

Resource Strategy Lead

Position Description

The Position:	<p>The Resource Strategy Lead focuses on the National Catholic Education Commission (NCEC) Strategic Priority to respond to the needs of families through strong advocacy for recurrent and capital funding, legislation, and policy.</p> <p>The role encompasses the support and advocacy NCEC leads in addressing financial stewardship, provisioning, procurement, infrastructure development and financial management of Catholic education in Australia.</p> <p>The Resource Strategy Lead contributes to the leadership of the NCEC, is accountable to the Deputy Director and works collaboratively with State and Territory Commissions to fulfil the mission and vision of the NCEC.</p>
Reporting to:	Deputy Director
Direct Reports:	There are no direct reports
Key accountabilities	<ul style="list-style-type: none">• Leading collaboration on the design, implementation and evaluation of capital resourcing to support the Catholic sector• Understanding capital planning, regulation, procurement, school fees and school provisioning across the Catholic sector and beyond to make informed decisions• Leading the development and implementation of innovation to support continuous improvement in business processes• Exploring equitable resource allocation and financial and infrastructure planning opportunities across the Catholic sector• Ensuring data and analytics drives, manages, and measures the capital resourcing service deliverables across the Catholic school sector• Representing NCEC on working groups and committees including areas of financial stewardship, sector resourcing and provisioning• Leading IT consultations and committees that are represented across the Catholic sector• Developing a long term strategy to support the IT agenda across the Catholic sector• Building new and strengthening existing government and industry partnerships• Working in partnership with the Diocesan enrolment, finance, capital, and planning teams

Specific

Accountabilities

Strategic direction

- Contribute to the strategic direction of the NCEC and address the strategic plan with relevant stakeholders and sector colleagues
- Collaborate with State and Territory Commissions in the delivery of the NCEC Mission as NCEC supports and advocates for all Catholic schools
- Identify issues of access to Catholic education for families particularly in early childhood education and those from disadvantaged backgrounds and seek innovative solutions with stakeholders
- Continue to add value to the Enrolment Working Group, Funding Analysis Expert Group, Senior Finance Officers Group, Resource Strategy Standing Committee, and IT Working Group for the Catholic sector

Team leadership and development

- Oversee the delivery and continuous improvement of services and systems
- Lead and manage change within relevant areas and work towards delivery of key strategic initiatives
- Develop resources to support staff education and change management

Risk and compliance

- Monitor and manage key accountabilities, standards, and processes within relevant service areas to mitigate risk
- Oversee the development of policy and procedures within relevant service areas
- Ensure compliance with policies and legislative requirements

Team & Culture:

Contribute to the collaborative and collegiate culture of the NCEC and the Catholic education community including:

- Support a collaborative, collegiate culture within the Secretariat and Commission in line with the strategic initiatives, vision, and values of NCEC, and
- Actively contribute to Catholic education in the broader community and to the mission of the Catholic Church in education.

*Skills &
Capabilities*

- Ability to develop strong relationships with relevant stakeholders in education, government and beyond
- Maximise opportunities to collaborate and utilise the expertise with State and Territory colleagues and stakeholders to inform next practice
- Superior project management skills and experience managing multiple projects
- Represent the organisation in an honest, ethical, and professional way and set an example for others to follow
- Promote a culture of integrity and professionalism within the organisation

	<ul style="list-style-type: none"> • Communicate effectively by actively listening, encourage contribution from others and present with credibility to ensure strong engagement with varied audiences. • Drive a culture of change as the progress of achievement is progressed to meet strategic priorities
Qualifications and Experience:	<ul style="list-style-type: none"> • Post graduate study and a background in financial management is desirable • Experience in an education environment or government agency
Attributes:	<p>It is desirable that the Resource Strategy Lead has the following attributes:</p> <ul style="list-style-type: none"> • Sound interpersonal skills including the ability to verbally express complex information and ideas in a clear and appropriate manner • Demonstrated commitment to service and a willingness to be accountable for performance • Ability to operate with discretion and maintain strict confidentiality • Ability to perform under significant work pressure • Ability to work collaboratively and consultatively across a wide spectrum of stakeholders • Values driven and with personal commitment to achieve results, and • A personal sense of warmth and welcoming and an effective team player.
Performance Measures:	<p>The Resource Strategy Lead’s performance will be assessed having regard to:</p> <ul style="list-style-type: none"> • Measurable outcomes of the major accountabilities of the role • Achievement of the agreed objectives of any work plans, and • Service levels and the level of satisfaction expressed by key stakeholders in respect of the individual’s performance and the collective performance of the NCEC.