

Officer Applications

PORTFOLIO:	Learning Services
TEAM:	Learning & Teaching
REPORTS TO:	Manager Applications
LOCATION:	Tweed, Lismore, Coffs Harbour, or Port Macquarie

Catholic Education in the Diocese of Lismore

Catholic schools have been part of the Diocese of Lismore since the nineteenth century and play a significant role in the life of parishes, being part of the evangelising Mission of the Church. Under the pastoral leadership of the Bishop of Lismore, Catholic schools provide faith-filled, inclusive and caring environments that allow young people to grow in their faith, better understand the Mission of Jesus Christ and experience 'fullness of life' (John 10:10) in learning and living well.

The Diocese of Lismore stretches along the coastal strip of New South Wales from Tweed Heads in the north to Laurieton in the south and west to Dorrigo on the Great Dividing Range. Catholic schools in the Diocese of Lismore are governed by the Diocese of Lismore Catholic Schools Limited (DLCSL). Educational Ministry in the Diocese of Lismore: *Co-responsibility in the Service of the Mission* outlines the ministry, principles and ecclesial dimensions of Catholic education under the DLCSL.

The Catholic Schools Office

The Catholic Schools Office (CSO) provides a range of services to support approximately 2,500 staff in 45 vibrant and dynamic Catholic school communities that serve more than 18,000 students. The CSO assists schools to build teaching and leadership capabilities in communities of professional educators who share responsibility for school improvement and for achieving the best outcomes for our students.

Learning Services

Learning Services provides a suite of services for the development and implementation of curriculum and pedagogy. Schools are supported to strengthen learning outcomes, enhance student engagement and wellbeing, and foster post-school pathways. The portfolio consists of the following key areas, supported by a small administrative team:

- Learning and Teaching
- Professional Practice & Leadership
- Vocational Education
- Inclusion

The Learning and Teaching domain supports school improvement through a common vision, shared language and collective approach to quality learning and teaching.

Learning Services partners with school leadership teams to provide advice and guidance to ensure schools are aware of and supported in enacting the full range of educational responsibilities. Building educational leadership capability is key in supporting success in school's learning outcomes for students.

Through leadership and accompaniment, Learning Services fosters a culture of learning in inclusive environments that promotes excellence and the adoption of best practice evidence-based models and data informed decision making.

Position Purpose

The Officer Applications supports the Manager Applications and the wider Learning Services team in the ongoing operation of the various Learning Services Applications with the emphasis on successful in school support and training related to the newly implemented, enterprise Student Information System (SIS) Compass and allied software systems. The officer will also support the Manager and the Administrator to ensure consistent standards are applied to data entry and reporting from the various systems. In addition, the Officer will directly support schools in relation to student enrolment and the Compass Enrolment module.

Organisational Relationships

Reporting lines:

The Officer Applications reports to and takes direction from the Manager Applications.

Interactions:

Effective relationships with staff across portfolios, especially those that support schools are essential. Relationships with various members of Learning Services and Regional Services Leaders are important to progress the work on behalf of DLCSL.

Key Responsibilities

In completing the duties of the role all employees are expected to adhere to and support the Lismore Diocese Catholic Education Vision, Mission and Foundational Values and the achievement of the strategic priorities. Employees are required to adhere to Catholic Education policies and procedures and comply with a range of statutory requirements, including work health and safety legislation, safeguarding children and promotion of a child safe culture. Employees are required to lead and participate positively in the Mission of Catholic Education, planning forums, staff meetings and ceremonies at executive, team, diocesan and regional and broader levels across the Diocese.

The role holder contributes to the culture and work of the Learning Services Team according to the Diocese of Lismore policies and procedures.

