

Position Description

Position Details	
Position Title	Director – Resourcing Advocacy and Strategy
Classification	SES (Catholic Education) Level 2
Reporting To (position)	Executive Director
Direct Reports (number)	15 (current) staff with the Resourcing Advocacy and Strategy Unit
Business Unit	Resourcing Advocacy and Strategy (RA&S)

Organisational Context

The Queensland Catholic Education Commission (QCEC) has been established by the Catholic Bishops of Queensland to support and advance Catholic education in Queensland and promote excellence and equity within Catholic schools.

The role of QCEC is essentially strategic and a partnership with the five Diocesan and 17 other Catholic School Authorities that govern and administer schools across the state. QCEC is the peak body for Catholic education in Queensland and is the entity recognised by the Australian and Queensland governments for the purpose of funding.

QCEC has been delegated authority and prime responsibility for state-wide high-level policy-making and collaborative action in a number of key areas, including:

1. Government funding for Catholic schools and early education programs
2. Advocacy, negotiation, and agreement with governments and other peak bodies at the State and Commonwealth levels
3. Research, collection, analysis and reporting of statistical, financial and educational data
4. Industrial relations with respect to facilitating collaboration between Catholic School Authorities exercising this responsibility
5. Public relations and communications regarding matters concerning Catholic education on a state-wide basis.

A number of committees have been established by QCEC to inform its decision-making.

The Commission is provided operational support by a Secretariat of approximately 40 staff led by the Executive Director.

In accordance with its Mission Statement, QCEC is constantly mindful of education in the broader mission of the Catholic Church and expects that all employees have an understanding of and commitment to the Catholic ethos and support the QCEC vision, mission and values.

Primary Purpose of the Role

The position of Director - Resourcing Advocacy and Strategy (RA&S) provides leadership to support the Executive Director to achieve the strategic directions of QCEC and the Secretariat, particularly by:

- assisting the Queensland Catholic Education Commission to carry out its delegated responsibilities and achieve its Strategic Plan objectives.
- providing strategic leadership and guidance to staff within the Resourcing Advocacy and Strategy Unit in relation to all financial matters, including school funding, capital and financial compliance and financial management.

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- contribute as a member of the Secretariat's Leadership Team to the effective leadership of the Secretariat and its responsiveness to and support for the delegated responsibilities of the Commission.
- Provide insightful financial and enrolment analysis to the Commission and other stakeholders to ensure well informed decision making.

Organisational Position



Key Relationships & Interactions

Internal	The Executive, Queensland Catholic Education Commission (QCEC), the staff of the Resourcing Advocacy and Strategy Unit, Queensland Catholic School Authorities, National Catholic Education Commission.
External	Federal and State government/non-government resourcing stakeholders

Strategic Objective	Accountabilities	Performance Indicators
Organisational Leadership and Culture	<ul style="list-style-type: none"> • As a member of the Leadership Team, the role provides leadership to the secretariat to achieve QCEC strategic objectives and has a key role in supporting the strategic plan, and developing, implementing and reporting on the RA&S operational plan and embedding the organisational values into the workforce. • Lead in the promotion and implementation of the desired culture that enables the delivery of QCEC's vision, strategic plan, goals and values. • Ensure QCEC's values are embedded in the behaviour and actions of the reporting workforce. • Positively engage with staff and role model QCEC Secretariat values and behaviours. 	<p>Participation in strategic planning and contribution from an RA&S perspective.</p> <p>Development and reporting on an annual RA&S operational plan and achievement of outcomes.</p>
Financial Leadership	<ul style="list-style-type: none"> • Provide financial leadership through high level policy, strategy and advocacy to achieve the strategic and cultural objectives of the Commission. • Contribute, as a member of the Leadership Team to the Secretariat's ability to advise and drive best practice in the financial management of the Commission. • Ensure financial compliance of all Queensland Catholic Schools with all Federal and State legislation, regulation and other reporting and compliance obligations. 	<p>A performance review rating exceeding expectations is achieved annually and staff are operating at a high level as a cohesive team.</p> <p>Project outcomes are achieved and managed</p>

