote the educational mission of the Church. The Executive Director demonstrates a strong sense of responsibility and accountability to the Archdiocese, parishes, their school communities, fellow staff members and ultimately to the Church for what is undertaken, how it is undertaken and the results achieved.

2.2 Key Result Areas

- 2.2.1 Leads the development, alignment, attainment and review of the vision, mission and strategic goals for Brisbane Catholic Education consistent with the Archdiocesan vision and priorities, the Charter for the Brisbane Catholic Education Office and other related policies
- 2.2.2 Ensures the religious and evangelising mission of the Church is central to school life and culture
- 2.2.3 Ensures there is high quality learning and teaching in schools
- 2.2.4 Ensures the educational mission of the Church is served by the effective and efficient use of physical resources and the development of committed and capable staff in schools and the Brisbane Catholic Education Office
- 2.2.5 Leads, inspires and supervises members of the Leadership Team, forming an effective team with the capacity to contribute significantly in Church and educational forums at diocesan, state and national levels
- 2.2.6 Builds effective relationships with parishes (including clergy), Archdiocesan and religious institute schools, the parents and friends associations, other church agencies, and other interest groups

- 2.2.7 Represents Brisbane Catholic Education at state and national level in the on-going development and review of Catholic education and in the broader educational agenda.
- 2.2.8 Ensures the necessary accountability systems are in place to meet as appropriate the requirements of Government, Archdiocesan authorities, parishes and parents
- 2.2.9 Provides effective administrative support services to the Catholic Education Council especially in its role in the formation of policy and in facilitating policy implementation, by acting as the executive officer of the Council.
- 2.2.10 Provides staff leadership to staff members in the *Office of the Executive Director* according to the *BCE Leadership Framework*.

3. STATEMENT OF RESPONSIBILITY

In serving the interests of the Archdiocese of Brisbane the Executive Director exercises leadership of the Catholic education community through shaping the educational vision and enacting its spirit and intent in the day-to-day fulfilment of the Archdiocesan mission.

The Executive Director is responsible for the management and leadership of the Catholic system schools within the Archdiocese. Curriculum offerings in those schools will be based on sound educational principles and student learning outcomes will be monitored and reviewed at system and school level.

The Executive Director is responsible for the nurturing and maintenance of the Catholic ethos of systemic schools and related educational services. The Executive Director supports other educational leaders in their efforts to create authentic Christian communities permeated by the gospel spirit of freedom and love.

Brisbane Catholic Education acts at the direction of the Archbishop as the Catechetical Office of the Archdiocese in relation to the oversight of Religious Education in all Catholic schools.

The Executive Director plays an influential leadership role supporting all schools, including religious institute schools as appropriate, in their implementation of the educational mission of the Church in the world and in their efforts to meet the needs of enrolled students.

The Executive Director is the executive officer of the Catholic Education Council which is the Archbishop's policy making and advisory body for Catholic Education in the Archdiocese. As Executive Officer, the Executive Director provides administrative support to the Council and its members, professional advice to inform decision making and ensures Council decisions are enacted.

The Executive Director performs this role cognisant of and in harmony with the vision, mission and values of Catholic Education in the Archdiocese of Brisbane.

4. **FUNCTIONAL RESPONSIBILITIES**

"Under each of the prescribed functions is a selection of activities in which the role holder might engage. The list is neither prescriptive nor exhaustive"

- 4.1 Leads the development, alignment, attainment and review of the vision, mission and strategic goals for Brisbane Catholic Education consistent with the Archdiocesan vision and priorities, the Charter for the Brisbane Catholic Education Office and other related policies**
- Initiating with the approval of the Catholic Education Council, reviews of the Vision Statement for Education and the Charter and Mission of the Brisbane Catholic Education Office
 - Overseeing the development and review of the BCE Strategic Renewal Plan
- 4.2 Ensures the religious and evangelising mission of the Church is central to school life and culture**
- Initiating reviews of BCE Office structure and functioning
 - Reviewing trends from the Cyclical Review Process
- 4.3 Ensures there is high quality learning and teaching in schools**
- Reviewing student learning outcomes data
- 4.4 Ensures the educational mission of the Church is served by the effective and efficient use of physical resources and the development of committed and capable staff in schools and the office**
- Authorising appropriate reviews of financial and human resource controls
- 4.5 Leads, inspires and supervises members of the Leadership Team, forming an effective Team with the capacity to contribute significantly in church and educational forums at diocesan, state and national levels**
- Providing staff leadership to all team members according to the *BCE Leadership Framework*
 - Oversighting Leadership Team meetings and performance
- 4.6 Builds effective relationships with parishes (including clergy), Archdiocesan and religious institute schools, the Parents and Friends Associations, other church agencies, and other interest groups**
- Visiting schools and parishes including facilities openings and blessings
 - Meeting with the Archdiocesan Parents and Friends Association
- 4.7 Represents Brisbane Catholic Education at state and national level in the on-going development and review of Catholic education and in the broader educational agenda**
- Attending meetings of QCEC and non-government schooling bodies
- 4.8 Ensures the necessary accountability systems are in place to meet as appropriate the requirements of Government, Archdiocesan authorities, parishes and parents**
- Attending meeting of the Vicariate Executive Forum and other Archdiocesan bodies

- 4.9 Provides effective administrative support services to the Catholic Education Council especially in its role in the formation of policy and in facilitating policy implementation, by acting as the executive officer of the Council**
- Initiating policy matters for the Catholic Education Council
 - Providing reports to the Catholic Education Council on the attainment of the Strategic Renewal Framework priorities
- 4.10 Provides staff leadership to staff members in the *Office of the Executive Director* according to the *BCE Leadership Framework***
- Building a culture in the *Office of the Executive Director* congruent with Brisbane Catholic Education Office culture
 - Working with Employee Services to ensure the appropriate appointment of staff to best contribute to the delivery of services
 - Working with Employee Services to provide induction and professional learning opportunities for staff
 - Overseeing Individual Performance Management processes for direct reports
 - Ensuring the *Office of the Executive Director* is a productive and harmonious work environment.

5. AUTHORITY LIMITS

Full authority is delegated from the Archbishop to enable the role holder to carry out the duties of Executive Director to produce the desired outcomes.

This authority includes the power to commit and expend funds in accordance with financial delegation authority limits as endorsed by the appropriate Archdiocesan authority.

Within the provisions of Canon Law, authority is also given to the Executive Director to enter into and terminate agreements including employment contracts on behalf of the Archdiocese where such are required for the proper functioning of Catholic Education and where the seal of the Corporation is not required.

Authority exists to delegate as appropriate within the scope of the position.

6. REPORTING & OTHER RELATIONSHIPS

The Executive Director is accountable to the Archbishop through the Moderator of the Archdiocese.

The Executive Director has a functional reporting relationship to the Catholic Education Council on matters of policy and operations and to the Archdiocesan Finance Council through the Catholic Education Council and its Finance Committee in financial management matters. For accounting of government subsidies, a functional reporting relationship exists with the Queensland Catholic Education Commission. The Executive Director is also expected to play a significant role in the Commission's activities and to work collaboratively with other Catholic school authorities in Queensland within the framework of the Commission.

Significant relationships exist with members of the Leadership Team, principals of schools, and all staff in the *Office of the Executive Director*.

Significant peer relationships exist with the clergy, leaders of religious institutes, executive directors of other Archdiocesan agencies, directors of Catholic education in other dioceses and senior staff in other educational bodies, including Education Queensland, Independent Schools Queensland, and other Christian churches involved in education.