The key responsibilities of this position include, but are not limited to:

1. Contribute to and promote the development, alignment, attainment and review of the mission and strategic goals for Lismore Catholic Education

- Contribute as a member of staff to meetings and initiatives.
- Contribute to planning and other forums and meetings that support the implementation of quality systems across schools.
- Partner with other staff of the Learning Services Team to contribute to the development of policy and strategic directions in alignment with the Diocese of Lismore Strategic Plan and the Learning Services Annual Plan.
- Document and report on the progress of initiatives in the system Strategic Plan and the Learning Services Annual Plan as required.

2. Provide advice, training and ongoing support to education role holders in Schools and in the Learning and Teaching and the School Improvement Teams to build teacher capacity in using software applications to improve the overall quality of the educational outcomes for students.

- Support all schools currently implementing Compass by troubleshooting issues and ensuring the ongoing smooth implementation of the Student Information Systems.
- Develop in-depth knowledge and expertise in the Compass Student Information System and related aspects of school timetable systems.
- Develop professional development and training approaches as well as workflows and other support materials for the broad suite of software applications for learning and teaching.
- Provide in school training and support to front office and school staff in new software applications in the Compass Student Information System.
- Ensure the structure and accuracy of data flowing into and out of the student information systems.
- Undertake software testing as required of student information modules.
- Maintaining and enhancing the user experience of software applications including recommending and implementing revised work practices where required to deliver timely student information for an enterprise system.
- Work effectively with Finance, School Office Administration, ICT, Wellbeing and Learning & Teaching specialists in the Catholic Schools Office and Schools.
- Develop, train, work closely with and support school teams and networks.
- Maintain supporting documentation and intranet resourcing for software applications.
- Assist schools with student enrolment and the enrolment process.

3. Provide representation when required within and beyond Catholic Education, Lismore and actively build professional networks and relationships that contribute to the development and implementation of contemporary, innovative learning and teaching approaches to system wide initiatives.

- Represent the Lismore Diocese in/on committees, working groups and engagements including CEnet and CSNSW.
- Attend CEnet/Compass vendor meetings and represent the diocese in relation to recommendations for Compass developments.
- Represent Learning Services on Committees and groups as required.

- Establish and maintain professional partnerships to inform Learning and Teaching policy, strategic directions, professional learning and resourcing.

Selection Criteria

Work Requirements

- Hold a valid clearance to work with Children (Working with Children Check).
- A current/valid Australian Driver's Licence and eligibility to work within Australia for the period of the appointment.
- Regular travel between locations is required.
- Requirement to overnight stay in locations as required.

Qualifications

- Education qualifications preferred.

Work Experience

- At least three (3) years' experience in managing enterprise student information systems in a large and complex organisation.
- Knowledge / experience in information systems training and support.
- Demonstrated experience in training and supporting change.

Key Capabilities

- Demonstrated ability to implement change in a school environment using technology.
- Demonstrated ability to communicate effectively.
- Expertise in the operation of learning and teaching software applications, with recent experience in Student Information Systems.
- Skills in developing training materials and workflows and delivery of onsite training and support to a variety of audiences and groups.

Plus, the following generic selection criteria:

- Knowledge of WHS and equity principles in the workplace.
- Respect and uphold the ethos and teachings of the Catholic Church and the values of the Employer.

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee. Duties, responsibilities and activities may change or new ones may be assigned in line with the changing needs of the CSO.

Appendix 1 - Learning Services Software Applications

- SCOUT and PLAN 2
- CSNSW Net Id
- Schools Online/ Authorities Online/ VET Online
- Moodle and other Learning Management Systems
- The Student Data Site (including MAI, Learning Progressions and EALD)
- Learning Plans and Assessments (LPA) site
- Legacy SIS systems (Read only mode - Schoolworx, Sentral, SAS)
- Compass and all Compass Modules (except Debtor module) including but not limited to:
 - Assessment and Reporting
 - Canteen
 - Enrolment
 - Student Attendance
 - Chronicles
- ACER / OARS platform
- Dibels Data System Platform
- Student Enrolment (Online and Paper) Digistorm and Compass
- Edval Timetabling solutions, Daily organiser and Edval choices
- Qualtrics