



POSITION DESCRIPTION

Catholic Education Office Ballarat

POSITION TITLE:	Director of Catholic Education
Remuneration Scale:	Secondary Principal Referenced
Reports to:	Bishop of Ballarat
Full time equivalent:	1.0
Location:	Ballarat
Contract Period:	January 2012 to January 2018 (6 Years)
Authorised by:	Bishop of Ballarat
Date:	January 2016

Primary Objective

To provide leadership to and stewardship of Catholic education across the Diocese of Ballarat through Christian witness and mission-oriented commitment at national, state and diocesan level ensuring that school leaders, school staff, students, school councils, parents and Catholic Education Office staff are engaged in reaching their potential within the context of our Catholic schools.

Organisational Environment

The Catholic Education Office Ballarat (CEOB) is a formal office of the Bishop of Ballarat.

The Catholic Education Office participates and cooperates in the work of the Catholic Education Commission of Victoria (CECV), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and working in cooperation with government statutory authorities.

The Director of Catholic Education acts within a delegation from the Bishop in the organisational, administrative, support and service matters related to Catholic schools within the Diocese, including matters related to leadership and faith formation.

The Director of Catholic Education and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. The CEO is not the controlling or employing authority for Catholic schools, and the authority of the Canonical Administrators within their parish and/or school is acknowledged and respected.

The Director of Catholic Education acts within the authority of the Bishop and is responsible to him for:

- The leadership of the mission of Catholic education across the Diocese in all aspects with appropriate delegations within the CEO and respect for the principles of subsidiarity, co-responsibility, dialogue and stewardship across a devolved system of schools.
- Leading the implementation of the BDSAC Diocesan Education Vision and the CEOB Vision and Strategic Intents.
- Taking advice from and liaising with the Ballarat Diocesan Schools Advisory Council (BDSAC) and leading the Catholic Education Office in providing service to schools,

parishes and families, with particular responsibility for the CEO Leadership Team and staff in the Office of the Director.

- Ensuring the promotion and enhancement of Catholic identity in schools and the CEOB is in alignment with the preferred theological stance of the diocese.
- Representation of Catholic Education Ballarat, through Directorship of the CECV Ltd and the Catholic Capital Grants Ltd Companies as well as other state and national Catholic and Government bodies to advocate and cooperate across Victoria and nationally on all matters related to Catholic identity, education policy and funding.

Key Responsibilities and Delegations

Shaping Culture

- Ensuring that the evangelizing mission of the Church inspires and guides the ministry of Catholic education.
- Promoting, monitoring and evaluating the growth of CEOB's performance and development culture.
- Implementing and encouraging processes of co-responsibility, stewardship, dialogue, subsidiarity and sound governance within and amongst schools, between the Catholic Education Office and schools, parishes and the diocese.
- Ensuring that Catholic education is promoted and represented appropriately and accurately in the media as well as system generated promotional materials and publications.

Building Capacity

- Active leadership of the CEOB Leadership Team in a spirit of co-responsibility and co-accountability to ensure the development, monitoring, implementation and evaluation of BDSAC and CEOB policies and other CEOB and diocesan processes.
- Enabling and enhancing the capacity of school leaders through the CEOB Leadership Team and diocesan leadership formation programs.
- Promoting and encouraging leadership through the appointment, mentoring, professional learning and appraisal procedures of principals of Diocesan schools and liaison with congregational leaders in Order owned/sponsored/co-sponsored schools.

Enhancing Performance

- Ensuring that appropriate strategic planning, monitoring and review is used in all areas of Diocesan Renewal and Development (BDSAC), CEOB Renewal and Development and School Renewal and Development.
- Ensuring resources and advice for schools and school governing authorities around effective governance and ensuring adherence with various regulatory and statutory requirements.
- The appointment and appraisal of Catholic Education Office staff members according to CEOB Policy and Procedures.
- Complying with the policies and procedures of the CEOB's Occupational Health and Safety (OHS) Management System, including requirements to report and eliminate hazards, follow instructions, and participate in training and consultation processes

Specific Representations:

The Director is required to participate actively and lead in the following areas:

- Director of CECV Ltd
- Director of Catholic Capital Grants Company Ltd
- CECV Grants Allocation Committee (Primary)
- CECV Grants Allocation Committee (Secondary)
- Chair, CECV Grants Allocation (Targeted Programs)
- CECV Employment Relations Committee
- CECV Enhancing Catholic School Identity Steering Committee
- Other Committees of CECV (ad hoc)
- Contributor to the National Catholic Education Commission (NCEC) as required
- Ex Officio member of Ballarat Diocesan Schools' Advisory Council (BDSAC)
- Close liaison with the Chair of the BDSAC
- Attendance at CEOB Audit and Risk Committee
- Close liaison with the Chair of CEOB Audit and Risk Committee
- Reporting to regulatory and statutory authorities on behalf of schools
- Appropriate consultation and engagement with political representatives
- Appropriate consultation with School Governing Authorities
- Appropriate consultation with CEOB Leadership Team members
- Appropriate consultation with Principals' Networks
- Delegating appropriate responsibilities to CEOB Leadership Team members

Identified Challenges

The key identified challenges of this role are:

- Balancing the national, state and diocesan responsibilities, ensuring that relationships and accountabilities are developed and sustained.
- Continuing to be present to school communities and CEOB.
- Managing the tension between government/system requirements, the strategic directions of CEOB and the stated needs of schools.
- Leading through a period of leadership transition, ensuring the enabling of capacity and increasing accountability for the learning of all students.

