



# Position Description

<b>Position Title</b>	<b>Project Manager - Capital Building Projects</b>
<b>Organisation</b>	Catholic Education Sandhurst Limited (CES Ltd)
<b>Team</b>	Operations
<b>Location</b>	<i>Wangaratta</i>
<b>Remuneration</b>	\$111,382 - \$130,469 pro rata (excluding superannuation) dependent upon experience
<b>Motor Vehicle</b>	Provision of motor vehicle in line with CES Ltd Policy
<b>FTE</b>	0.8 FTE
<b>Status</b>	Ongoing
<b>Reports to</b>	Capital Planning and Infrastructure 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 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 Catholic Education Commission of Victoria Ltd (CECV), 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 Chief Executive Officer 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 Chief Executive Officer 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, stimulating, enriching, liberating, and nurturing learning environments in each of the Catholic school communities within the Diocese. 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.

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 a sense of genuine partnership.

## Team Summary

The Catholic Education Office Sandhurst (CEOS) Team comprises approximately 100 employees working across 7 key divisional areas, supporting over 50 schools within the Sandhurst Diocese based across Bendigo, Tatura, and Wangaratta.

The Chief position within each division reports directly to the Chief Executive Officer of Catholic Education Sandhurst (CES) and the 7 divisional areas comprise of:

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

The Operations Function is led by the Chief Operations Officer who also assumes the duties of the Chief Financial Officer for Catholic Education Sandhurst Limited (CES Ltd).

The function partners with the business to provide advice and support in the following areas:

- Finance
- Facilities and Fleet Management
- ICT and Digital
- System Data
- Public Relations and Marketing
- Procurement
- Capital Planning & Infrastructure (including planning and implementing of all capital works projects); and,
- Administration (including event management and reception).

The function ensures appropriate systems and processes are in place to ensure that financial accountability, fiducial responsibility, and resource and data stewardship are all managed to ensure sound strategic decision-making.

## Position Summary

This position is responsible for providing support to schools within CES Ltd with respect to the planning, management, and reporting of capital works projects. The incumbent will be required to coordinate participation in various project activities, including working closely across key stakeholder and contractor groups to deliver successful capital outcomes to the schools in the Sandhurst Diocese.

The position will also assist in delivering support and advice to Diocesan schools in the areas of capital planning and responsive and preventative maintenance to ensure that schools are assisted to meet their capital planning and financial management responsibilities and legislative requirements as well as contributing toward developing opportunistic maintenance and service procurement opportunities with schools.

## Key Responsibilities

<p><b>Deliver on satisfactory completion of capital works</b></p>	<ul style="list-style-type: none"> <li>● Ensure Diocesan schools are supported in order to meet their financial management and accountability obligations to relevant funding authorities in relation to capital works projects, including: <ul style="list-style-type: none"> <li>- To provide support, guidance, and first-line advice on Capital Planning Initiatives and administrative processes to key stakeholders, including (but not limited to) Diocesan Principals, Primary School Administrative Officers, and Diocesan Business Managers.</li> <li>- Coordinate the provision of meaningful and regular updates to project stakeholders to ensure that Diocesan schools receive timely support and advice about Capital works projects processing functions.</li> <li>- Continually develop and enhance mechanisms to support Diocesan Principals with the Capital Works projects in schools.</li> <li>- Facilitate communication opportunities between key partners (e.g., parish priests/canonical administrators and advisory council chairs).</li> <li>- Refer and liaise complex school matters to subject matter experts in the CES office.</li> <li>- Operate collaboratively with Catholic Capital Grants (Victoria) Ltd regarding the eligibility, funding, prioritising, and reporting of CES Ltd capital and infrastructure projects and grants.</li> </ul> </li> </ul>
<p><b>Administration, Compliance, and Reporting</b></p>	<ul style="list-style-type: none"> <li>● Provide administrative services on behalf of CES Ltd regarding the Australian Government Capital Grants Program (CGP), the Victorian Government Capital Funding Program 2019-23 (VGCFP 2019-23), and the Victorian School Shade Sail Program.</li> <li>● Comply with the organisation's Child Safety policies and procedures.</li> <li>● Comply with the Occupational Health and Safety policies and procedures including utilisation of the OH&amp;S Management System, reporting and eliminating hazards, and participation in training and consultation processes.</li> </ul>

