

POSITION TITLE:	Executive Manager – First Nations Education
SECTION:	Identity and Outreach
REPORTS TO:	Executive Leader Identity and Outreach
CLASSIFICATION:	Senior Leadership 1
AUTHORISATION:	Executive Director

Catholic Education Diocese of Cairns (CEDC)

Catholic Education in the Diocese of Cairns (CEDC) is a dynamic and growing organisation that is actively inviting schools to co-create schools that are places of rich learning for now and into the 22nd Century. 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 opportunities are created for every student and every staff member so that they are inspired to contribute to our society, to innovate, to explore possibilities and to achieve success

Our vision is:

To offer every student in every school a world class education enriched by their lived encounter with the Catholic Faith.

Purpose Of the Role

The **Executive Manager – First Nations Education** is a key leadership role supporting the Catholic Education Diocese of Cairns (CEDC) in its commitment to being a culturally responsive organisation that embraces the heritage, knowledge, and values of First Nations peoples.

Reporting to the Executive Leader – Identity and Outreach, the Executive Manager provides expert advice, coordination, and support in the implementation of the First Nations Education Strategy. This role focuses on embedding First Nations perspectives across CEDC, building staff capacity, fostering culturally safe practices, and strengthening partnerships with First Nations communities. Through collaboration with schools and CES directorates, the Executive Manager contributes to improved educational outcomes and wellbeing for First Nations students and staff, while promoting inclusive and respectful learning environments.

The role will be undertaken in response to policy direction from the Board of Governance (through the Executive Director) and in alignment with the CEDC Strategic Directions 2026-2028 and the *Encounter Catholic Identity Framework*

Core Responsibilities

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

In collaboration with the Executive Leader - Identity and Outreach, Schools and all Catholic Education Services (CES), the Executive manager First Nations Education will:

- Work collaboratively with other function areas of CES to support the implementation of the First Nations Education Strategy across CEDC, ensuring alignment with strategic priorities and cultural responsiveness.

- Apply system data learning findings to inform the development of professional learning, research, policy development, and opportunities for innovation in the area of First Nations education.
- Directly contribute to expertise, design, research, and advice on the ongoing review and implementation of the CEDC First Nation Education Strategy.
- Contribute to the implementation of the Innovate Reconciliation Plan in partnership with relevant stakeholders.
- Lead and manage the First Nations Education Team, fostering a collaborative and culturally safe working environment.
- Provide advice on the development, implementation, and evaluation of CES curriculum, pedagogy, assessment and reporting policy directions, practices, and models to optimise the impact of teaching on student achievement and success.
- Lead and manage the First Nations Education Team, fostering a collaborative and culturally safe working environment.
- Under the leadership of the Executive Leader-Identity and Outreach, co-creation and co-delivery culturally competent staff through professional learning and on-country formation opportunities.
- Participate in relevant Identity and Outreach initiatives and contribute to team-based planning and delivery.
- Under the Leadership of the Executive Leader- Identity and Outreach, provide expert advice and support to schools and CES teams to embed First Nations perspectives in curriculum and practice.
- In partnership with schools and other CES function areas co-construct curriculum and pedagogical programs, policies, initiatives based on educational research, innovative models, and evidence-based practices focusing on improved student learning outcomes for First Nations student.
- Partner with Directors School Performance to guide and review school learning data and maximize support and progress on school learning cycles of inquiry.
- Undertake additional responsibilities as directed by the Executive Leader – Identity and Outreach or Executive Director.

Genuine Occupational Requirements

To perform this role, it is essential that the person is an Aboriginal or Torres Strait Islander person. It is therefore a genuine occupational requirement under section 25 of the Anti- Discrimination Act 1991 that applicants are Aboriginal or Torres Strait Islander.

The successful applicant will have experience and will be able to demonstrate and articulate:

- An understanding and commitment to the ethos and role of the Catholic school as part of the mission of the Catholic Church.
- The development, leading, implementation and evaluation of education strategies, policies, programs, and initiatives.
- strategic thinking, educational leadership, and system thinking specific to First Nations students,
- An understanding of the current challenges facing First Nations students, families, and staff.
- An ability to identify and collaborate with stakeholders, internal and external, to develop cohesive programs that are sustainable and aligned to the work of CEDC.
- An ability to implement effective consultation and communication strategies.
- Participation, innovation, and research in the areas of First Nations cultural understandings, First Nations student education, cultural competency, and Ways of Knowing, Being, Doing and Valuing.
- Appropriate behaviours when engaging with children.
- Genuine, timely and sustained collaboration with relevant stakeholders.



- Knowledge, understanding and appreciation of First Nations culture, customs and society and the ability to gain and maintain credibility and communicate with sensitivity with First Nations peoples, communities, and organisations.

In addition to specific knowledge and skills required for the position, all employees within the Diocese will demonstrate the following personal and interpersonal skills in the course of their duties:

- Quality service
- Capacity to accept responsibility for own work.
- Capacity to work effectively in a team.
- Demonstrate excellent relational and communication skills.
- Capacity to manage change in self and others.
- Facilitate the prevention of child harm by recognising and responding appropriately.
- 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.
- Intermediate to advanced skills in Microsoft Office applications necessary to demonstrate the required range of skills and tasks.
- Competent use of digital technologies is 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.

Physical requirements of the position:

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

Key Relationships

The position also has a collegial relationship with the Executive Director, the Vicar for Education, Executive Managers of other function areas, Principals, the Bishop, and the Clergy of the Diocese.

The position works closely with the Directors School Performance.

The position will also from time to time be a member of various Diocesan committees, QLD Directors Forum committees, national committees and represent the Diocese at QCEC level.



Mandatory Qualifications and Requirements

Qualifications:

- Registration as a teacher with the Queensland College of Teachers.
- Post Graduate Qualifications or Higher in the areas of Education, Leadership, Management, or related discipline or prepared to work towards.

Requirements

- This position is identified as an Aboriginal or Torres Strait Islander person. It is a genuine occupational requirement under Section 25 of the *Anti-Discrimination Act 1991 (Qld)*, due to the cultural knowledge, lived experience, and community connection essential to the role.
- Five years' minimum experience in a leadership role in a variety of educational settings.
- Meet the faith criteria for senior leadership positions within Catholic Education
- A strong demonstrated commitment to the objectives, vision, and ethos of Catholic Education
Demonstrated experience and success in areas related to First Nations education.
- Evidence of personal professional development in areas relevant to this role.

