

People and Development partnering overview

Group purpose

The People and Development group provides support and subject matter expertise across all Catholic schools in the Ballarat Diocese and to Catholic Education Ballarat (CEB). The group provides governance oversight as delegated by the Executive Director Catholic Education as system authority, and for the DOBCEL Board to assist in compliance with Victorian Regulations and Qualifications Authority (VRQA), Commission for Children and Young People (CCYP), the Fair Work Commission, WorkSafe and other regulators and legislation to which we are bound .

We recognise that *as partners in Catholic Education and open to God's presence, in the pursuit of fullness of life for all*, Educators must first *put on their own oxygen mask* to create safe, inclusive and quality learning environments. Through operational and compliance support, People and Development enable schools, and our CEB colleagues, to focus on our core purpose of education while maintaining safe and positive work and learning spaces . The People and Development group, in partnership with Leadership, provide guidance and support across:

- Child Safety
- Complaint resolution (schools)
- Employee and industrial relations
- Occupational health and safety
- Employee wellbeing, culture and engagement

Meet the team

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Vacant (fixed term to Dec 2021)

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Portfolio:

- Leadership, Culture and Wellbeing,
- Leadership and strategic oversight of HR/IR; Health and Safety; Safeguarding & Standards and Complaint Management;
- Employee and Industrial Relations advice and support to Exec Director.

Portfolio:

- Admin support to ADs P&D and BS;
- Admin support to P&D team;
- Meeting support for Wellbeing SC; Safeguarding Ref Group and OHS committee;
- VIT/WWC for CEB staff.

Portfolio:

- Child safety including RCS support, advice & investigations;
- Complaints management in consultation with Principals and Ed cons.

Portfolio:

- Employee & Industrial Relations advice and support to CEB and School Leadership;
- End to end recruitment processes for CEB staff and Principal positions;
- Leadership oversight of OHS portfolio

Portfolio:

- End to end recruitment processes for CEB staff and principal positions;
- ER/IR support under the guidance of Human Resources Manager

Portfolio:

- Establish sound and compliant Health and Safety processes for DOBCEL;
- Support to CEB and School Leadership on personal health and safety, return to work and Workcover matters.

People and Development Priority areas 2021

1. **Build governance oversight:** We will develop an enterprise governance view and maintain oversight for reporting to Leadership and Board.
2. **Foster a healthy and positive workplace:** We recognise that Child Safety, complaint resolution, management of Employee Relations and Health and Safety, and employee engagement and wellbeing are essential to a healthy and positive workplace and aligned to our core purpose as a P&D team.
3. **Support enhanced organisational capability:** Adopting system thinking, we will contribute to organisational success by implementing smart tools and support for capability uplift.

Build Governance oversight for DOBCEL

- Establish a review cycle and process for all P&D policies and procedures (AJ, DS)
- Review CCI Learning Manager tool and undertake a gap analysis for mandatory training. (MT)
- Upskill relevant CEB staff in the use of Polonious to ensure recording and tracking of complaints and related information (TOF)
- Review way of tracking and reporting HR and OHS regulatory requirements (GVG, MT)
- Establish dashboard and reports for Leadership and Board across each portfolio area (TOF, MT, GVG)
- VCMEA negotiations planning and preparation with CECV (AJ, MT)

Foster a healthy and positive workplace

- CEB employee engagement uplift by the next full survey from 61% to 70% or higher (AJ)
- Employee wellbeing implementation plan aligned to the wellbeing framework; and new EAP provider launched and promoted DOBCEL wide (AJ)
- Principal wellbeing – work with Principals to review the NOUS review recommendations to ascertain the areas of biggest impact (AJ)
- Develop a blended work policy and checklist to facilitate safe working from anywhere. (MT)

Support enhanced organisational capability

- Principal Performance, Development & Review process and format to be reviewed (AJ)
- Planning and accountability framework intended value realised and operationalised (AJ)
- Review and enhance induction process for CEB and full review of staff handbook (MT)
- Recruitment processes and workflows documented for CEB and Principals in consideration of new governance model (MT)
- Review of CISS and FVISS requirements, impacts and roll-out to schools (TOF)
- RCS training for Board, relevant CEB employees and school leaders (TOF)

Significant BAU

- Review and plan to meet WGEA reporting requirements for DOBCEL. (AJ)
- Establish quarterly P&D reporting (AJ)
- Scan principal personnel to central school personnel files. (DS)

Significant BAU

- Encourage participation in DHHS COVID Assurance Program and review of school COVIDSafe plans (MT)
- CEW Awards recognition of service eligibility, service records and event support to John (DS, MT)
- P&D team actively focus on adopting a partnering approach and mindset (All P&D)

Significant BAU

- Establish DOBCEL Child Safety Network (TOF)
- Establish DOBCEL H&S Network (GVG)