

# Director of Mission and Operations

## Position Description

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Reporting to: Executive Director

The Position: The primary purpose of the Director of Mission and Operations (**DMO**) is to drive the implementation of the National Catholic Education Commission (**NCEC**) strategic priorities and manage the day to day operations of the NCEC Secretariat.

The key aim of the DMO is to work effectively and collaboratively alongside the NCEC team in fulfilling the mission and vision of the NCEC.

To achieve this the DMO is responsible for providing support in the areas of leadership, mission, collaboration and accountability, Secretariat operations, committee support, external stakeholder management and team culture.

Direct Reports: Mission and Policy Advisor  
Finance Manager  
Executive Support Officer

Responsibilities: The DMO is accountable to the Executive Director for the following:

### *Leadership*

Provide leadership to the Secretariat team to develop the capabilities and the culture necessary to achieve the NCEC strategic priorities and contribute to the broader Catholic and education community including:

- Model leadership in Catholic education in the broader community and actively contribute to the mission of the Catholic Church in education;
- Engender a workplace culture that supports the strategy, vision and values of the NCEC and one that is reflective of the teachings of the Catholic Church;
- Manage staff and develop the capability of the NCEC team through appointing, supervising and developing individuals as well as engaging in performance management processes.

### *Mission*

- Work alongside the leadership team of the NCEC to drive implementation of the Strategic Priorities of the NCEC, with a focus on the strategic priority of Faith and the common themes of collaboration and accountability by developing strategies that enhance the capacity of Catholic school communities to be places of faith and mission;
- Engage schools, families, governments and communities with the mission and purpose of Catholic education including by:
  - Developing supporting resources for parents, teachers, students, government and the public to clearly communicate the mission and purpose of Catholic Education;
  - Developing and sharing resources which assist in growing the relationship between parish and school.
- Support the faith formation of school leaders, future leaders, staff, students and families including by;
  - Researching and sharing best practice from across Catholic Education for leadership and staff formation for mission;
  - Researching, developing and sharing resources to support staff who deliver student Faith Formation and Religious Education; and
  - Supporting the development of resources for formation of families.

### *Collaboration and Accountability*

- Assist the NCEC to develop accountability frameworks using evaluation, data and insights to support the strategic priorities, especially in the key strategic priority of Faith;
- Develop clear and consistent reports for Bishops and Diocesan Directors aligned to the strategic priorities especially in the key strategic priority of Faith;
- Ensure that the values, mission and accountability frameworks are embedded into work plans and performance frameworks including:
  - Ensure the NCEC values, mission and accountability frameworks are embedded in workplans;
  - Performance reviews focus on accountability and values;
  - Provide clarity of roles and accountabilities for state and territory staff representing NCEC in forums;
  - Promoting diversity and inclusion through leadership development; and
  - Exploring opportunities to build better alignment across Catholic Education (e.g. secondments).

### *Committee Support*

- Support the work of the Faith Formation & Religious Education Standing Committee (**FFRESC**) and any related working groups including preparation of meeting papers and minutes, and the development of relevant papers, briefings and submissions.
- Support the work of the Finance Audit & Risk Standing Committee (**FARSC**) including preparation of meeting papers and minutes and the development of relevant papers, briefings and submissions and the annual financial audit.

### *Secretariat Operations*

Lead and manage Secretariat operations, corporate services and governance including:

<i>External Stakeholder Management</i>	<ul style="list-style-type: none"> <li>• oversee the day to day operations of the Secretariat;</li> <li>• enable operations by implementing ICT systems through ICT third party providers;</li> <li>• with the assistance of the Finance Manager, oversee financial operations including annual budget preparation and business planning;</li> <li>• develop and maintain effective human resources, communications and record management systems;</li> <li>• manage the Service Level Agreement (SLA) with CSNSW and ensure accurate records are kept in relation to financial records, asset management;</li> <li>• drive improvement across operations by identifying and implementing process improvement.</li> <li>• Work closely with State and Territory Catholic education bodies to ensure a collegiate approach to policy, developments and issues related to education in Catholic schools;</li> <li>• Support the Executive Director by representing the NCEC where required, to promote and support the principal works and mission of Catholic Education and the Commission;</li> <li>• Develop external relationships across government, relevant peak bodies, and other organisations to build constructive relationships and function as a key liaison between the NCEC and relevant external parties;</li> <li>• Represent the NCEC in dealing with government departments and other external committees to support the Executive Director</li> <li>• Provide liaison support to the Executive Director by developing constructive relationships with relevant government and other bodies e.g. Ministers’ advisors, bureaucrats and departmental branch heads.</li> </ul>
<i>Team Culture</i>	<p>Contribute to the collaborative and collegiate culture of the NCEC and the Catholic education community including:</p> <ul style="list-style-type: none"> <li>• Support a collaborative, collegiate culture within the Secretariat and Commission in line with the strategies, vision and values of NCEC;</li> <li>• Actively contribute to Catholic education in the broader community and to the mission of the Catholic Church in education;</li> <li>• Manage and advise on HR matters relating to all Secretariat staff</li> </ul>
<i>Inter-relationships</i>	<p>The DMO interacts with the following internal and external stakeholders:</p> <ul style="list-style-type: none"> <li>• Executive Director;</li> <li>• Director of Strategy, Director of Resources and other members of the NCEC leadership team;</li> <li>• Members of the Mission team including the Mission and Policy Advisor, Finance Manager and Executive Support Officer;</li> <li>• Other NCEC Secretariate Team members including the Executive Officer, Education Excellence Advisor, Educational Policy and Strategy Advisor, Data Analysts, Public Affairs</li> </ul>

Advisor, Media and Communications Advisor, and the Government and Policy Advisor;

- NCEC members and NCEC Standing Committees;
- Network Groups and External Committees;
- Officer of State and Territory Commissions;
- Officers of the Department of Education and federal education bodies.

Knowledge,  
Experience &  
Qualifications:  
*Knowledge:*

It is desirable that the DMO have the following knowledge, experience and qualifications:

- A personal commitment to the teachings of the Catholic Church;
- A thorough understanding of the Catholic Church, its mission and its unique challenges and opportunities;
- Previous experience at director or senior executive level driving mission in a faith based organisation;
- An interest in the special nature and need of Catholic education, and an understanding and affinity with the stated vision, mission and strategic intentions of NCEC;
- Demonstrated experience driving the implementation of strategic priorities in a Catholic faith based organisation;
- Significant experience and capacity to effectively influence a diverse range of complex stakeholders;
- Ability to operate with a high degree of accuracy in all tasks;
- Highly developed verbal and written communication skills including well-developed influencing skills, and issues management and tact;
- Superior organisational and time management skills;
- Highly proficient in contemporary office programs and platforms;
- Superior organisational and time management skills;
- Highly proficient in Microsoft Office, particularly Word, Excel and PowerPoint.

*Qualifications:*

Relevant post-secondary qualifications in education, mission and significant management experience.

Attributes:

It is desirable that the Director of Mission and Operations has the following attributes:

- Ability to manage relationships at all levels including external and internal stakeholders;
- 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

Performance  
Measures:

spectrum of stakeholders;

- Values driven with an appropriate level of commercial insight and bottom line orientation;
- A personal sense of warmth and welcoming.

The Director of Mission and Operations' performance will be assessed having regard to:

- Successful outcomes of the major accountabilities of the role;
- Achievement of the agreed objectives of any work plans;
- Service levels and the level of satisfaction expressed by key stakeholders in respect of the individual performance of the ESO and the collective performance of the NCEC.

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