



Position Description

Position Title	Board Executive Assistant
Organisation	Catholic Education Sandhurst Limited (CES Ltd)
Function	Strategy Risk and Governance
Location	<i>Bendigo</i>
Enterprise Agreement and or Award	Victorian Catholic Education Multi-Enterprise Agreement 2022
Classification	CEO Administration Level 5
Remuneration	\$48,120.83 (excluding superannuation)
FTE	0.5
Status	Ongoing
Reports to	Chief Strategy, Risk & Governance Officer

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 2 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 Victoria Catholic Education Authority Ltd (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 Strategy, Risk & Governance function are responsible for establishing and managing the strategy and governance architecture and processes to enable development, monitoring and implementation of the vision and strategy for the organisation.

The function works closely with each of the Executive Leadership members to ensure their individual function is aligned to the overarching Catholic Education Sandhurst Limited Strategic Plan and remains on track with the planning, operationalising and implementation of their strategic initiatives.

The function is diverse and includes:

- Strategy, Governance and Performance
- VRQA Compliance
- Governance (including Board Support and Company Secretariat)
- System innovation projects; and,
- Legal, Risk and Compliance

The Strategy, Risk & Governance function also works with leaders to ensure adherence to industry guidelines and regulatory practice to mitigate operational and litigious risk, whilst driving system improvements and creating opportunities for innovation and growth across the Diocese.

Position Summary

Reporting to Chief Strategy, Risk & Governance Officer, the Board Executive Assistant will be responsible for the efficient and effective functioning of all CES Ltd Boards and Committees. Primary responsibility will be to provide board and committee governance support, including collation and distribution of board and committee agendas, minute taking, maintaining action registers and ensuring all governance processes and compliance obligations are kept up to date with appropriate legislation.

The position requires strict confidentiality, whilst developing collaborative working relationships across the organisation and demonstration of CES Ltd values.

Key Responsibilities

Board and committee meetings	<ul style="list-style-type: none">• Preparing board and committee agendas, reports and papers.• Timely distribution of board and committee papers via an online portal.• Attendance at board and committee meetings and taking minutes for chair approval and distribution post-meeting.• Maintain actions registers and follow-up and track implementation of board decisions and actions.• Maintain storage of all board files, such as previous meeting agendas and minutes.• Establish and distribute a yearly board and committee meeting schedule, including due dates for submission of items to allow for timely distribution of agendas to board members.• Distribute meeting requests to all board and committee members, with relevant meeting details included, such as location or online details.
Corporate governance	<ul style="list-style-type: none">• Assist with enhancement of governance processes, implementation, and follow-up.• Oversee a board / director induction pack and support the CEO or Chair by facilitating director education programs and conducting board and committee assessments.• Maintain and update as needed, board and committee charters and a director's skills matrix.• Create and establish a board governance calendar and work plan to ensure timely compliance for submissions to regulatory bodies.• Support board and committee chairs with all regulatory matters.

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	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.
	Knowledge and Experience	<ul style="list-style-type: none"> Excellent relationship and communication skills. Ability to exercise good judgement, prioritise workload, be discreet. Significant experience in working with boards and undertaking board secretarial functions. High level experience in working with executive teams. Experience and knowledge of corporate governance practices. Excellent writing skills, and proficiency in minute-taking at corporate level. Ability to maintain strict confidentiality.
	Commitment to Child Safety	<ul style="list-style-type: none"> Willing to undergo or provide a current and satisfactory working with children check. Ability to demonstrate an understanding of appropriate behaviours when engaging with children. Acknowledge and appreciate the strengths of Aboriginal culture and its importance in the wellbeing and safety of Aboriginal students.
	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 MS Teams, Microsoft Word, SharePoint, and familiarity with Board portal software. Proven ability to maintain high levels of confidentiality while exercising judgment, sensitivity, and discretion. Ability to balance competing priorities to ensure positive outcomes. Excellent written and verbal communication skills Personal qualities of confidentiality, initiative, patience, cooperation, commitment, and enthusiasm.
	Qualifications and Registrations	<ul style="list-style-type: none"> A current unrestricted Victorian Drivers Licence.
Desirable		<ul style="list-style-type: none"> Experience in an education environment would be highly regarded, but not essential. Keen interest or studies undertaken in Governance and / or Risk.