

Catholic Education Office, Thebarton

Catholic Education in South Australia operates within the Archdiocese of Adelaide and the Diocese of Port Pirie to meet the needs of families who choose an education based on Christian principles in the Catholic tradition. The Catholic Education Office (CEO) provides professional support services to its school communities.

Manager: System Safeguarding and Development

POSITION TYPE: **Catholic Education Office**

COMMENCE DATE: **17 Jan 2022 to 30 Jan 2026**

EMPLOYMENT STATUS: **Fixed Term**

FTE/HOURS PER WEEK: **Full Time**

SUBJECT(S)/GRADE: **Salaried**

Role Details

- **Fixed Term - 4 Years**
- **Jan 2022 Start (Negotiable)**

The Manager: System Safeguarding and Development (Manager SSD) will lead policy development, processes and procedures to ensure exemplary response to issues that impact on safety within the system and be the primary contact point for Principals to support system quality assurance and safety.

The Manager SSD has oversight of the management of child protection issues, the processes for complaint and incident intake and resolution and manage and disseminate information that impacts on matters of safety.

The Manager SSD will lead and contribute to the design and delivery of relevant training and professional learning for Principals and aspiring leaders, as well as represent CESA in state, and other, representative bodies in the portfolio of system safety.

Key responsibilities of this role include:

- communications lead in relation to critical matters and leadership in the exemplary handling of critical incidents, parent complaints and serious conflict within the school;
- leadership and management of the Work Health & Safety Team within the CEO and, in partnership with Catholic Safety Health and Welfare, the CESA WHS Committee;
- develop, promote and facilitate the implementation of the CEO Emergency Management Plan (EMP) and Business Continuity Plan (BCP);
- ensure that the principles and procedures applied to managing critical incidents and matters affecting the CEO and the system are applied to the management of such incidents and matters;
- lead and manage innovations and projects designed to improve and develop the safety of CESA schools of the Port Pirie Diocese as required.

Skills, Qualifications and Experience

The successful incumbent will have:

- expertise and experience in family law, industrial relations, Work Health and Safety and relevant tertiary qualifications, generally at Masters level;
- a commitment to the Catholic ethos and to the mission and values of the Catholic Education;
- successful senior leadership in an education setting, would be desirable;
- ability to work with Principals to build their capacity to achieve system priorities with particular reference to system safety;
- outstanding skills in coaching, communication, relationship building and conflict resolution with key stakeholders.

Additional Information

Applicants will be required to demonstrate a commitment to the Catholic ethos and the mission and values of the CEO. Applicants must hold a current driver's licence and will be required to pass our clearance process (including a DHS Working with Children Check (WWCC) clearance).

Other requirements and further information are outlined in the Position Information Document, found on [our website](#).

The successful candidate will be expected to undergo our screening process.

View Privacy Statement

Catholic Education SA is committed to providing a child safe and child friendly environment. Catholic Education SA is an equal opportunity employer and encourages Aboriginal and Torres Strait Islander Peoples to apply.

How to Apply

Please direct your application, including:

- * a covering letter detailing your experience and expertise as it relates to our position;
- * resume, including the contact details of three referees; and
- * Applicant Declaration Form.

DIRECT APPLICATIONS TO: Dr Neil McGoran (Director of Catholic Education)

ATTENTION OF: Ranel R Juanta (Manager: HR & Workforce Planning)

EMAIL: recruitment@cesa.catholic.edu.au

CLOSE DATE: 4pm Friday 17 September 2021

It is required that an [Application Declaration Form](#) be completed and submitted with your application.