

POSITION TITLE:	Manager – School Information Systems
SECTION:	Finance & Operations
REPORTS TO:	Executive Manager Enterprise Systems & Change
CLASSIFICATION:	CCEO Level 8
AUTHORISATION:	Executive Director

CATHOLIC EDUCATION SERVICES – DIOCESE OF CAIRNS

Catholic Education Services in the Diocese of Cairns is a dynamic and growing organisation that is actively inviting schools to co-create with us, schools that are places of rich learning for now and into the 22nd Century.

Our vision is to *offer every student in every school a world class education enriched by their lived encounter with the Catholic Faith.*

Catholic Education Services is committed to this vision through Co-Leadership with schools to build communities of learning that provide a safe, nurturing and academically challenging environment. Our schools are places where we create opportunities for every student and every staff member so that they are inspired to contribute to our society, innovate, explore possibilities, and achieve excellence.

Catholic Education Services in the Diocese of Cairns embraces thirty (30) schools including twenty (20) primary schools, two (2) Prep to Year 12 colleges and eight (8) secondary colleges. One of these colleges is a Special Assistance College with campuses in Cairns, Cooktown, and Edmonton. This community also includes Catholic Education Services located in Cairns itself. Over the next five years there are two new schools planned.

All schools and colleges, except three, are within a two-hour drive of Cairns. Cooktown, Waibeni Island (Thursday Island) and Weipa are accessed by daily flights and located in some of the most beautiful parts of the country. In total, there are 11 500 students and 1500 staff.

Leadership and strategic management of Catholic Education Services is the responsibility of the Executive Director of Catholic Education. Through a team of professionals, and in Co-Leadership with principals, the Executive Director manages and facilitates a number of significant delegations which include:

- Support of the mission of the Church as delivered through Catholic Education
- Support of schools by providing services that strengthen school capacity
- Provision of leadership and forward planning to develop organisational capability
- Distribution to schools of government allocated funds and their accountability
- Monitoring quality of schools and compliance/accountability with requirements of governments, Church, and parents
- Within limits, provision of some centralised, specialised student services, where this is the most effective and efficient approach

Our staff are supported to experience success and satisfaction in their vital role.

Cairns also offers many lifestyle opportunities that can be found in few other places and is surrounded by World Heritage listed areas including the Great Barrier Reef and the Daintree Rainforest, all within an hour's journey from the growing City of Cairns. It is the gateway to our Asian neighbours with direct flights to China, Japan and Singapore as well as having direct flights to all the east coast capital cities, Darwin, and Queensland's Sunshine and Gold Coasts.

PURPOSE OF THE ROLE

- To be the primary point of contact for School Information System, their utilisation and development.
- To inform the design of effective working practices for schools utilising School Information System applications.
- To support the ongoing and effective use of existing products, and the implementation of new products in the School Information Systems suite.
- To maintain stakeholder relationships with schools and the Brisbane Catholic Education Team
- To oversee, manage and advise regarding the delivery of support and training for the School Information Suite of Products.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Typical duties performed may include, but are not limited to:

- Coordinating the ongoing management of the School Information Systems, their usage and development in the Diocese of Cairns.
- Managing and supervising the School Information Systems team.
- Supporting schools in their effective usage of School Information Systems.
- Overseeing the design, delivery and coordination of professional learning activities for the School Information Systems.
- Undertaking and manage activities associated with the ongoing product implementation, maintenance and development in schools.
- Liaising with appropriate CES and BCE staff to develop and organise resources to support the effective usage, review and development of the suite of products.
- Supporting schools in resolving operational issues utilising School Information Systems.
- Overseeing and review support frameworks, including a local knowledge base of resources, documentation and guidelines.
- Managing stakeholder relationships and expectations.
- Positioning themselves as an expert user in School Information Systems, with demonstrated expertise, in context, of the usage of key products.
- Maintain appropriate behaviours when engaging with children.
- Other related duties as directed.

GENUINE OCCUPATIONAL REQUIREMENTS

- Accountable and responsible for ensuring professional behaviour
- Ability to cope with own emotions and behaviour effectively
- Ability to comply with legislation and professional regulations to reduce the risk of harm to self and others
- Ability to maintain an appropriate level of confidentiality
- Ability to communicate in English both verbally and in writing to meet necessary standards with respect to clarity, accuracy and professionalism appropriate to the position
- Ability to locate appropriate and relevant information from multiple sources and convey, integrate and implement knowledge in practice
- Ability to prioritise workloads and manage multiple tasks with competing timelines

- Ability to accept responsibility for own work
- Intermediate to advanced skills in Microsoft Office applications necessary to demonstrate the required range of skills and tasks
- Competent use of digital technologies necessary to demonstrate the required range of skills and tasks
- Accountable and responsible for creating a positive workplace culture and reducing the risks to physical and mental health in the workplace
- Facilitate the prevention of child harm by recognising and responding appropriately

Physical requirements of the position:

- Work is normally performed in a typical interior office and/or classroom environment
- Manoeuvring within the office/school environment appropriate to the position
- Frequent driving of a motor vehicle
- Frequent use of telecommunication and electronic equipment

MANDATORY QUALIFICATIONS AND REQUIREMENTS/SELECTION CRITERIA

- Unless an exemption applies all staff are required to hold a current Working With Children Blue Card or be eligible to apply
- Current drivers licence
- A strong demonstrated commitment to the objectives, vision and ethos of Catholic Education
- Promote child safety at all times
- Have the ability to comply with the Chief Health Officer's Covid 19 vaccination directive

PROFESSIONAL ROLES

- Formal qualifications at Degree level are required, along with relevant post graduate qualifications or extensive and relevant experience as required by the employer

RELATED DOCUMENTS

- Statement of Principles for Employment in Catholic Education
- Code of Conduct for Employees of Catholic Education
- Catholic Employing Authorities Single Enterprise Collective Agreement Diocesan Schools of Queensland 2015-2019

ADDITIONAL INFORMATION

The incumbent will need:

- An in-depth understanding of and commitment to the mission and objectives of Catholic Education in the Diocese of Cairns
- A sound working knowledge of the Catholic Education context and an appreciation for Catholic Education issues.



EMPLOYEE ACCEPTANCE

The employee's signature signifies an understanding and acceptance that the content contained herein and forms an integral part of their employment terms and conditions.

I have read and acknowledge receipt of this Position Description:

Employee Name: _____

Signature: _____ **Date:** _____