



Archdiocese of Hobart

Position Description, Executive Officer

Program/Organisation:	Tasmanian Catholic Schools Parents Council
Location:	Remote
Reports To:	President, Tasmanian Catholic Schools Parents Council
Approved by:	President, Tasmanian Catholic Schools Parents Council
Version:	April 2025
Full Time Equivalent:	0.4FTE

Context:

The Council acts under the auspices of the Archbishop of Hobart, in accordance with his desire for Catholic Schools in Tasmania to give witness to its most important role as an agency of the Catholic Church in Tasmania.

The Archbishop of Hobart endorses the establishment of the Tasmanian Catholic Schools Parents Council (TCSPC):

- a. To promote the mission of Catholic Schools; and
- b. To foster a true spirit of community.

Organisational Environment:

The TCSPC is the peak body of Tasmanian Catholic School Parents. The Council is a collaborative and representative organisation, whom seek to promote choice and quality in schooling, the equitable distribution of government funds for schooling, and effective partnerships to maximise outcomes by:

- Sharing responsibility for learning and living gospel values;
- Assisting our school communities to identify, provide and maintain the human, material and capital resources necessary for the effective and efficient delivery of Catholic education;
- Building an environment where parents can be empowered to take an active role as the primary educators of their children; and
- Actively encouraging our school communities to reach out with love, respect and tolerance through balancing the needs and expectations of all.

Primary Objectives:

The position involves working collaboratively with the TCSPC to achieve the objectives specified in the constitution by maintaining the relationship and providing leadership and working strategically with:

- TCSPC, Including the President, Executive, Council and Ordinary members;
- Administration Officer, TCSPC
- Archbishop, Archdiocese of Hobart;
- Executive Director and Senior Leadership, Tasmanian Catholic Education Office;



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- Department for Education, Children and Young People (TAS);
- Principals and Senior Leadership, Catholic Schools/Colleges within the Archdiocese of Hobart;
- Catholic Schools/Colleges Parents and Friends within the Archdiocese of Hobart;
- Catholic schools parent bodies in each state and territory;
- Tasmanian and National parent bodies
- Catholic Principals Association; and
- Independent Education Union.

To effectively understand this position, the person should have or quickly obtain a knowledge and understanding of:

- The education environment in Tasmania;
- The Catholic education environment in Tasmania;
- The broad education environment at state and national levels;
- The political structure and responsibilities of Tasmania and federally;
- National and state parent bodies; and
- Catholic Schools/Colleges Parents and Friends within the Archdiocese of Hobart

The key responsibilities include:

The duties of the position will be undertaken with consideration of the following criteria:

- To provide a broad range of advice and response to:
 - All levels of government;
 - Political parties;
 - Organisations and bureaucracies in the education environment;
 - National and state parent organisation;
 - Catholic Schools/Colleges Parents and Friends within the Archdiocese of Hobart; and
 - Individual parents.
- Represent the Council or Deputise for the Chair as directed by the President, when required on various organisation, forums, committees, taskforces and other working parties relating to and within education,
- In conjunction with the Administration Officer, President, Executive and Council develop an annual timetable;
- Ensure the President, Executive and Council members know and understand the agreed annual timetable;
- Engage with existing, seek new, and ensure reporting requirements are maintained with sponsors, supporters and grants, within established timeframes,
- High level of presentation skills,
- High organisational and problem solving skills,
- Sound time management and multi-task skills,
- Excellent verbal and written, interpersonal and communication skills,
- Attention to detail, quality and accuracy,



- Maintain a professional work environment,
- Ability to work within a team or work autonomously and be responsible and accountable for own work,
- Compliance with Work Health and Safety legislation in maintaining a safe system of work in the workplace

Personal accountability level:

- This position is established under the guidance of the President, TCSPC. It is expected that the position will work to a high level with limited requirement for guidance and supervision;
- The position is required to be able to interpret and use appropriate judgement within the range of expertise and experience;
- This position works in conjunction with the Administration Officer, TCSPC, but does not manage this position;
- This position is required to manage office expenses within the approved budget allocation or as approved by Council/Executive;
- This position is expected to be able to deliver work and capacity in a busy and dynamic work environment, including hosting and attending meetings of an evening both on line and face to face;
- This incumbent is expected to have the capacity for travel throughout Tasmania to maintain knowledge of and connections with parents at the local level;
- This incumbent is expected to have the capacity to attend up to 4 weekend meetings interstate per year, plus the option to attend interstate seminars if necessary, and
- This position is required to be able to develop and manage a range of programs around parent engagement and involvement.

