

**POSITION DESCRIPTION****1.00 TITLE**

DIRECTOR - Catholic Education Office [Diocese of Toowoomba]

**2.00 PURPOSE AND SCOPE [Outputs]****2.1 Purpose**

The Director is the Executive Officer of the Catholic Education Board and has leadership, management and administration responsibilities for Catholic education in the Diocese in accordance with the Charter of responsibilities for the Catholic Education Office [CEO].

**2.2 Scope -Key Result Areas****2.2.1 Executive Officer of the Catholic Education Board**

- [a] Catholic Education is served through policy development and through making available senior members of the Catholic Education Office as secretaries to the committees of the Board;
- [b] Interaction and support is provided to other agencies in the Diocese that have an educational function;
- [c] Board policies are communicated throughout the Diocese and the management of community awareness of Board membership and the Board's ongoing activities are initiated and maintained;
- [d] All relevant educational matters are communicated to the Catholic Education Board at each of its monthly meetings;
- [e] The Catholic Education Office budget is submitted to the Board for endorsement and thereafter to the Diocesan Finance Board for approval.

**2.2.2 Director of the Catholic Education Office**

- [a] The administration of the Catholic school sector, which entails the employment of staff of Catholic schools is maintained and managed;
- [b] Statements of accountability to the various funding agencies and school communities are prepared and submitted. Such accountability statements include those legitimately required by the Queensland Catholic Education Commission [QCEC] and through the Commission to the Commonwealth and State Governments and their agencies;
- [c] Responsibility for the administration and development of the Catholic Education Office and the appointment and pastoral care of its staff are assumed and maintained. This responsibility includes: administration of its annual budget; implementation of the Catholic Education Office's Strategic Plan and Mission Statement; the development of annual operational plans for the Catholic Education Office; the facilitation of professional development and in-service of Catholic Education Office staff; the assignment of particular

roles and duties to Catholic Education Office staff; the periodic monitoring of the effectiveness of staff performance of those duties; the presentation to the Bishop and the Catholic community through the Catholic Education Board of an annual report on the operation of the Catholic Education Office (including financial statements and other relevant information); the coordination of the work of the Leadership Team and the support of its members;

- [d] Active collaboration with priests, parents, staff, school and parish communities and personnel within the Catholic Education Office is initiated and maintained; regular visits and contact is undertaken; clear communication and the establishment of trust and support across the Diocese is developed;
- [e] The Director will represent the Diocese at State level of Catholic Education, particularly within the QCEC;
- [f] The Director will report regularly to the Bishop on all aspects of the operations of the Catholic Education Office. At times this reporting is done through the Diocesan Education Board of which the Bishop is a member.

### **3.0 STATEMENT OF RESPONSIBILITY**

- 3.1** The Catholic Education Office operates as the executive arm of the Catholic Education Board in the implementation of policies. The Catholic Education Office operates under the leadership of the Director to whom the Bishop delegates authority for the leadership and management of Catholic Education at a Diocesan level. Such authority includes the authority to appoint personnel to fulfil the responsibilities outlined in the General Catechetical Directory [n 126] and the Code of Canon Law [Can 805-806].
- 3.2** The fundamental role of the Catholic Education Office [CEO] is to serve, support and promote Catholic schools and parishes in their provision of educational services to the people of the Diocese. Clearly, the focus is on empowerment of local communities while at the same time exercising Diocesan - wide responsibilities which sustain, nurture, and provide just accountability. The guidance and direction of the Diocesan Vision Statement for Catholic Education, the mission of the Diocesan Board, and its own Mission Statement provide the framework for the direction of the Office.
- 3.3** The Catholic Education Office [CEO] operates within a community of other Agencies within Catholic Education and the Diocese as a whole. The Director has a particular responsibility for the overall ministry exercised by this Office, which operates in an inter-dependent fashion with all other offices and schools. Unlike other systems where hierarchy and bureaucracy will signify authoritative and linear relationships, the CEO exists in communion with other services and is responsible only for those key result areas delegated to it by the Bishop and recorded in its Charter.
- 3.4** To achieve its mission, the Catholic Education Office is divided into divisional service teams, each with its own key result areas but all operating in an interdependent, aligned and multi-disciplinary form. Each functional team is headed by a senior officer who, in association with the Director, operates as a Leadership Team.

#### 4.0 **PRESCRIBED FUNCTIONS AND OTHER ACTIVITIES**

The functions performed by the Director, either directly or through supervisors, cover a diverse range of responsibilities. These are summarised in responsibilities included in the Charter of the Catholic Education Office. Specific duties attended to by the Director are to:

- [a] Support the Bishop, Clergy and Diocesan agencies [e.g., Bishop's meetings, Deanery consultations, Parish visitations, Professional Standards Group, Inter-Agency Forum, Concannon College Board, USQ Residential Colleges Council];
- [b] provide executive support to the Catholic Education Board [e.g., via agenda setting, reporting, membership of the Editorial, Finance, Promotions and Publications Committees of the Board];
- [c] assume overall leadership and pastoral care of Catholic Education Office personnel [e.g., coordination of staff meetings, attending to personal issues of staff, visitation and communication];
- [d] supervise the Leadership Team [e.g., meeting coordination and development, individual goal setting and performance review processes];
- [e] employ Diocesan personnel [e.g., establishment of systems and procedures, consulting about unusual cases, authorising appointments];
- [f] facilitate industrial negotiations [e.g., membership of Provincial Coordinating Committee, implementation of regulations in management and consultation regarding challenging cases];
- [g] network with professional community groups through membership of associations and respective boards;
- [h] ensure media liaison occurs [e.g., participation in news and radio segments, nomination of press release content];
- [i] ensure school and Office liaison occurs [e.g., teacher gatherings, school visitation, meetings with primary and secondary Principals' groups and working parties, Enterprise Bargaining Advisory Committee, Directors' Forum, Queensland Catholic Education Commission];
- [j] ensure the existence and coordination of Strategic Initiatives [e.g., leadership in strategic plan development and monitoring];
- [k] ensure Catholic Education Office accountability occurs [e.g., reporting to Bishop, Catholic Education Board and Government];
- [l] support promotions and publications [e.g., addresses at all major functions and regular contributions to diocesan newspaper and Catholic press].

#### 5.0 **AUTHORITY LIMITS**

Full authority to carry out the responsibilities of the role is provided by the Bishop of the Diocese. Authority exists within the limits of policy, budget, levels of expenditure and with due regard to "levels of significance" pertaining to administration.

**6.0 REPORTING RELATIONSHIPS AND OTHER RESPONSIBILITIES OF SIGNIFICANCE**

The Director will report to the Bishop on a regular basis by means of interview and through written communication, as appropriate. Reporting to the Board [each meeting] will occur formally via a written report. Significant relationships exist also with members of Leadership team, other staff, clergy, and Diocesan inter-agency personnel. In addition, relationships at a provincial level occurs through the QCEC and the forum of Directors where collaboration on matters of a broader spectrum is required.

**APPROVAL:**

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WILLIAM MORRIS DD  
Bishop of Toowoomba Diocese

**DATE:**

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