



Position Description

Position Title	Project Manager
Organisation	Catholic Education Sandhurst Limited (CES Ltd)
Function	People and Culture
Location	<i>Bendigo, Wangaratta, or Tatura</i>
Enterprise Agreement and / or Award	Catholic Education Multi-Enterprise Agreement 2022
Classification	CEO Administration Level 5
Remuneration	\$97,204 (Annual rem excluding superannuation)
FTE	1.0
Status	Ongoing
Reports to	Chief People Officer and/or Project Sponsor/Lead

Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northeast Victoria. The organisation supports more than 3000 employees in 52 schools and 3 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Victorian Catholic Education Authority (VCEA), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Executive Director of Catholic Education Sandhurst is appointed by the Board of CES Ltd to support the administrative, organisational and service matters to Catholic schools within the Diocese.

The Executive Director and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd is the employing authority for its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

Our Vision

The vision for CES Ltd is to provide, in partnership with our families and parishes, stimulating, enriching, liberating, sacramental and nurturing learning environments drawn from the Catholic tradition in each of the diocesan school communities.

At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people, a pursuit of excellence in all levels of learning and creating communities of welcome, hospitality and inclusion.

We believe:

- that the values of the Gospel are central to who we are, what we do, and how we act
- that we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition
- that a strong sense of community is dependent on the quality of our collegial relationships
- that each person's potential is fostered through the dedicated ministry of Catholic Education
- in leadership encompassing vision, innovation, and empowerment.

Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

Principles of Catholic Social Teaching

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the "common good" in response to the "signs of the times".

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Respect

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Partnerships

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community.

Faith

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

Office Summary

The Catholic Education Sandhurst Office comprises approximately 110 employees working across 7 key functional areas, supporting over 50 schools within the Sandhurst Diocese based across Bendigo, Tatura, and Wangaratta.

The Chief position within each function reports directly to the Executive Director of Catholic Education Sandhurst Limited (CES Ltd) and the 7 functional areas comprise of:

- Catholic Mission/Learning and Teaching
- School Development and Support
- Early Childhood Education and Care
- Student Pastoral Wellbeing
- People and Culture
- Operations
- Strategy, Risk and Governance

Function Summary

The People and Culture function provides support to over 3000 staff as well as volunteers, contractors, visitors, and school communities through a range of services across the employee lifecycle.

The function provides strategic human resources advice, including coaching and offering strategies and tools to enable leaders to effectively lead and engage their teams and motivate for optimal performance. The function partners with the business to design, develop and implement strategies and systems to attract, engage, develop, and retain talent, through developing a strategic People Plan which will build employee and organisational capability and help develop an inclusive and collaborative performance culture.

The function is also responsible for complaint investigations with impartiality whilst maintaining adherence to legislation and contributing to the achievement of best-practise standards of safety, security, and protection of children and young people in the care of Catholic Education Sandhurst Limited (CES Ltd).

The function includes:

- Talent Acquisition, Onboarding and Retention
- Internal Communications
- Organisational Development and Workforce Data
- Employee and Industrial Relations
- Succession and Talent Management
- Payroll

- Workplace Health and Safety; and,
- Staff Wellbeing

Position Summary

Reporting directly to the Chief People Officer and Project Sponsors/Lead, the Project Manager will play a pivotal role in building project and change management capability at CES Ltd, facilitating the implementation of business, schools, and technological changes throughout Catholic Education Sandhurst Limited. Key responsibilities start with creating strategies, delegating tasks, monitoring progress, and ensuring coordination and collaboration among team members.

This role demands innovative thinking, strong analytical skills, and execution. The incumbent will excel in communication, problem-solving, and relationship building, focusing on continuous improvement. This role will require ability to flex up and down dependent on the organisation's key priorities projects determined by the Executive Director and leadership team.