<b>Ensure professional learning and networking</b>	<ul style="list-style-type: none"> <li>● Ensure professional learning and networking opportunities are provided for school personnel in the area of Capital Planning, including: <ul style="list-style-type: none"> <li>- To work with Diocesan Principals in order to identify development areas where additional training is required.</li> <li>- Ensure the preparation and delivery of training and professional learning sessions, including the provision of networking opportunities for Diocesan Principals.</li> <li>- Liaise with external training providers to provide appropriate accredited training opportunities for school staff working in the area of Capital Planning.</li> <li>- Assist with Capital Planning seminars for school leaders, with an emphasis on affordability, accessibility, and ensuring that resource allocations align with school and Diocesan priorities.</li> </ul> </li> </ul>
<b>Consultative advice</b>	<ul style="list-style-type: none"> <li>● Partner with Principals and other school leaders and provide consultative advice to ensure that they are supported in the development and maintenance of Capital Planning processes, including: <ul style="list-style-type: none"> <li>- Provide feedback, guidance, and support to schools to achieve and maintain high-quality facilities and resources through the implementation of recommendations and access to appropriate external consultants.</li> <li>- Encourage schools to incorporate symbols, icons, and religious artefacts into capital projects.</li> <li>- Work with schools to ensure that environmentally sustainable design features are incorporated into capital projects.</li> <li>- Ensure all key stakeholders comply with relevant legislation to ensure obligations are met, including the Occupational Health and Safety Act and the Labour Hire Licensing Act.</li> <li>- To assist school leaders to implement self-review recommendations.</li> <li>- To assist school leaders with Master Planning for future provision.</li> <li>- To assist with preparations for the future provision of Sandhurst Catholic Early Childhood Education and Care, including early childhood education and care centres.</li> </ul> </li> </ul>
<b>Capital Planning Processes</b>	<ul style="list-style-type: none"> <li>● Have an operational role in the day-to-day Capital Planning processes of the Catholic Education office: <ul style="list-style-type: none"> <li>- Ensure that the processes in place are effective, supported by relevant documentation, and that appropriate authorisation processes are followed.</li> <li>- Ensure that existing processes and procedures support the ability to maintain compliance with relevant legislation.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>● Represent Catholic Education Sandhurst at relevant Diocesan and inter-diocesan Capital Planning meetings.</li> </ul>
<b>Property and Building Maintenance - Schools</b>	<ul style="list-style-type: none"> <li>● Evaluate school Essential Services Audits, Master Plans, and Cyclical Preventative Maintenance Plans in conjunction with other members of CES Ltd to develop potential maintenance opportunities for the consideration of schools.</li> <li>● Audits will be coordinated by the Capital Planning Lead and aligned to Deaneries where possible.</li> </ul>

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 the 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 a responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, being 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.
- All employees will be required to provide evidence of vaccination status prior to commencing employment with CES Ltd. Depending on the role some employees will also be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training.

## 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

<b>Essential</b>	<b>Qualifications and Registrations</b>	<ul style="list-style-type: none"><li>• Tertiary qualifications in Project Management or related field.</li><li>• A current unrestricted Victorian Drivers Licence.</li></ul>
	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"><li>• A sound understanding of school governance and educational leadership in the Catholic School context.</li><li>• Demonstrated experience in project management, including budget management, in a building, construction or infrastructure setting.</li><li>• A thorough understanding of the Occupational Health and Safety Act, Labour Hire Licensing Act, building codes and best practice.</li><li>• Demonstrated excellence in continued improvement and strategic development.</li><li>• Experience in developing and creating presentations, facilitating workshops and training events for adult learning.</li><li>• Experience in interpreting and applying legislation and compliance requirements in particular planning/building permits and regulations.</li></ul>
	<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"><li>• Demonstrated commitment to Catholic Faith with an understanding and willingness to work within the Catholic ethos, traditions, and practices of the Diocese of Sandhurst.</li></ul>

	<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>● Willing to undergo or provide a current and satisfactory working with children check.</li> <li>● Ability to demonstrate an understanding of appropriate behaviours when engaging with children.</li> <li>● Acknowledge and appreciate the strengths of Aboriginal culture and its importance in the wellbeing and safety of Aboriginal students.</li> </ul>
	<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>● Proven organisational skills, ability to prioritise own workload and to use sound judgement, managing competing demands and delivering high quality outcomes with exceptional attention to detail.</li> <li>● Highly developed word processing and computer skills including a high degree of proficiency within the Microsoft Suite including Microsoft Word, Excel, PowerPoint, Publisher, and Google applications.</li> <li>● Ability to analyse data and prepare and present reports using spreadsheets.</li> <li>● Demonstrated highly effective communication and negotiation skills, including dealing with difficult conversations effectively.</li> <li>● Strong interpersonal skills with a courteous, sensitive, and understanding manner in dealing with people.</li> <li>● Ability to work without close supervision and to act independently where appropriate.</li> <li>● Proven ability and willingness to operate at both an operational and strategic level.</li> </ul>
<b>Desirable</b>	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>● Experience in an education environment would be highly regarded.</li> <li>● Relevant trade qualifications.</li> <li>● Knowledge of, and experience, in e-software project management systems.</li> </ul>



