



# Position Description

<b>Position Title</b>	<b>Data Analyst</b>
<b>Organisation</b>	Catholic Education Sandhurst Limited (CES Ltd)
<b>Team</b>	Operations
<b>Location</b>	<i>Bendigo</i>
<b>Enterprise Agreement and or Award</b>	Victorian Catholic Education Multi-Enterprise Agreement 2018
<b>Classification</b>	CEO Administration Level 5
<b>Remuneration</b>	\$94 ,345 to \$103,406 (excluding superannuation)
<b>FTE</b>	1.0 FTE
<b>Status</b>	Ongoing
<b>Reports to</b>	Finance 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 in a sense of genuine partnership.

## Function 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 and Teaching
- School Development and Support
- Early Childhood Education and Care
- Student Wellbeing
- People and Culture
- Operations; and,
- Strategy, Risk and Governance.

The Operations Team 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 team 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 and Infrastructure (including planning and implementing of all capital works projects); and,
- Administration (including event management and reception).

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

## Position Summary

Working with a collaborative finance team this position is responsible for providing technical and analytical support in relation to the daily financial activities of CES Limited. Reporting directly to the Finance Lead, the Finance Data Analyst will work directly with the Finance Team and partner with key stakeholders across all areas of the business.

Key responsibilities include:

- Provision of financial analysis.
- Data extraction from various databases, to develop insights for data-led decision making.
- Completing analytical reports and performance reports.
- Analysis of school financial data.
- Identifying opportunities for process improvement.
- Provision of financial insight and transparency into operational expenses.
- Ensuring and maintaining data integrity.
- Assisting with finance projects and initiatives.

## Key Responsibilities

<b>Financial Analysis and Support</b>	<ul style="list-style-type: none"><li>• Partnering with key stakeholders across all areas of the business to:<ul style="list-style-type: none"><li>○ Providing strategic insight and performance reporting.</li><li>○ Completing analytical modelling of leading and lagging indicators.</li><li>○ Delivering high-quality and accurate forecasts which are fully supported by the business.</li></ul></li></ul>
<b>Data extraction and analysis</b>	<ul style="list-style-type: none"><li>• Work with leaders to ascertain where data is stored as the primary source of truth to ensure the most accurate data extraction and analysis.</li><li>• Data extraction from various databases, to develop insights for data-led decision making.</li><li>• Present data and analysis in a meaningful way that is easy to read and understand.</li></ul>
<b>School Data</b>	<ul style="list-style-type: none"><li>• Analysis and reporting of school demographic and enrolment data using spreadsheets, as well as business intelligence and data visualisation software.</li></ul>

	<ul style="list-style-type: none"> <li>• Analysis and reporting on school financial data including the School Financial Dashboard.</li> <li>• Analysis and modelling of Federal and State funding formulas.</li> <li>• Support the ongoing development and publishing of school financial tools.</li> </ul>
<b>Financial Reports and Performance Reports</b>	<ul style="list-style-type: none"> <li>• Completing regular analytical reports and performance reports including preparation and presentation of materials for the COO and Finance Lead roles.</li> </ul>
<b>Process Improvement</b>	<ul style="list-style-type: none"> <li>• Reviewing processes and developing efficiencies.</li> <li>• Identifying new opportunities for process improvement.</li> <li>• Work with leaders to make recommendations for improving data entry to assist with data extraction and analysis.</li> </ul>
<b>Operational expenses and Cost Analysis</b>	<ul style="list-style-type: none"> <li>• Ensuring the business meets targets through strong cost control and support through insights and analysis of key cost drivers, trends, and market benchmarking.</li> <li>• Provision of support from a commercial perspective related to costs to ensure that the Finance Team can support schools across the Diocese.</li> <li>• Provision of analytical insight and transparency into operational expenses relative to prior periods, business drivers, and business initiatives/projects in progress.</li> </ul>
<b>Data Integrity</b>	<ul style="list-style-type: none"> <li>• Ensuring the integrity of data, and distribution of data to the organisation in a timely manner in support of decisions.</li> <li>• Maintaining data and other records that create confidence in actual performance, forecasts, and budgets.</li> </ul>
<b>Finance Projects and Initiatives</b>	<ul style="list-style-type: none"> <li>• Assisting Finance Lead with Finance projects and initiatives.</li> <li>• Conduct research as required.</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 ensuring 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.

### 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 is committed to ensuring the safety of children in our care, as a 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>• Degree in Data Analytics, Mathematics, Statistics, or other relevant qualification.</li> <li>• A current unrestricted Victorian Drivers Licence.</li> <li>• National Police Record Check.</li> </ul>
	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Experience in extracting data from multiple sources.</li> <li>• Extensive experience in analysing financial data and preparing analytical reports.</li> <li>• Experience building and maintaining relationships.</li> </ul>
	<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• Demonstrated commitment to the 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>• Expert working knowledge of MS Excel and PowerBI to extract and decipher data for key stakeholders.</li> <li>• Ability to use programming languages such as Python, R, and SQL Querying.</li> <li>• Excellent analytical and research skills including proficiency in technical writing and documentation.</li> <li>• Demonstrated high-level problem-solving skills.</li> <li>• Ability to prioritise own workload and to work independently, managing competing demands and delivering within reasonable timeframes.</li> <li>• Ability to communicate effectively with various stakeholders of multiple levels of skill and experience.</li> </ul>

		<ul style="list-style-type: none"> <li>• Demonstrated high-level customer service skills with an ability to communicate technical concepts in lay terms.</li> <li>• Personal qualities of collaboration, solutions-focused, positive, and friendly.</li> </ul>
<b>Desirable</b>	<b>Qualifications and Registrations</b>	<ul style="list-style-type: none"> <li>• CFA/CPA/CA qualified would be highly regarded.</li> </ul>
	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Strong understanding of financial and accounting practices.</li> <li>• Presentation of professional reports to key stakeholders.</li> </ul>