



Procedures for applying for positions with the Catholic Education Office Ballarat (CEOB)

Position Title:	Assistant Director: System Improvement
Primary Objective:	Lead and facilitate system improvement across 64 schools and the Catholic Education Office Ballarat (CEOB) with reference to research and effective practice.
Starting Date:	Commencement of the 2018 school year or earlier by negotiation
Closing Date for Applications:	8 September, 2017 at 4 pm

Applicants need to download an application form and reference proforma from <http://www.ceoballarat.catholic.edu.au/employment/ceo-vacancies/>

Queries can be answered by

Mr. Peter Ryan

Ph: 0439 334 149

Email: pryanconsulting@gmail.com



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1. Introduction

This procedures document is designed to assist you should you wish to be considered for the position of **Assistant Director: System Improvement at the Catholic Education Office, Diocese of Ballarat (CEOB)**.

Mr Peter Ryan of Peter Ryan Consulting has been appointed by CEOB as their agent to manage this process of selection and appointment.

You need to be aware of the following procedural matters:

- Applications close at 4.00pm on Friday, September 8th 2017.
- The selection and appointment of CEOB staff are conducted according to the policy of CEOB.
- Your application will be acknowledged as soon as it is received.
- You will be informed of the progress of your application after short-listing.
- The preferred format for applications is:
 - Personal/cover letter
 - Application form
 - An evidence-based statement addressing the selection criteria
 - Curriculum Vitae.
- Please do not bind your application (if sending via hard copy). It should be left loose for ease of copying.
- If selected for an interview you will be contacted first by telephone and a letter or email will follow.
- Applications and reports from referees will be destroyed after all positions have been filled, other than for those of the successful applicant, whose materials will be held on file by the Catholic Education Office.
- Applications should reach the Catholic Education Office Ballarat by **4.00pm on Friday September 8th, 2017**.
- Address for applications:
 - ATTN Mr Peter Ryan**
 - Peter Ryan Consulting
 - pryanconsulting@gmail.com
 - or by post to:
 - Peter Ryan Consulting
 - 7 Turner Street
 - Castlemaine, Vic. 3450

2. General Principles for Selection and Appointment

The Director of Catholic Education is the responsible party in the matter of selection and appointment of CEOB staff.

The management of the process has been delegated to Mr Peter Ryan.

The appointment shall be made by the Director of Catholic Education after it has been advertised and applicants interviewed by a properly constituted interview panel. All proceedings of the interview panel shall be strictly confidential and no information gained from applicants shall be divulged to any person or organisation outside the manager of the process and the interview panel.

The function of the interview panel is to make a recommendation to the Acting Director with respect to filling the position. The final decision on the matter rests with the Acting Director.

3. References

Applicants are asked to provide the names and contact details of three referees to be contacted by members of the interview panel. Referees should include your current employer or an appropriate representative of that employer (for example a current Team Leader).

The panel has an obligation to obtain as much credible information as possible about each of the candidates in order to make an informed recommendation. If further references are required, a member of the interview panel will contact you to discuss this.

In seeking information, confidentiality and sensitivity to the applicant's particular situation are carefully observed.

4. Employment Collection Notice

In applying for this position you will be providing the interview panel and the Catholic Education Office, Diocese of Ballarat (CEO) with personal information. We can be contacted at 5 Lyons Street, Ballarat, telephone 03 5337 7135.

1. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application. If the personal information we request on the application form is not provided, we will not be able to consider your application.
2. Information concerning you may be collected from other parties. These will most commonly be those referees you have nominated, but the interview panel does reserve the right to contact other parties who may be able to assist in its deliberations.
3. You agree that we may store this information until the end of the current year.
4. You may seek access to any personal information that we hold about you if you are unsuccessful for the position. However, there will be occasions when access is denied. Such occasions would include those where access would have an unreasonable impact on the privacy of others.
5. We will not disclose information about you to a third party (other than the agent contracted to manage the process) without your consent. We may disclose your personal information to the following types of organisations: other schools, State and Federal Government Departments, the Victorian Catholic Education Commission, the Diocese of Ballarat and parishes, schools within other diocese, our insurers and medical practitioners.
6. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the Catholic Education Office and why, that they can access that information if they wish, that the Catholic Education Office does not usually disclose the information to third parties and that we may store their information until the end of the current year.

