



POSITION DESCRIPTION

Project Officer – Student Protection

Organisational Environment

The Queensland Catholic Education Commission (QCEC) is a 16 member body established by the Catholic Archbishop of Brisbane and the Bishops of Cairns, Townsville, Rockhampton and Toowoomba (the Bishops of Queensland) to support and advance Catholic education in Queensland.

The role of QCEC is essentially strategic and a partnership with the five Diocesan and seventeen other Catholic school authorities that administer and manage schools across the state. QCEC is the peak body for Catholic education in Queensland and is the entity recognised by governments for the purpose of funding.

The Bishops of Queensland and those acting for public juridic persons (including Religious Institutes) which operate Catholic schools in Queensland have delegated the following authority and functions to QCEC:

1. Authority and prime responsibility for state-wide policy making, research, advocacy, reporting and negotiations concerning government funding, industrial relations and public relations on state-wide issues.
2. Authority and collaborative responsibility with Catholic school authorities for policy making and actions concerning areas such as reviews, curriculum, religious education outside Catholic schools and social justice matters.
3. Authority and responsibility on an 'ad hoc' basis through a consensus of the Commission, to provide services on request or be involved in projects as requested and on behalf of other educational authorities.

A number of committees have been established by the Commission to inform its decision making.

The Commission is provided with operational support by a Secretariat of around forty staff who report via unit groups through to the Executive Director QCEC.

In accordance with its Mission Statement, QCEC Secretariat is constantly mindful of education in the wider mission of the Catholic Church and seeks that all employees support QCEC vision, mission and values.

Purpose of the Position

The purpose of the position of Project Officer – Student Protection is to contribute to two student protection projects currently being undertaken by QCEC.

1. To support QCEC to develop online student protection training materials in consultation with Catholic School Authorities (CSAs) for use in training of staff, volunteers and other personnel in student protection matters.
2. To support QCEC's survey evaluation of the effectiveness of student protection training being undertaken by CSAs.

The Project Officer – Student Protection will work with the Senior Policy Officer – Governance and Strategy to progress the aims of these two projects.

Key Responsibilities of the Position

The key responsibilities of the Project Officer – Student Protection in relation to the online student protection training project will be:

- a) Liaison with CSAs concerning their current student protection training resources and approaches, and the development of on-line tools to support training activities in the future
- b) Writing of detailed and accurate content for a series of student protection training modules, addressing topics including:
 - (i) Mandatory reporting
 - (ii) Identifying abuse and harm
 - (iii) Inappropriate behaviour
 - (iv) Conferral with colleagues
 - (v) Volunteers and visiting service providers.
- c) Liaison with the Student Protection Reference Group and external consultants to build training modules in the required format and standard, including testing by CSAs.

The key responsibilities of the Project Officer – Student Protection in relation to the evaluation of effectiveness of student protection training will be:

- a) Organisation and scheduling of CSAs participation in the evaluation process
- b) Coordination with the evaluation service provider concerning CSAs participation.

Key Qualifications, Experience, Skills and Attributes

- Support for the vision, mission and values of QCEC
- Strong understanding of the student protection obligations applying to Queensland CSAs and the broader student protection environment with which obligations must be met (e.g. mandatory reporting to Department of Child Safety and Queensland Police Service).
- Excellent written communication skills and the ability to produce coherent and attractive written text.
- Proven ability to work collaboratively and cooperatively with a range of stakeholders.

Employment Arrangements

The Project Officer – Student Protection position is a part time temporary position of two to three days per week. Flexible, remote or secondment arrangements may be able to be negotiated at the discretion of QCEC.

Remuneration will be negotiated in accordance with the preferred candidate's skills and experience.

How to apply:

To apply please provide a two-page cover letter addressing the Key Qualifications, Experience, Skills and Attributes for the role and a copy of your CV. Responses to the Position Description should be emailed to: Chris Woolley, Chief Operating Officer, by email: hr-gscs.catholic.edu.au.

The closing date for responses is **5:00pm – Friday 6 March 2020**

Further questions about this position should be directed to Patrick MacDermott, Senior Policy Officer QCEC, on (07) 3316 5835 or patrickm@qcec.catholic.edu.au.