



Role Description

Title:	Director: People and Engagement Services	Location:	Toowoomba
Reports to:	Executive Director: Catholic Schools	Classification:	Senior Executive Scale - Level 1
Directorate:	People and Engagement Services	Tenure:	5 years

1.0 Purpose

The purpose of this role is to ensure the provision of high-quality specialist leadership which

- values and affirms staff as critical to the success of the work of Toowoomba Catholic Schools
- provides the best possible opportunities for staff to be the best they can be in their respective roles
- inspires staff to know they are contributing to a compelling moral purpose.

The role holder provides strategic leadership as a member of the Executive Leadership Team and through People and Engagement Services to ensure the successful delivery of the Toowoomba Catholic Schools (TCS) Strategic Plan.

The role holder is accountable for the delivery of the Workforce strategy in the areas of recruitment and retention of staff, induction processes, performance review and improvement, professional standards, organisational development, career planning, payroll, and industrial processes.

The role holder works at a systemic level to promote alignment and service integration to provide the best possible educational opportunities and experiences for all students.

2.0 Experience and qualifications

Essential

- strong commitment to the Catholic ethos and a genuine interest in the special nature and needs of Catholic education
- post graduate qualifications in Human Resources or a related field, coupled with extensive operational and team leadership experience, ideally gained in the education sector
- proven skills in strategic and policy development and achieving significant policy outcomes
- advanced communication, influencing and stakeholder management skills
- demonstrated ability to lead, energise, mobilise and inspire to achieve goals and harness skills and talents



3.0 Key result areas

- 3.1 Leads the successful development, implementation and review of the Workforce strategy, including
- 3.1.1 the provision of best practice systems and services in all facets of the organisation
 - 3.1.2 oversight of the TCS payroll system and strategic initiatives associated with workforce capability monitoring and development, workforce planning and leadership succession, recruitment and retention of high performing staff, and staff wellbeing
 - 3.1.3 the provision of high level, specialist advice and direction when required
 - 3.1.4 leadership of the development, communication, implementation, and review of succinct and evidence-based policies, procedures, and guidelines
 - 3.1.5 leadership and oversight of a suite of professional learning programs which enhance the skills and expertise of relevant staff required for the successful delivery of the strategic plan
 - 3.1.6 the implementation of Health, Safety and Environment systems and practices to enhance and sustain the desired culture of staff safety and wellbeing
 - 3.1.7 the provision of expert and effective leadership to the People and Engagement Services team which unites the team around an agreed purpose and plan

4.0 Statement of responsibility

- 4.1 The incumbent performs the role within agreed expectations outlined in the TCS strategic plan, policies, procedures, and according to organizational values.
- 4.2 The role holder is accountable for the performance of People and Engagement Services against agreed goals.
- 4.3 The role holder will work cooperatively with other key stakeholders both within TCS and external agencies to ensure that services are delivered in a planned, coordinated, and strategic manner.
- 4.4 The role holder will engage in performance reviews in accordance with TCS policy and procedure, within the life of the contract, or as directed by the Executive Director: Catholic Schools.
- 4.5 While at work the role holder must
- take reasonable care for personal health and safety and that any actions or omissions do not adversely affect the health and safety of others
 - comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person in authority to allow the person to comply with the Work Health and Safety Act
 - cooperate with any reasonable policy or procedure relating to health or safety at the workplace that has been communicated to staff.

5.0 Authority limits

Full authority is delegated from the Executive Director: Catholic Schools to the Director: People and Engagement Services to produce the desired outcomes. Authority to commit funds is restricted to approved budget items in accordance with the TCSO Financial delegation of authority procedure.

6.0 Reporting and other relationships

The Director: People and Engagement Services reports to the Executive Director: Catholic Schools. Other significant relationships exist with the Executive Leadership Team, Senior Education Leaders, principals and senior leaders in schools.



7.0 Statement of duties

The information detailed above is an accurate reflection of this role. Attached to this role description is a **duties statement** that covers a selection of activities in which the incumbent might engage.

8.0 Statement by employee

I have read and understood the role as it has been described above. I agree to be employed under this role description.



Duties statement

Director: People and Engagement Services

Please note: this statement links to the key result areas in the Role Description. Under each of the prescribed functions is a selection of activities in which the role holder might engage. The list is neither prescriptive nor exhaustive.

3.1.1 The provision of best practice systems and services in all facets of the organisation

- contributes to the development, implementation and review of the TCS Strategic Plan
- leads the development, implementation and review of the Workforce strategy and annual action plan
- manages the approved People and Engagement Services budget
- actively participates in meetings and staff activities as a senior staff member
- manages the schools' staffing process
- represents the Executive Director: Catholic Schools, as delegated.

3.1.2 Oversight of the TCS payroll system and strategic initiatives associated with workforce capability monitoring and development, workforce planning and leadership succession, recruitment and retention of high performing staff, staff wellbeing and professional standards

- develops and implements appropriate strategies to manage risk and proactively address workforce challenges
- leads workforce planning and analysis to assist leadership teams plan for quality teaching staff and school leaders
- ensures TCS attracts and retains high performing and committed staff
- ensures staff satisfaction in line with organisational goals
- initiates and evaluates projects and programs to enhance organisational practices, culture and experiences to optimise organisational performance
- administers the HR and Payroll Systems
- oversees the administration of leave requests, entitlements, classification reviews and statements of service
- builds collaborative working relationships with schools and external stakeholders.

3.1.3 The provision of high level, specialist advice when required

- advises and guides staff in the management of risks and promotes best practice workforce services
- maintains current working knowledge of industrial agreements and relevant legislation and modifies policy, procedure and practice in line with changes to legislation
- builds capacity of principals and senior leaders in the management of staff and staffing processes
- leads industrial processes associated with staff enterprise agreements and employee relations.
- ensures regular information flow and advice to the Executive Leadership Team to inform decision making.



3.1.4 Leads the development, communication, implementation, and review of succinct and evidence-based policies, procedures, and guidelines

- creates, reviews and maintains all People and Engagement Services documentation in consultation with managers and principals
- maintains practice in line with recognised industry best practice standards
- ensure regulatory and legislative compliance and risk management.

3.1.5 Leadership and oversight of a suite of professional learning programs which enhance the skills and expertise of relevant staff required for the successful delivery of the strategic plan

- consults with relevant role holders to gain a system perspective of the short- and long-term professional learning needs and expectations of all staff
- develops a strategy which best meets and aligns the needs across the organisation and engages internal and external experts to design and deliver the professional learning
- brokers and negotiates a professional learning calendar which facilitates registration and tracking of staff engagement.

3.1.6 Implementation of Health, Safety and Environment systems and practices to enhance and sustain the desired culture of staff safety and wellbeing

- develops and implements processes to monitor workplace health, manage risks proactively and respond to emerging issues
- oversees workers compensation, rehabilitation and return to work programs.

3.1.7 Provide expert and effective leadership to the People and Engagement Services team which unites the team around an agreed purpose and plan

- oversees and manages the performance of the People and Engagement Services team to ensure effectiveness and responsiveness to the needs of staff
- builds team capacity to ensure the reliable delivery of high-quality and timely services.