5. Organisational Environment

Our Vision

As partners in Catholic education and open to God's presence, we pursue fullness of life for all.

Our Mission

We journey towards this vision through:

- *Proclaiming and witnessing the Good News of Jesus Christ*
- *Ensuring quality learning that promotes excellence and fosters the authentic human development of all*
- *Living justly in the world, in relationship with each other and in harmony with God's creation*
- *Exploring, deepening and expressing our Catholic identity in diverse ways*
- *Enabling each one of us to reflect more fully in the image of God*

Structures

- The Catholic Education Office (CEO) 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.

6. Schools of the Ballarat Diocese

There are 52 primary schools, one F-8 and 11 secondary schools within the Diocese of Ballarat. The work for this position will be leading System Improvement across the Diocese.

7. Interviews

Interview date: 20 September, 2017.

Position Description



Catholic Education Office, Ballarat

Position Title: Assistant Director: System Improvement

Reports to:	Director of Catholic Education
Full time equivalent:	Full Time
Location:	The position is located at the Catholic Education Office, Ballarat
Authorised by:	Acting Director of Catholic Education, Mr John Meneely
Date:	August 2017

Contract Conditions and Periods

This contract

- is for a period of Five (5) years, commencing 29 January 2018 (or earlier by agreement).
Ending: 28 January 2023
- is a full time senior contract position outside the terms of the Victorian Catholic Education Multi Enterprise Agreement 2013.
- is currently remunerated in reference to the CECV Lay Principals in Catholic Secondary Schools salaries. Dependent upon qualification and years of experience, the current full-time salary range is \$149,273 to \$188,032 per annum.
- attracts four weeks annual leave plus a closure period between Christmas and New Year. One week of enrichment leave per year of service, in accord with current CEOB guidelines.
- includes a fully serviced motor vehicle as per CEOB policy. (All CEOB staff make a personal contribution of \$100 towards the vehicle)
- includes tools of trade as determined by the Director.

Criteria for Selection

Applicants for the position of **Assistant Director: System Improvement** should be able to provide evidence of:

1. A deep understanding of the role of the Catholic school in today's world and today's Church
2. Proven leadership experience and success in a senior position in Catholic education
3. Ability to articulate and implement a vision for school and system improvement that is faithful to the principles of participation and subsidiarity
4. Highly developed communication skills

5. Deep understanding of how schools and educational systems drive ongoing improvement
6. Clear understanding of the role of data as a tool in school improvement
7. Understanding of how to balance system accountabilities and compliance with respect for school governance and autonomy
8. Ability to engage school and office leaders in a collaboration leading to improvement
9. success in leading effective teams
10. Be familiar with and comply with the CEOB child-safe policy and code of conduct, and any other policies or procedures relating to child safety

It is a requirement of this position that the applicant holds:

- Current registration with the Victorian Institute of Teaching (or interstate equivalent)
- A current Victorian driver's licence.

Primary Objective – System Improvement

The primary objective of the new position is to lead and facilitate system improvement across 64 schools and the Catholic Education Office Ballarat (CEOB) with reference to research and effective practice.

Key Responsibilities (on commencement)

The key responsibilities of the successful applicant will be to

1. Lead and influence school and office leaders to understanding how “systemness” aligns with the Diocesan Education Vision and educational research
2. Lead an on-going process with school and office leaders to identify, implement and monitor system improvement goals and strategies to achieve these
3. Identify and celebrate improvement successes and achievements across schools, network and CEOB
4. Manage and facilitate the work of the System Improvement Facilitation Team (SIFT) (This is a team of school and office leaders working together to enhance school performance).
5. Promote leadership capability development at all levels across the diocesan education community
6. Facilitate collaborative supports, communication and networking in service of school and system improvement
7. Oversee and monitor implementation of the Ballarat Diocesan Schools Advisory Council (BDSAC) School Improvement Policy
8. Lead the CEOB Compliance Team (which monitors and supports schools in meeting legislative compliance)
9. Act as Team Leader to a designated group of CEOB staff

Ongoing Role Specification

This position description may be adapted throughout the period of employment to ensure efficient and relevant practice.