

**POSITION TITLE:** Consultant – Workforce Capability (3 Year Contract)

**SECTION:** Workforce Capability

**REPORTS TO:** Director Workforce Capability

**CLASSIFICATION:** CES Office Salary, 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 22<sup>nd</sup> 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

A world-class education system requires world-class leaders, teaching staff and non-teaching staff. The purpose of the Workforce Capability Directorate is to provide strategic leadership and capability development services and systems within the Cairns Catholic Education Community.

The role holder will work within the Workforce Capability Directorate and support the work of the directorate to build the capacity of Cairns Catholic Education Community employees both in the Catholic Education Services office and across the 30 schools within the diocese. The Consultant – Workforce Capability will provide consultancy services to support professional learning across all career stages, including coordinating and facilitating capability programs, liaising with universities to support pre-service students, and coaching. The role holder will collaborate with school and office staff to design, co-ordinate, implement and evaluate high quality and evidence-based learning experiences to meet individual, school and system needs. The role holder will lead best practice in adult learning principles and engage in data analysis to inform decision making.

The role is a 3-year contract with a guaranteed teaching position in a school at the conclusion of the contract or the role holder may seek appointment to another advertised position.

The Consultant – Workforce Capability performs the role cognisant of and in harmony with the vision, mission and values of Catholic Education in the Cairns Diocese. The role holder will be a staff member of Cairns Catholic Education Services and contribute to the culture and work in a spirit of collaboration.

Discretion, judgment, and consultation are required in planning professional functions related to services, operations and processes. Duties are performed under the guidance of the Director Workforce Capability in collaboration with the Workforce Capability team and other teams at Catholic Education Services as required.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

***It is intended that the Consultant will:***

- Model and promote a strong commitment to the Catholic ethos and the mission and objectives of Catholic Education.
- Play a key role in the development, promotion, coordination, and support of learning and development opportunities for all staff
- Research, plan, coordinate and, at times, deliver high quality learning and capability development programs for both face to face and online modalities
- Manage complementary learning services including but not limited to 360 surveys and debriefs, embedded onsite project work, facilitation of professional learning networks, coaching, work shadowing and mentoring.
- Have a strong knowledge of, or be willing to develop knowledge of, the CCEC Leadership Framework and Professional Learning Framework.
- Contribute to the implementation of the Strategic Directions 2021-25 with a focus on those within the Capability responsibility
- Proactively support Diocesan initiatives
- Maintain appropriate behaviours when engaging with children

***The role holder will support the system enablers as identified in the Strategic Directions 2021- 25 enablers:***



- Responsive, co-created organisational structures that reflect an explicit service delivery model and provide support across the system.
- Data, evidence and research inform and underpin practices, and are supported by dedicated data dashboards and a digital and data literate workforce.
- Professional learning and training including the effective application and alignment of individual performance and growth planning.

## GENUINE OCCUPATIONAL REQUIREMENTS

### ***The role holder will have demonstrated:***

- Capacity to think strategically, implement effectively, see a project to successful conclusion and evaluate accordingly.
- Capacity to plan, coordinate and deliver professional learning.
- Self-motivated with the ability and commitment to work in a collaborative team environment.
- Leadership and management skills.
- Excellent relational skills and high level of ability to communicate, consult and negotiate.
- Capacity to accept responsibility for own work.
- Experienced and competent in the use of digital technologies.
- Facilitate the prevention of child harm by recognising and responding.
- Ability to comply with legislation and professional regulations to reduce the risk of harm to self and others.
- Ability to maintain a high level of confidentiality.
- Ability to prioritise workloads and manage multiple tasks with competing timelines.
- Accountable and responsible for creating a positive workplace culture and reducing the risks to physical and mental health in the workplace.

### ***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

### ***The role holder will have:***

- Current registration with Queensland College of Teachers.
- Hold a current motor vehicle driver's license and be able to travel within and outside the diocese.
- Unless an exemption applies all staff are required to hold a current Working With Children Blue Card or be eligible to apply.
- Promote child safety at all times.

## RELATED DOCUMENTS

- Statement of Principles for Employment in Catholic Education.
- Code of Conduct for Employees of Catholic Education.



- Current Catholic Employing Authorities Single Enterprise Collective Agreement Diocesan Schools of Queensland
- Australian Professional Standards for Teachers

## ADDITIONAL INFORMATION

***The role holder will possess:***

- A commitment to the mission and objectives of Catholic Education in the Diocese of Cairns
- A sound working knowledge of the Catholic Education context or a willingness to learn based on the applicant's own faith commitment
- 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:**

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**Signature:**

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**Date:**

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