Key Responsibilities

Project Management	<ul style="list-style-type: none"> • Manage all aspects of the project to ensure targets and deliverables are met including creating strategies, delegating effectively, monitoring progress and roadblocks and ensure coordination among team members and collaboration. • Partner with external providers and internal stakeholders to coordinate change projects across Catholic Education Sandhurst Limited ensuring all milestones are met. • Create and monitor business/IT project and change management programs plans regularly and ensure alignment with best practices and standards. • Report and escalate to leadership as needed.
Change Management	<ul style="list-style-type: none"> • Utilise a change management strategy aligned with project scope, ensuring a person-centred approach. • Leverage a change management methodology, process, and tools to create and execute project and change management plans that support the adoption and usage of schools and business changes by employees and students. • Provide advice and recommendations to the organisation's approach to project management and change management gathering employee feedback to inform approaches. • Advise and contribute to the project's communication plan, enhancing change management delivery. • Assess, identify, mitigate, and manage change risks.

	<ul style="list-style-type: none"> • Deliver, monitor, and adapt the project's change management plan throughout the life cycle. • Lead and provide specialist advice to stakeholders, enabling educational transformation.
Training Coordination	<ul style="list-style-type: none"> • Develop and deliver effective communications, training, and coaching to prepare, support, and equip employees for project changes. • Partner with external providers and schools to plan, book and implement targeted training interventions in accordance with project scope. • Participate in process review workshops, informing training needs and capability requirements. • Inform individual project's training plan and schedule.
Facilitating improvement and change	<ul style="list-style-type: none"> • Work with People and Culture to facilitate change management processes related to the introduction of technological change. • Work with office and school leaders to communicate the changes.
Providing support to schools and office	<ul style="list-style-type: none"> • Respond to any queries in relation to project changes.
Ad hoc projects	<ul style="list-style-type: none"> • Assist the broader ICT, Executive teams to deliver projects as required.

Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

Mandatory Responsibilities and Requirements

Compliance with CES Ltd Policies and Procedures

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

Compliance with Occupational Health and Safety

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd's OH&S Management System.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and

responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.

- Depending on the role some employees will also be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training prior to commencing employment with CES Ltd.

Compliance with Child Safety Legislation

- CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid working with children check or VIT registration. CES Ltd are committed to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

Requirement for onsite work

- CES Ltd values flexibility and supports remote work where able. This position does require the majority of tasks to be conducted at a CES Ltd workplace and as such, the incumbent must be available to work onsite.

Key Selection Criteria

Essential	Qualifications and Registrations	<ul style="list-style-type: none"> • Tertiary qualifications in Business, ICT, Education, Project Management, or equivalent experience. • A current unrestricted Australian Drivers Licence. • National Police Record Check.
	Knowledge and Experience	<ul style="list-style-type: none"> • Proven experience working as a business and/or project manager, preferably in a large and complex organisation. • A strong knowledge of IT project and change management methodologies, tools, and techniques, such as Agile, Waterfall, ADKAR, Kotter, etc. • Proven ability to develop and deliver stakeholder-centric change management and communication plans. • Demonstrated ability to develop, collaborate, and maintain effective business relationships. • Strong analytical and structured critical thinking skills. • Experience problem-solving with the ability to think creatively at tactical and strategic levels.

		<ul style="list-style-type: none"> • Change resilience with the ability to work in a fast-paced environment. • A proven track record of delivering projects and change initiatives on time, within budget, and with high quality and customer satisfaction. • Excellent communication, presentation, facilitation, and influencing skills, both written and verbal.
	Commitment to Catholic Education	<ul style="list-style-type: none"> • Demonstrated commitment to Catholic Faith with an understanding and willingness to work within the Catholic ethos, traditions, and practices of the Diocese of Sandhurst.
	Commitment to Child Safety	<ul style="list-style-type: none"> • Willing to undergo or provide a current and satisfactory working with children check.
	Skills and Attributes	<ul style="list-style-type: none"> • Highly developed word processing and computer skills including a high degree of proficiency within the Microsoft Suite including Microsoft Word, Excel, PowerPoint, and Google applications. • Demonstrated high level communication skills. • Excellent analytical and time management skills
Desirable		<ul style="list-style-type: none"> • Experience in an education environment would be highly regarded. • A certification in project management (e.g., PMP, PRINCE2) and/or change management (e.g., Prosci, CCMP) is highly desirable.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Catholic Education Sandhurst's discretion and activities may be added, removed or amended at any time.