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	<ul style="list-style-type: none"> • Manage the Secretariat's function as the Block Grant Authority/Capital Assistance Authority for the distribution of Australian and Queensland government capital funding. • Lead the Annual Capital Application and Assessment process and other capital funding programs including those related to kindergartens. • In collaboration with school authorities, oversee processes for the collation and sharing of statistical information regarding enrolments, performance and other relevant information. • Provide insightful financial and enrolment analysis to the Commission and other stakeholders to ensure well informed decision making. • Ensure the finance system (TechOne) meets the needs of the Commission and payment processes are appropriate and enacted. • Oversee banking arrangements of the Commission. • Manage the Secretariat Budget and oversee financial reporting. • Ensure the compliance of the Commission with the Australian Charities and Not-for-Profit Commission requirements, and ensure that all reporting is completed on time. • Ensure effective monitoring, management and reporting of the Finance and Resourcing functions, including QCEC's corporate and payroll functions. • Support other Directors in developing their units' budgets and monitoring their ongoing operation. 	<p>to time and meet budget requirements.</p>
<p>People Management</p>	<ul style="list-style-type: none"> • Monitor the alignment of the reporting workforce's effort and focus, defining roles and accountabilities and managing performance standards in line with the QCEC Secretariat strategic goals and objectives. • Ensure RA&S staff are appropriately trained and accredited to carry out the functions of their position. • Ensure management responsibilities are undertaken in accordance with Human Resources policy and procedure, this includes: <ul style="list-style-type: none"> ○ Annual performance reviews are conducted for all reporting staff ○ Performance reviews are to include documented personal development plans ○ Work with the Executive Director to consider and maintain a succession plan for key positions and ○ Conducting regular team meetings. 	<p>Annual documented performance reviews (following regular discussions throughout the year with team members). A development plan is developed jointly based on areas for future development/ career path aspirations linked to the QCEC Strategic Plan.</p>

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<p>Advocacy and Stakeholder Management</p>	<ul style="list-style-type: none"> • Work with NCEC and the Queensland and Australian governments to advocate for a level of government funding that enables all Catholic schools in Queensland to operate effectively and sustainably. • Maintain strong relationships with key finance personnel at Catholic School Authorities to ensure a shared understanding of funding, capital and compliance issues. • Support the financial management of schools through contributing to Committees, reference groups, forums, staff development and other education opportunities that are undertaken by CSAs and other stakeholders. • Adopt a stakeholder focused and risk management-based approach to the leadership and development of financial processes to enable QCEC and its committees to operate effectively in a complex regulatory environment. • Keep school authorities informed on school funding and related issues • Annually establish key advocacy targets (people/sectors) and develop evidence-based strategies to engage and influence stakeholders and monitor and report on outcomes. • Working collaboratively with the Leadership Team, build communications networks to proactively engage and liaise with stakeholders to understand the context and experiences of delivering education across the socially and geographically diverse locations of Catholic schools and authorities. • Facilitate a process annually to obtain key stakeholder feedback on their satisfaction with the performance of the Resourcing Advocacy and Strategy Unit. • Ensure that effective communication systems and structures are utilised to disseminate financial policy and operational information to stakeholders. • In collaboration with school authorities, oversee processes for the collation and sharing of statistical information regarding enrolments, performance, and other relevant information. • Provide insightful financial and enrolment analysis to the Commission and other stakeholders to ensure well informed decision making. • Support the Executive Director in building networks and partnerships with other State/Territory Catholic education systems and with other education sectors in Queensland and nationally. 	<p>Report on the success of targeted advocacy strategies and stakeholders' engagement with change agendas.</p>
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Corporate Compliance Accountability

This position is required to comply with all corporate principles. In particular, the principles of:

- Safety and standards for an equitable, safe and healthy work environment free from discrimination, harassment, and bullying.
- QCEC Secretariat policies, procedures and protocols.
- QCEC financial delegations.
- QCEC complies with all legal and regulatory financial requirements.

Education, Skills & Experience

- Tertiary qualifications in Business, Law, Accounting or Commerce.
- Chartered Practising Accountant / CA / CFA or similar accreditation/qualification.
- Proven record in senior management roles in accounting, financial management or resourcing roles working with senior executive teams.
- Proven experience interpreting relevant legislation, regulation and policy.
- Demonstrated ability and experience leading, inspiring and managing senior level staff in a professional work environment.
- Strong strategic planning experience and proven record of implementing and executing the plan.
- Experience operating at board level, with a solid understanding of best practice governance, risk management and assurance.
- Excellent communication skills, both written and oral.
- Highly developed interpersonal skills and self-awareness through regular self-reflection.

Employee Acceptance

I, Insert Name, confirm that I have read and understood the accountabilities associated with this position description.

Signed: _____ Dated: ____/____/____

Position Description Approval

	Name	Signature	Date	Date for Review
Executive Director	Name:		____/____/____	
Chief Operating Officer:	Name:		____/____/____	