

# **Regional Director Central Western Appointment**

**Applicant Information  
Package 2021**



**EDMUND RICE EDUCATION  
AUSTRALIA**



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## **APPLICATION PROCESS**

Expressions of interest should be addressed to Dr Craig Wattam, EREA Executive Director, and can be emailed to [recruitment@erea.edu.au](mailto:recruitment@erea.edu.au).

Please include a:

- Curriculum Vitae
- Covering Letter, outlining reasons for your interest in and suitability for the position (no more than 2 pages)

Suitably qualified candidates will be notified and invited to submit a full application.

Any further questions or for more information, please contact Adam Taylor, National Director School Engagement, on (03) 9426 3221 or [recruitment@erea.edu.au](mailto:recruitment@erea.edu.au).

All expressions of interest will be acknowledged by reply email. Please contact Madison McQuiggan on (03) 9426 3205 if you do not receive an acknowledgement of receipt within 7 days.

### **EXPRESSIONS OF INTEREST CLOSE THURSDAY, 3 JUNE 2021**

*Edmund Rice Education Australia is committed to ensuring the safety, wellbeing and dignity of all children and young people.*

*Aboriginal and Torres Strait Islander people are encouraged to apply.*

*Edmund Rice Education Australia is an Equal Opportunity Employer.*

# SELECTION CRITERIA

## Essential Criteria

The successful applicant will have:

- A commitment to promote the teachings of the Catholic Church and an active participation in parish life;
- An understanding of the charism of Blessed Edmund Rice and the four Touchstones of Catholic schools in the Edmund Rice tradition as expressed in the Charter;
- Significant and successful senior leadership experience in Catholic education preferably at Principal level and / or in a senior position within a Catholic Education Office (or equivalent);
- A minimum of 10 years teaching experience;
- Post Graduate qualifications in Education and/or Educational Leadership and/or Religious Education / Theology;
- Significant experience in negotiating with Employee, Government, Church and Community Groups.

## Highly Desirable Criteria

The successful applicant will possess the following skills and attributes:

- The capacity to establish appropriate supportive relationships with Principals responsible for the operation of EREA schools in the region;
- Proven excellence in a variety of leadership roles in more than one educational setting at a senior level;
- Breadth of management experience across a variety of leadership domains (e.g. Pastoral Care, Human Resource Management, Curriculum Development, Leadership Development, Financial Management);
- A comprehensive knowledge of Catholic education in a contemporary Australian context.

## CONDITIONS OF EMPLOYMENT

### Remuneration

The Remuneration package for the Regional Director Central Western position is in accordance with the EREA Remuneration Framework for Executive Staff and consists of a base salary, annual leave loading, a motor vehicle provision and superannuation of 10%.

For further information on the Total Employment Cost for this position, please contact Bryan Rodgers, National Manager Human Resources, at [bryan.rodgers@erea.edu.au](mailto:bryan.rodgers@erea.edu.au).

### Tenure

A five-year Contract is offered with the provision of a second five-year Contract subject to successful review.

### Technology/Communication Provisions

EREA will provide the Regional Director with a mobile phone and laptop computer in order to fulfil his/her duties. Such items remain the property of EREA and should be adequately maintained by the Regional Director.

### Salary Packaging

The Regional Director may elect to enter into a salary packaging arrangement which will be in accordance with guidelines established by EREA. Southgate Salary Packaging Services, Paywise and Selectus are EREA's current providers.

### Leave Entitlements

The Regional Director will be entitled to annual leave of 20 days and annual sick leave of 10 days cumulative. Sick leave portability is recognised from previous continuous service in EREA schools or Edmund Rice Ministries.

EREA will recognise portability of the Regional Director's long service leave entitlement, which has accrued to the Regional Director from previous service in Catholic Education or Edmund Rice Ministries and for which portability arrangements exist.

### Professional Renewal Leave

Professional Renewal Leave shall be provided in accordance with policies and procedures adopted by the Employer. Ten weeks is available in each five-year Contract period subject to application approval by the Executive Director.



## POSITION DESCRIPTION

### Regional Director Central Western

POSITION DETAILS	
<b>Position title:</b>	Regional Director Central Western
<b>Reports to (position title):</b>	EREA National Director School Engagement
<b>Contract tenure:</b>	Five-year Contract with the provision of a second five-year Contract subject to successful review
<b>FTE:</b>	1.0 (Full Time)
<b>Team:</b>	EREA School Engagement
<b>Significant working relationships:</b>	<ul style="list-style-type: none"><li>• EREA Executive Director</li><li>• EREA National Director School Engagement</li><li>• EREA National Director Stewardship</li><li>• EREA National Director Liberating Education</li><li>• EREA National Manager Human Resources</li><li>• EREA Regional Directors from each region</li><li>• EREA Regional Managers</li><li>• EREA Principals</li><li>• EREA Deputy Principals</li><li>• EREA Flexi Schools Network Principals &amp; Heads of Campus</li><li>• EREA Associate Schools</li></ul>
<b>Expected level of contact with Children:</b> <i>(in accordance with the EREA Child Safeguarding Standards Framework)</i>	Regular Contact / Casual Contact
<b>Location:</b>	Adelaide or Perth
<b>Approved:</b>	May 2021

*NB: It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned below may be altered in accordance with the changing requirements of the role.*

#### 1. EREA Mission

Founded in values espoused in the Gospel, EREA seeks to transform the hearts and minds of young Australians through education to build a more just and inclusive local and global community through presence, compassion and liberation.