Functional responsibilities:

The Executive officer is responsible for managing communications of and by the TCSPC including:

- managing multiple communication channels (including monitoring the effectiveness of the TCSPC's communications strategies);
- producing effective reports, including the Annual Report in conjunction with the Administration Officer;
- effective verbal communication at all levels;
- regular communication with the TCSPC, Director of Catholic Education Tasmania and the Archbishop of Hobart;
- effective media liaison and management in consultation with the President TCSPC; and
- ensuring communications reflect our Catholic Faith Traditions.

Personal accountability level:

- Accountable and responsible for the accurate recording and maintenance of ICT Asset Registry
- Responsible for accurate and timely response to clients
- Responsible for backup processes and data recovery
- Responsible for ensuring documentation is up to date relating to user knowledge base
- Proactive approach to personal and professional development

Risk and Workplace Health & Safety:

The Archdiocese of Hobart is committed to ensuring that our operations at all Agencies are conducted with proper regard for health and safety of all.

You are required to observe safe work practices in accordance with training and instruction given and report any risk to your immediate supervisor. Risks arising in the workplace may be financial, site, task or person specific or related to safety.

All employees of the Archdiocese of Hobart will conduct themselves responsibly with proper respect for established rules and procedures and they will consistently perform their jobs with proper regard for the health and safety of others.

We expect all employees to participate in and contribute to Workplace Health and Safety activities, including participation in the consultative processes provided by the organisation, to ensure a safe work environment for clients, our community, employees and visitors.

Key Communications Linkages:

The position of Executive Officer, TCSPC works independently reporting to the President and regularly interacts with a broad range of clients, external persons, agencies, schools and parishes. The Executive Officer is expected to act with honesty and integrity, and deliver a high quality customer service experience to all stakeholders.

Job Environment:

An understanding of the relevant technology, procedures and processes used within the position.

An understanding of the function of the position within its organisational context, including relevant policies, regulations and precedents and an understanding of the goals of the area in which they work and where appropriate, an appreciation of the goals of the TCSPC.

Proficiency in the application of standardised procedures, practices, Acts and Regulations and an understanding of relevant precedents, previous decisions and/or proficiency in the operation of equipment which requires the exercise of considerable skill or adaptation

Selection Criteria:

Essential requirements

1. An understanding of, and commitment to, the operations of the Catholic Church and a commitment to the philosophy and core values of the Archdiocese of Hobart
2. Essential background:
 - Current ability to work in Australia - either Australian citizen, resident; or New Zealand citizen; or proof of granted work rights; and
 - Qualifications able to be evidenced with an academic transcript for university qualifications or full certificate for other tertiary qualifications relevant to this position.
3. Demonstrated understanding of and commitment to the role of parents and care givers in the education of their children and leadership experience with the context or parent/care giver engagement in Catholic education.
4. Demonstrated excellent written and oral communication skills including working with social media and electronic communication and highly developed interpersonal skills.
5. Demonstrated excellent organisational and time management skills including prioritisation and managing time, planning, analysis of policy document and the ability to work collaboratively in a team environment.
6. Demonstrative ability to effectively represent the interests of parents/care givers of students in Catholic schools at a state and national level including advocacy, negotiation and the ability to contribute to policy development.
7. Ability to establish and maintain effective relationships and networks that advance the objectives of TCSPC.
8. High developed computer skills with proficiency in MS Office Suite and the ability to learn new systems quickly. Highly demonstrated level of IT skills, particularly in website management, publishing and newsletter production.
9. Ability and willingness to undertake the relevant employee screening processes, including the provision of a National Police Criminal History Check satisfactory to the Archdiocese of Hobart as well as registration to Work with Vulnerable People (Department of Justice, Tasmania).