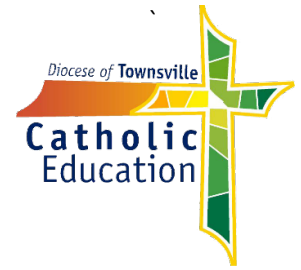


Diocese of Townsville Catholic Education
Role Description
Executive Director



1.0 POSITION TITLE

Executive Director of Catholic Education – Diocese of Townsville.

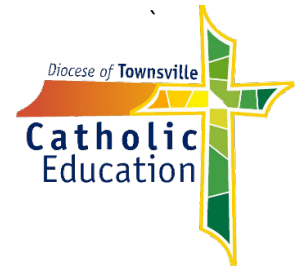
2.0 EFFECTIVENESS AREAS

The role of the Executive Director is to ensure the provision of educational services of a high quality which are faithful to the Catholic educational mission within the Diocese of Townsville. He/She is expected to demonstrate a strong sense of responsibility and accountability to the Bishop for what is undertaken on behalf of Catholic education, how it is undertaken and the results achieved.

3.0 KEY RESULT AREAS

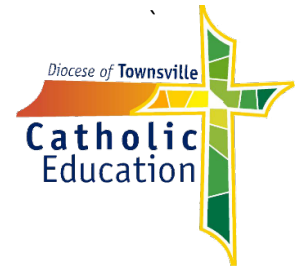
1. The articulation and implementation of the vision of Catholic education consistent with Mission Statement for TCEO, the current Statement of Directions for Townsville Catholic Education and other related documents.
2. Assist schools and TCEO to build effective relationships with parishes, Diocesan Catholic schools and other Religious Institute schools, the Diocesan Parents and Friends Association, other church agencies and other relevant interest groups.
3. Facilitate the development of a rich Catholic ethos in Townsville Diocesan Catholic schools.
4. Ensure that Catholic schools are sustainable and communal places with a strong focus on developing enabling processes for co-responsibility across the system of schools.
5. Ensure that there is effective and ongoing support for the work of Catholic schools through a range of high quality services delivered by competent TCEO staff including resourcing and human relations areas, the development of curriculum frameworks and professional development for the work of ministry in Catholic schools.

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6. Contribute actively to processes associated with the ongoing development and review of the vision of Catholic Education including the development, implementation and review of TCEO strategic planning which incorporates the Framework for Systemic Leadership, Statement of Strategic Directions and the enabling policies and procedures for diocesan schools.
7. Demonstrate leadership skills of a high order to ensure the effective and efficient use of resources, the development of committed and capable staff in schools and the Catholic Education Office and involvement in the broader educational policy agenda. In particular, the Executive Director takes lead responsibility in the areas of industrial relations and common law matters where litigation proceedings may be brought against the Roman Catholic Trust in any education matter.
8. Support the formation and skills development of a collaborative TCEO Leadership Team, which has the capacity and capabilities to contribute in a meaningful manner in church and educational forums at diocesan, state and national levels. In particular, the Executive Director participates in the work of the Queensland Catholic Education Commission and the Queensland Director's Forum.
9. Ensure the necessary accountability systems are in place to meet as appropriate the requirements of Government, Diocesan authorities, and parents.
10. Provide effective administrative support services to the Diocesan Education Council especially in the role of formation of policies and in facilitating policy implementation, by acting as the executive officer of the Council.
11. Ensure that leadership personnel in schools and at TCEO undertake professional development to strengthen capability, skills and knowledge for leadership in Catholic schooling.
12. Ensure Mary MacKillop Childcare Centres are effectively developed, supported and managed.
13. Contribute to the broader Diocesan vision and the support structures that deliver this vision (e.g., Bishop's Advisory Council, Diocesan Finance Council, Diocesan Pastoral Council).

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4.0 STATEMENT OF RESPONSIBILITY

In serving the interests of the Diocese of Townsville, the Executive Director exercises leadership of the Catholic education community through the shaping of an educational vision and enacting its spirit and intent in the day-to-day fulfilment of the Diocesan mission for Catholic schooling.

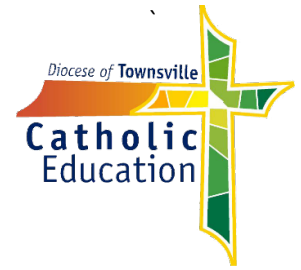
The Executive Director's responsibility extends also to a range of initiatives beyond Catholic schools. Responsibilities include membership of the Queensland Catholic Education Commission, the Queensland Director's Forum, other committees as requested by the Bishop such as Bishop's Advisory Council and Diocesan Finance Council.

The Executive Director will be responsible for the management and leadership of the Catholic systemic schools within the Diocese, including employment of staff. Curriculum offerings in those schools will be based on sound educational principles and student learning outcomes will be monitored and revised at system and school levels.

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

The Executive Director is the Executive Officer of the Diocesan Education Council. The Education Council is the Bishop's policy making and advisory body for Catholic Education in the Diocese. The Executive Officer provides administrative and secretarial support to the Council and its members as well as the necessary professional advice to inform and assist its decision making. Enactment of Council's decisions is also a responsibility of the Executive Officer.

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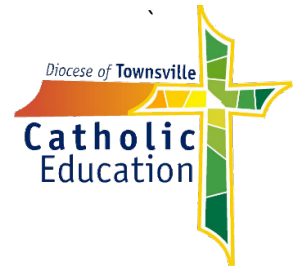


5.0 EXAMPLES OF ACTIVITIES

The following is a list of activities in which the role holder might engage. This list is neither prescriptive nor exhaustive.

- Visiting schools and parishes including facility openings and blessings;
- Participating in Principal Network meetings;
- Supporting the Diocesan Parents and Friends Association;
- Initiating, with the approval of the Diocesan Education Council, reviews of the Vision Statement for Education, Mission of TCEO and similar key documents;
- Attending meetings of the QCEC and promulgating the business of QCEC as appropriate;
- Reviewing student learning outcomes data;
- Promoting Catholic education in the wider community and developing communication strategies with parents, staff, priests and other system stakeholders;
- Initiating strategic review of TCEO services;
- Authorizing appropriate reviews of financial and human resource controls;
- Co-ordinating and attending Strategic Leadership Team Meetings;
- Contributing to Executive Leadership Team meetings;
- Providing executive support to and initiation of policy matters for the Diocesan Education Council;
- Overseeing in consultation with Diocesan personnel and the Childcare Consultant, the establishment and management of Mary MacKillop Childcare Centres;
- Consulting with ACU and JCU with regard to course offerings and recruitment matters;
- Engaging in strategic planning and role development activities;
- Overseeing policy and procedural documentation in areas such as school leadership, enterprise bargaining, school renewal and professional learning;
- Providing leadership in the development of future directions including the establishment of new schools, the provision of infrastructure to existing schools (e.g. Catholic Network Australia initiative).

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6.0 AUTHORITY LIMITS

Authority is delegated from the Bishop to the role holder to carry out the duties of the Executive Director and 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 Diocesan authority.

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

7.0 REPORTING AND OTHER RELATIONSHIPS

The Executive Director is accountable to the Bishop.

The Executive Director has a functional reporting relationship to the Diocesan Education Council on matters of policy and operations and to the Catholic Education Office 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 peer relationships exist with the members of the TCEO Leadership Team, principals of the Catholic systemic schools, congregational school authorities, the clergy, Directors of other diocesan agencies, Directors of Catholic education in other dioceses and senior staff in other educational bodies (e.g. Education Queensland, the Association of Independent Schools, and other Christian churches involved in education).