

Role Description



Diocese of Toowoomba
Catholic Schools

Position details

Title	Professional Standards Officer
Employment status	Full time
Classification	TCSO Level 6
Agreement	Toowoomba Catholic Schools Office Enterprise Agreement 2024 – 2027
Reports to	Manager: Professional Standards

About Toowoomba Catholic Schools

Toowoomba Catholic Schools (TCS) is a progressive and distinctive community of 32 schools and a central office spread across Toowoomba, the Darling Downs and South-West Queensland. Our values of dignity, potential and life, support a culture of high standards, hard work and life-giving relationships. Staff experience a strong sense of belonging, of being valued and being successful at what they do. It is through this commitment to uphold the dignity of all, nurture potential and enable full and flourishing lives, that we are distinctively Catholic communities.

About the role

The Professional Standards Officer works as a member of the Professional Standards team within the People and Engagement Services Directorate to provide support, service and leadership to schools across the Diocese. This team manages and provides advice for student protection, professional standards and work health and safety functions for TCS. The role requires extensive collaboration with team members, other TCSO staff and school staff. Confidentiality and discretion are critical as is the ability to conceptually connect data from multiple sources to provide information and advice to colleagues and staff.

Key duties and responsibilities

Fulfil the accountabilities of the role in accordance with Toowoomba Catholic Schools purpose and objectives, as outlined below.

1. Provide a high level of administrative and coordination support to the Professional Standards Team.
 - a. proofread, quality assure and finalise official correspondence, procedures and reports for the team
 - b. oversee electronic filing and organising documents and files, including ensuring all records are appropriately stored
 - c. assist the Student Protection team with case management record keeping for student protection matters
 - d. provide support for meetings and events, including taking minutes, arranging travel and assisting with logistical coordination
 - e. coordinate arrangements for training to TCS staff provided by the Professional Standards team.
2. Develop, implement and maintain administrative systems for information gathering, storage and reporting associated with Professional Standards matters.
 - a. assist with and coordinate the collection of records in compliance with legal matters such as subpoenas and court proceedings

We value



Dignity



Potential



Life

- b. prepare documentation for submission to courts and legal representatives within relevant timeframes
 - c. assist with and oversee the broad coordination of electronic record keeping and filing for all Professional Standards documents.
- 3. Provide support for data collection, monitoring and reporting on compliance matters.
 - a. assist with summary reporting for Professional Standards and student protection matters for advice to the Executive Leadership Team
 - b. assist with record keeping of case management actions for active Professional Standards and student protection cases
 - c. assist with data collection for reporting to various external agencies
 - d. support and provide advice to stakeholders for compliance with student protection screening such as Blue Card compliance and Professional Standards checks.
- 4. Maintain highly functional, collaborative and trustworthy working relationships with colleagues and the broader organisation.
 - a. always maintain confidentiality and discretion in relation to Professional Standards matters and treat all stakeholders with privacy and respect
 - b. work independently and as part of a multi-disciplinary team to achieve high-quality outcomes
 - c. develop knowledge of organisational functions to accurately direct enquiries and work collaboratively with other directorates.

About you

To achieve in this role, you will be required to demonstrate the following.

Eligibility criteria

Essential

- Diploma-level qualification in administration or a minimum of 5 years' experience in a similar role
- advanced written communication skills, including the ability to accurately proofread and quality assure formal documentation and communicate professionally with internal and external stakeholders
- demonstrated computer application experience, including competence working with the Microsoft suite of products and electronic databases
- ability to acquire knowledge in relation to legislative and regulatory requirements that apply to areas of responsibility of the Professional Standards team.

Desirable

- prior knowledge regarding Blue Card Services and Blue Card Portal administration
- database management

Key success criteria

- demonstrated empathy and understanding of the values and ethos of the Catholic faith
- advanced written communication skills, computer literacy and competence with the Microsoft suite of products
- high level of personal integrity with the ability to maintain confidentiality and demonstrate the application of discretion and judgment

- ability to develop, implement and maintain administrative systems that enable the provision of high-quality organisation of information to support professional standards functions
- effective relationship building, interpersonal and influencing skills to support collaborative working relationships to achieve high quality outcomes
- ability to efficiently manage a range of concurrent and complex tasks, including identifying priority tasks and thinking creatively to work collaboratively in a high performing team

Responsibilities of all TCS staff

1. Support the values and Catholic ethos of Toowoomba Catholic Schools.
2. Maintain personable and cooperative working relationships with colleagues and relevant stakeholders.
3. Engage in appropriate professional development opportunities to upskill knowledge and understanding related to the role.
4. Uphold the TCS Code of Conduct and all work health and safety requirements in accordance with policies and procedures.
5. Complete other duties that are directed by your employer as needs change or grow. All requested duties will be consistent with the purpose and classification of this position and any relevant legal and/or industrial obligations.

