



SCHEDULE A

Position Title	Applications Team Lead
Service Area	Technology & Information Services
Directorate	Technology & Information Services
Reports to	Head or delegate
Classification	Specialist/Coordinator
Last Updated	May 2022

ROLE PURPOSE

As part of the mission of the Catholic Church in the Diocese of Parramatta, the Applications Team Lead is accountable for ensuring that the team has the support and expertise required to deliver in line with their area of focus.

KEY ACCOUNTABILITIES

FUNCTION SPECIFIC ACCOUNTABILITIES

The Applications Team Lead is accountable for:

Coordinating the day-to-day operations and activities of the applications team

- Working in partnership with internal and external stakeholders to facilitate the delivery of applications advice, responding to ad-hoc requests, project work and implementing and developing procedures and policies
- Managing escalations from team members, reviewing work, providing guidance and advice where necessary
- Collaborating with internal and external stakeholders to develop, implement, support, maintain and report on all applications and participate in working papers with service providers
- Developing and implementing TIS projects and Initiatives
- Providing analysis and insights for continuous improvement in applications and processes

LEVEL SPECIFIC ACCOUNTABILITIES

Catholic Ethos

- Be supportive of the ethos of the Catholic Church
- Participate in staff liturgical and formation opportunities

Team Contribution

- Understand and contribute to the delivery and continuous improvement of relevant strategic initiatives and operational plans
- Engage in continuous learning and contribute positively to a collaborative and respectful working environment aligned with the culture and values of CSPD

Risk and Compliance

- Contribute and adhere to policies and processes within CSPD
- Identify and report risks and where possible propose appropriate mitigation strategies

REQUIRED STANDARDS

The standards and expected level of proficiency are integral to the role and will be used as the basis for assessment of suitability and performance.

Standards Framework			
Standard Group		Standard Name	Expected Level of Proficiency
Behavioural	Individual	Self-Development / Continuous Learning	S
		Adaptability	S
	Interpersonal	Collaboration and Communication	A
		Responsibility and Ownership	A
	Analytical	Planning, Organising and Problem Solving	A
Leadership	Leadership	Delegation	P
		People Development	P
		Leading a Team	P
		Understanding the Organisation's Mission	S
		Strategic Positioning	S
Technical/Functional	Technical/Functional	Attention to Detail	A
		Knowledge & Application of Policies, Procedures and Processes	A
		Knowledge & Application of Industry, Emerging Trends and Good Practice	A

Key: P = Proficient, S = Skilled, A = Advanced, E = Expert

TYPICAL EXPERIENCE AND QUALIFICATIONS

- Tertiary qualifications in the relevant area of study
- Appropriate demonstrated experience

Catholic Schools Parramatta Diocese (**CSPD**) is a modern working environment that requires the agility of staff to respond to a changing educational context and the needs of our communities. CSPD may amend the duties and responsibilities of staff in accordance with changing circumstances and business needs.

CSPD is a child safe organisation, and is committed to providing child safe communities that recognise and uphold the dignity and rights of all children and young people.