#### 2. EREA Vision

Edmund Rice Education Australia offers a Liberating Education, based on a Gospel Spirituality, within an Inclusive Community committed to Justice and Solidarity.

#### 3. Purpose

Guided by the Charter for Catholic Schools in the Edmund Rice Tradition, the Regional Director is a significant contributor to the leadership and implementation of the Strategic Goals of Edmund Rice Education Australia. The Regional Director has specific delegated responsibilities exercised at the local and regional levels to support Principals and school communities in achieving these strategic goals.

The Regional Director is a member of the EREA Leadership Team and works closely with the National Director School Engagement, and other Regional Directors.



#### **4. Key Responsibilities**

##### **Principal / School Support**

- Maintaining oversight of the work and leadership of Principals in the region, in accord with the mission of EREA
- Providing direction to Principals as necessary in regard to compliance with EREA policy
- Coordinating EREA's support during critical incidents
- Providing mentoring, pastoral and professional support and advice for Principals and Deputy Principals
- Facilitating the regional forums of Principals and Deputy Principals
- Participating in school events that are of cultural and /or symbolic significance as required
- Ensuring that schools comply with appropriate legal and industrial practices
- Maintaining records of Non State School Registration and Accreditation reports for each school; and if necessary, support schools in responding to any issues of non-compliance
- Providing support and advice to schools in regard to relevant Child Protection legislation
- Ensuring participation of school personnel in the EREA suite of formation programs and attending formation programs as required

##### **EREA Processes**

###### *School Renewal*

- Participating in and potentially leading the School Renewal processes
- Providing support for schools in the development of an action plan and addressing follow-up issues emerging from School Renewal

###### *Appointments / Performance Reflection and Review*

- Leading the community consultation in the Principal appointment process
- Chairing the Panel process for the appointment of Deputy Principals and Heads of Campus in the region
- Chairing the Review panel for the appraisal of Principals and Deputy Principals
- Providing support for Principals and Deputy Principals with the development of their Action Plans following appraisals; and monitoring the implementation of the plan

###### *School Advisory Councils*

- Being the first point of contact between School Advisory Councils and EREA
- Appointing School Advisory Council Members and recommending the appointment of School Advisory Council Chairs to Executive Director
- Ensuring faithfulness to the School Advisory Council Design Document

###### *Authorisations*

- Authorising of Principals' leave entitlements, including Professional Renewal Leave
- Approving School Strategic Plans in accord with EREA guidelines
- Recommending School Master Plans for approval to the Executive Director
- After consultation with the Regional Finance Manager, recommending to the National Director, Stewardship and Resources, financial approvals for schools for any extraordinary non-budget items, including: recurrent expenditure, capital works, loans and/or property purchases



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#### *Risk*

- In consultation with the National Director Stewardship and the National Director School Engagement, leading the process of Mission Sustainability as required.
- Following consultation with the relevant Diocesan authorities, approving changes to the enrolment pattern of a school
- Liaising with EREA National Office in cases of industrial dispute and risk exposure

#### *Regional Office*

- In collaboration with the RM, developing the Regional Office budget and monitoring of Regional Office expenditure
- Facilitating appraisal processes for relevant Regional Office staff
- Coordinating the appointment and induction of Regional Office staff
- Overseeing the maintenance of facilities and assets in the Regional Office
- Providing pastoral and professional support for Regional Office staff, including formation and professional development opportunities

#### **Relationships with partner organisations**

- Representing and/or coordinating representation on behalf of EREA on state and local Diocesan reference groups and committees
- Establishing and/or maintaining positive relationships with local Catholic Education Offices
- Where applicable, working within State Catholic Education Commission structures in the region
- Representing EREA at regional, diocesan and civic events and celebrations
- Engaging as appropriate with the local Dioceses, Edmund Rice Networks, Associate and Affiliate schools and Oceania ministries
- Communicating with local Brothers' communities through the Cluster Leaders and others as appropriate



#### EREA EXPECTATIONS

- A commitment to the Catholic ethos in the Edmund Rice tradition
- Staff are required to read, understand and comply with all EREA policies, procedures and reasonable direction, while demonstrating professional workplace behaviour in accordance with the EREA Code of Conduct
- A valid Working with Children Card is an essential condition of employment

#### CHILD SAFEGUARDING RESPONSIBILITIES

EREA is a child safe and child-centred organisation, committed to the protection of children and has zero-tolerance of any abuse of children. It is our commitment to ensure that each and every child and young person under our care is kept safe and free from all forms of harm and abuse.

EREA is committed to ensuring the safety, wellbeing and dignity of all children and young people. Our physical and cultural environment promotes children and young people's feelings of inclusion, participation and empowerment.

You are required, as a condition of employment at EREA, to comply with our Child Safeguarding Program, including our Child Safeguarding policies and procedures, the EREA Child Safe Code of Conduct, your legal obligations with respect to the reporting of child safety incidents or concerns, and in maintaining a valid and current Working With Children Card.

It is your responsibility to be aware of key indicators of child abuse and other harm, to be observant, and to raise any and all child safety incidents or concerns with the EREA Director of Child Safeguarding and with external agencies where required.

#### AGREEMENT

The requirements of this position description are intended to describe the general nature and responsibility of work in this position. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the position. This position description should be read in conjunction with the employee's contract of Employment. Employees will also be required to follow any other position-related instructions and EREA policies, and to perform other position-related duties required to support EREA's compliance with its legislative obligations. Through consultation with the employee, EREA may vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

By signing this position description, I agree to undertake the duties and responsibilities contained therein.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

EREA Board Chair: \_\_\_\_\_

Date: \_\_\_\_\_