

CATHOLIC EDUCATION WODONGA PROJECT OFFICER

POSITION DESCRIPTION

Award	Victorian Catholic Education Multi Enterprise Agreement 2018 (VCEMEA)
Group	Education Support Officer
Classification	Category B Level 4
Tenure	3-year contract
Hours of work	20 hours per week
Reports to	CEW Principals
Last amendment	July 2019
Version	1.2

Position Summary

Catholic Education Wodonga (CEW) Council is designed to meet the needs of the Wodonga Catholic community and replace parts of the individual governance structures of the four schools with a single shared structure. The CEW Project Officer is the key link in supporting the needs of each four schools and developing and maintaining key stakeholder relationships within the community. This position will be based at Catholic College Wodonga but expected to assist and meet with each CEW school as required.

Schools within the CEW structure: St Augustine's Primary School, St Monica's Primary School, St Francis of Assisi & Catholic College Wodonga.

Key Selection Criteria Essential skills and attributes	<ul style="list-style-type: none"> • Excellent interpersonal skills and an advanced level of oral and written communication • Ability to pro-actively problem solve, manage conflicting priorities and achieve results to a deadline. • High standard of experience using Microsoft Office and Google suite • Ability to create and maintain networks with local organisations e.g. CEW schools, Wodonga Catholic Parish, Catholic Education Office and City of Wodonga. • Ability to work independently & collaboratively • Understanding of the Catholic nature of our schools • Current driver's licence
Desirable skills and attributes	<ul style="list-style-type: none"> • Motivated by providing a service to the community • Trustworthy and confidential & act with integrity • Understanding of contemporary marketing strategies • Understanding of interpreting data e.g. local demographic reports, enrolment data and trends and marketing data and trends • Work effectively to achieve organisational goals
Child Safety	<ul style="list-style-type: none"> • Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety • Assist in the provision of a child-safe environment for all students • Demonstrate duty of care to students in relation to their physical and mental wellbeing



ESSENTIAL DUTIES AND RESPONSIBILITIES	
Strategic	<ul style="list-style-type: none"> • Monitor the implementation of the CEW Strategic Plan and facilitate communication between all sub committees of CEW • Prepare and monitor a budget • Preparation and induction of Parent members to CEW • Operate strategically to ensure that organisational change is affected
Marketing	<ul style="list-style-type: none"> • Manage the social media aligned to CEW schools and utilise technology to communicate effectively with the wider community • Liaise with all CEW Principals to develop and enact the CEW marketing strategy
Community	<ul style="list-style-type: none"> • Develop and maintain professional relationships with internal and external stakeholders • Empower communities to improve continuous improvement
Uniform	<ul style="list-style-type: none"> • Liaise with the uniform supplier and monitor contractual arrangements, stock and orders • Systematically monitor and manage a grievance procedure in relation to the uniform shop
Administration	<ul style="list-style-type: none"> • Calendar management and coordination of CEW meetings • Manage governance processes and provide all agenda's and minutes for any CEW committee or subcommittee meeting • Management and maintenance of all CEW documentation. Including archiving of information. • Assist CEW Council to maintain, develop and revise policies and procedures for the general operation of Catholic Education Wodonga. • Maintain register of experience for Advisory Board periodically • Maintains Conflicts of Interest register for Advisory Board • Organise and coordinate events as required • Liaise with Catholic College Wodonga finance for the payment of CEW invoices
Other duties	<ul style="list-style-type: none"> • Develop and coordinate projects in the areas of Marketing, Future Provision for Catholic schooling Wodonga, • Any other duties as directed by Catholic Education Wodonga Principal's or the Council Chair
Professionalism and Ethos/Mission of the College & Catholic Education Wodonga	<ul style="list-style-type: none"> • Is punctual for all duties • Presents self appropriately, following dress code as required • Keeps privileged information to which he/she is privy by virtue of the employment position confidential • Responds to own training/development needs • Seeks feedback on own performance • Maintains highly effective working relationship with all staff • Co-operates with colleagues to achieve the implementation of all College & Catholic Education Wodonga policies and procedures • Participates in meetings as required • Complies with policies and directives issued by the College and Catholic Education Wodonga including Occupational Health and Safety and Code of Conduct



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Child Safety

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- Assist in the provision of a child-safe environment for all students
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ESSENTIAL DUTIES AND RESPONSIBILITIES



<p>New Student Transition</p>	<p>Oversight and coordination of office processes for enrolments and transition of new students in conjunction with the Community Engagement Officer</p> <ul style="list-style-type: none"> • Monitor and analyse admission data to provide College Executive with accurate and timely information as to enrolment trends • Works in conjunction with Community Engagement Officer and Admissions and Activities Officer to implement the College’s enrolment and transition process including: <ul style="list-style-type: none"> o Bulk enrolment processing and online interview preparation o Assist with new student Community/LM Placement
<p>Staff Management & Leadership</p>	<ul style="list-style-type: none"> • Assigns duties and examines work for accuracy, precision, and consistency with policies and procedures. • Ensures that the General Office is staffed at all times during the School office hours and holidays • May assist in screening applicants for school clerical positions; provides input to Principal concerning suitability of applicants • Responsible for maintenance of casual relief pool and internal relief requirements • Facilitate regular Administration Team meetings. Ensure General Office performs its task of disseminating communications efficiently and effectively and in a timely manner • Coach and mentor office administration staff, provide feedback on performance • Cross skilling of staff, particularly in areas where a lack of back-up presents risks to the College, e.g. VASS, Subject Selection procedures and Timetabler • Provide opportunities for and foster administrative professional development – independent and group • Manage internal staff relations • Performance manages administration staff and conduct Annual Review Meetings of General Office staff.
<p>Administrative Documentation</p>	<ul style="list-style-type: none"> • Development and maintenance of an Office Manual and a job manual for each position • Development and/or updating of document templates and a style guide for consistent use of the College brand • Maintenance and development of College forms for staff use.
<p>Other duties</p>	<ul style="list-style-type: none"> • Any other duties as assigned by the Principal.



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Professionalism & Ethos/Mission of the College

- Is punctual for all duties
- Presents self appropriately, following dress code as required.
- Keeps privileged information to which he/she is privy by virtue of the employment position confidential.
- Responds to own training/development needs.
- Seeks feedback on own performance.
- Maintains highly effective working relationship with all staff.
- Co-operates with colleagues to achieve the implementation of all College Policies and procedures.
- Participates in meetings as required.
- Complies with policies and directives issued by the College including Occupational Health and Safety and Code of Conduct.