Key Relationships

- Bishop of Ballarat
- Ballarat Diocesan Schools Advisory Board and Chair
- Catholic Education Commission of Victoria (CECV)
- Colleague Directors (Victoria & Australia)
- Priests of the Diocese
- Governing Authorities of non-parish/diocesan schools
- Members of Parliament
- Government and statutory authorities
- CEOB Leadership Executive
- CEOB Leadership Team
- CEOB Stewardship Executive
- Diocesan Education Team
- School Principals
- Chair, CEOB Audit and Risk Committee
- Chair, BDSAC Finance Standing Committee
- Members, Bishop's Advisory Council

Accountability

The Catholic Education Office is intentionally structured to promote the professional understanding of co-responsibility and co-accountability. Within this structure, the role of Director is responsible:

To, in regard to CEOB staffing and operations:	The Bishop of Ballarat
With, in regard to the CEOB Budget:	CEOB Audit and Risk Committee
With, in regard to the Schools Budget:	BDSAC Finance Standing Committee

The role of Director has a delegated authority from the Bishop and the Ballarat Diocesan Schools Advisory Council acts as a consultative and advisory body to the Director. The Director has delegated responsibility for the system of Catholic Education across the Ballarat Diocese but intentionally chooses to act in a collaborative way in working with the BDSAC and the CEOB Leadership Team, School Principals and Governing Authorities. There are clearly documented policies and procedures from the BDSAC and some particular guidelines from the CECV which guide decision-making. State and Commonwealth Guidelines related to funding and accountability ensure that fiscal responsibility and accountability are of the highest order. The Director has direct and ultimate responsibility for all financial matters, working with the Catholic Education Office Finance and Administration Officer and providing annual budgets and audited accounts to the BDSAC and the CEOB Audit and Risk Committee.

Appointments related to Catholic Identity and the Deputy/Assistant Director roles are discussed with and approved by the Bishop of Ballarat or his nominee.

Reasoning

The role of Director of Catholic Education in the Diocese of Ballarat specifically requires the following capabilities:

- Strong Catholic faith and practice; ability to articulate this in a range of contexts
- Understanding of the role of Catholic education in the mission of the Church
- A system vision for education, based on research and focused on excellence
- The willingness to forge close relationships with individuals, and with school and parish communities of the diocese
- The ability to engage and inspire others
- Respect for the unique qualities, history and traditions of the Diocese of Ballarat
- Awareness of state, national and international issues in education; ability to contribute significantly in these arenas.

Within the fulfilment of the role, the Director is required to be able to read, evaluate and analyse a continuous variety of documents for Church, State and Commonwealth response as well as local response to school communities, parishes and families. Judgement and discernment are required on a daily basis as is the capacity to be innovative and strategic across a variety of areas.

Knowledge, Skills and Experience

	Essential	Desirable
Knowledge		
• Strong Catholic faith and practice with the commitment and passion to articulate a sound contemporary understanding of the Church’s mission in education in a range of contexts	✓	
• Strong academic qualifications, preferably including post graduate study in Religious Education and/or Theology and Leadership.	✓	
Skills & Capabilities		
▪ A system-wide vision of education, based on research and focused on excellence.	✓	
▪ Respect for the unique qualities, history and traditions of the Ballarat Diocese.	✓	
▪ Awareness of state, national and international issues in education; the ability to contribute significantly in these arenas.	✓	
▪ A commitment to and understanding of the importance of small schools.	✓	
▪ The willingness to forge close relationships with individuals, and school and parish communities of the diocese.	✓	
▪ Excellent interpersonal, communication and negotiation skills	✓	
▪ A collaborative leadership style.	✓	
▪ Highly developed research, synthesis and written communication skills	✓	
▪ Effective facilitation, presentation, negotiation, mediation and conflict resolution skills	✓	
▪ Hold a Driver’s Licence and either VIT registration or Working with Children Check	✓	
Experience		
▪ An outstanding track record as teacher and leader in the Catholic education environment; principal and/or system-level experience.	✓	
▪ Policy development, review and implementation	✓	
▪ Proven capacity to work in a team environment	✓	
▪ Proven record of commitment to ongoing professional development	✓	

Ratified by the Bishop of Ballarat with the endorsement of the Chair of BDSAC – Dec 2014