



# Position Description

<b>Position Title</b>	<b>Publications and Communications Officer</b>
<b>Organisation</b>	Catholic Education Sandhurst Limited (CES Ltd)
<b>School</b>	St Anne's College
<b>Location</b>	<i>Kialla</i>
<b>Enterprise Agreement and or Award</b>	Victorian Catholic Education Multi-Enterprise Agreement 2018
<b>Classification</b>	Education Support Officer Category C Level 2
<b>Remuneration</b>	\$62,537 - \$71,817
<b>FTE</b>	1.0
<b>Status</b>	Ongoing
<b>Reports to</b>	Principal

## 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.

## School Summary

St Anne’s College is a Foundation – Year 12 Catholic college, servicing families in the Shepparton area. St Anne’s College is situated on 10 hectares of land and is located at the South end of Shepparton in a rapid growth corridor. St Anne’s College had its first intake of students in 2019 and began with enrolments in Foundation and year 7. As each year progresses, a new year level is added in the primary and the secondary area. The estimated college population at full capacity is around 1400 students.

## Position Summary

The Publications and Communications Officer provides high-level support to the college through implementation of creative, integrated marketing and communication strategies whilst ensuring quality engagement with stakeholders to build and strengthen relationships between the college, college families and community organisations.

## Key Responsibilities

<p><b>Publications and Communications</b></p>	<ul style="list-style-type: none"> <li>● Oversee and maintain the college’s online and social media presence</li> <li>● Ensure that all publicity and communication are consistent and reflect the ethos of the college</li> <li>● Develop effective networks to ensure that ‘good news’ stories are shared with the college community and the broader community</li> <li>● Seek opportunities to broaden the audience for showcasing student achievements</li> <li>● Liaise and collaborate with the Enrolments and Community and Logistics Officer in relation to enrolment documents and advertising</li> <li>● Ensure the timely preparation, formatting and distribution of the college newsletter and emagazine</li> <li>● Assist with generation and monitoring of permissions for excursions and camps via the college learning management system to go out to families</li> <li>● Provide proofreading and editing support to the college staff during periods of reporting and report writing</li> <li>● Other duties as requested by the Principal, Business or Office Manager</li> </ul>
<p><b>Pastoral Care and Child Safety</b></p>	<ul style="list-style-type: none"> <li>● Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety</li> <li>● Assist in the provision of a child-safe environment for students</li> <li>● Demonstrate duty of care to students in relation to their physical and mental wellbeing</li> <li>● Proactively support student wellbeing</li> <li>● Exercise pastoral care in a manner which reflects school values</li> </ul>
<p><b>General and Administrative Duties</b></p>	<ul style="list-style-type: none"> <li>● Commit to ongoing professional development activities</li> <li>● Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures</li> <li>● Maintain currency of mandatory reporting training</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrate duty of care to students in relation to the physical and mental wellbeing</li> <li>• Attend all relevant school meetings and other applicable events, as required</li> <li>• Demonstrate professional and collegiate relationships with colleagues</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 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 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.

## Key Selection Criteria

<b>Essential</b>	<b>Qualifications and Registrations</b>	<ul style="list-style-type: none"> <li>• Current Working With Children Check and National Police Check</li> </ul>
	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• An excellent working knowledge of publishing programs and social media platform</li> </ul>
	<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• A commitment to working respectfully in a faith-based environment</li> </ul>
	<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• St Anne's College is committed to creating and maintaining a child safe environment in which students feel safe and are safe. It is a condition of employment that the incumbent be a person suitable to work with children.</li> <li>• St Anne's College has a Child Safety Code of Conduct and as a staff member of the college, the incumbent is subject to and expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.</li> </ul>
	<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Working effectively in teams</li> <li>• The ability to operate with high level of professionalism, in a discreet and confidential manner</li> <li>• Excellent oral and written communication skills, with the ability to establish rapport quickly and effectively</li> <li>• Proactive with a solid work ethic</li> </ul>
<b>Desirable</b>		<ul style="list-style-type: none"> <li>• First Aid Certificate HTLDAID004 – Provide an emergency first aid response</li> </ul>