

POSITION DESCRIPTION

Communities of hope, joy and wonder where all are welcome.



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| Process and Design Analyst | |
| Position Level | Grade 5 Step 1-3 |
| Salary Range  (Full-time) | $ 102,277 to $ 110,147 (based on skills and experience) |
| Reports To | Project lead |
| Location | CE Head Office, Manuka ACT |
| Employment Type | Full-Time |
| Employment Status | Fixed-Term |
| Employment Term | End date – 23 December 2022 |
| Hours Per Fortnight | 76 |

Who Are We?

Catholic Education, Canberra & Goulburn (CE) plays an integral role in education both in the ACT and NSW, covering 88,000 square kilometres covering the whole of the ACT and extending from Pambula on the south coast, to Crookwell in the North, through to the western point of Lake Cargelligo. Operating 56 Schools and 8 Early Learning Centres, CE is key to the education of over 21,000 students within the Diocese and employing over 2,100 professionals.

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| Position Purpose | Conduct independent research and analysis (internally and across other Catholic and educational systems) to holistically examine current business processes and performance. |
| Position Duties | * Undertake business process mapping; effectively identify process improvement opportunities and creatively develop approaches for business problem solving. * Apply strategic and operational thinking to focus on the big picture. * Gather, collate and analyse operational, financial and performance data across a range of systems. * Partner with internal subject matter experts and other key stakeholders across the system to understand current operations and approaches. * Define business requirements aligned to the program and organisational objectives. * Develop data models, variance analysis, and forecasts to support decision making. * Formulate options on previous research and analysis and assess the advantages and disadvantage of each. * Develop, communicate and report recommendations for management consideration. * Where an IT system may be required, determine and develop user requirements, to ensure maximum usability. * Work independently to set and manage plans, achieve results. * Other duties or responsibilities as required (specific to the team or focus area in which each positions is assigned). |
| Skills, Attributes and Experience | * Sound research and investigative skills. * Process improvement and design experience. * Ability to navigate enterprise, research and resource information. * Strong ability to establish relationships with partners and peers across the business in order to achieve optimal results. |
| Qualifications | Click or tap here to enter text. |

Application Requirements

All applications must be submitted online via the online recruitment system. You can apply using the ‘Apply Now’ button found in the job advertisement. Your application must include a resume and cover letter (separate documents) outlining your suitability for the position based on the requirements set out in the position description. E.g. why would you be the best person for the position?

Working with Children

In the course of your employment, you will have direct contact with children, and it is, therefore, child-related work in accordance with:

1. in the ACT, Working with Vulnerable People (WWVP) (Background Checking) Act 2011; and/or
2. in NSW, Child Protection (Working with Children Check) (WWCC) Act 2012.

Employment with CE is conditional upon successful applicants having or obtaining a valid and current working with children registration, appropriate to the state and/or territory in which they will work. NSW and ACT require different working with children registrations.

Religious Education

All CE staff are required to attend religious accreditation designed to acquaint you with the vision and mission of Catholic Education. For more information regarding religious education - [Click here](https://cg.catholic.edu.au/wp-content/uploads/2019/07/RE-Accreditation-Framework-2019.pdf)

Employment Information Collection Notice CE’s Privacy Policy - [Click here](https://cg.catholic.edu.au/privacy-statement/)

Application Enquires: CE Recruitment Team

Phone: 02 6234 5427 | Email: [recruitment@cg.catholic.edu.au](mailto:recruitment@cg.catholic.edu.au)