

# POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>Community Engagement Officer</b>
<b>SECTION:</b>	<b>Emerging Leaders</b>
<b>REPORTS TO:</b>	<b>Principal</b>
<b>CLASSIFICATION:</b>	<b>School Officer – Level 4</b>
<b>AWARD:</b>	<b>Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland 2019 - 2023</b>
<b>LOCATION:</b>	<b>St Teresa's College - Abergowrie</b>

## OUR ORGANISATION

Townsville Catholic Education (TCE) supports 29 schools within the Diocese, located throughout a diverse region including urban and rural environments extending to Mount Isa to the west, Proserpine to the south and north to Ingham. TCE provides a diverse range of education choices including primary, secondary and Prep-to-Year 12. Each setting provides a high educational standard in a caring and a stimulating environment. The Diocese has a growing Indigenous education program and some of our schools offering both boarding and day-student facilities.

TCE employs in excess of 2,500 teaching, professional and ancillary/support employees to fulfil our mission of providing quality educational services through our Catholic school communities. A Catholic education involves much more than simply teaching the educational basics. It encourages students to embrace Catholic values and faith while providing them with an excellent education and diverse life experiences that will prepare them to be a contributing member of the community in their adult lives.

The proud reputation Catholic schools enjoy within the Diocese today is based on the strong tradition built by religious orders who found Catholic Education in the Townsville Diocese in 1872.

Please visit our website for additional information <https://www.tsv.catholic.edu.au/>

## OUR SYSTEM VISION

*“The promotion of the human person is the goal of the Catholic school”*

THE CATHOLIC SCHOOL ON THE THRESHOLD OF THE THIRD MILLENNIUM, 1998



## ABOUT THE ROLE

St Teresa's College, Abergowrie is a Catholic secondary boy's boarding college. Located in an ideal rural setting in the heart of the Herbert River Valley, the College is approximately 30 km North West of Ingham and situated on Warrgamay land. Abergowrie is close to Wallaman Falls which is the highest single drop waterfall in Australia and the beautiful Broadwater National Park.

The role of the Community Engagement Officer is to actively engage with Aboriginal and Torres Strait Islander communities to promote improved educational outcomes for young people within these communities. With a dedicated focus on encouraging and promoting student enrolment, the Community Engagement Officer will be required to coordinate and implement initiatives and strategies that promote and support College life.

Within the scope of an administrative and support role, the Community Engagement Officer will provide assistance with the implementation and coordination of Indigenous Education initiatives within the College community. The Community Engagement Officer will be required to exercise discretion and judgement for themselves and others in the performance of their duties.

The Community Engagement Officer will be required to work collaboratively with Townsville Catholic Education Office (TCEO), the College Leadership Team, Residential Staff and external agencies. The Engagement Officer will be required to work variable hours, and be available to travel into remote communities to meet the operational requirements of the College community. On occasion, the Community Engagement Officer may be required to provide guidance and culturally appropriate training/development to other members of staff working with students of Aboriginal and Torres Strait Islander descent.

## KEY ACCOUNTABILITIES

The Key Accountabilities include but are not limited to, and may vary based on the operational needs of the College and the needs of individual students:

- Represent St Teresa's College as a liaison/network between the students, the College, communities, government and non-government agencies (for example: Centrelink, Centacare etc.) to ensure best possible assistance is available
- Foster collaborative relationships between the College and Aboriginal and Torres Strait Islander communities to actively promote the importance and benefits of education for members of these communities
- Identify and address barriers that members of the Aboriginal and Torres Strait Islander community face in accessing learning within the region
- Act as a liaison between students, parents and school staff to ensure appropriate support is provided in order to contribute to the provision of quality educational outcomes
- Support the delivery of operational tasks associated with assisting families to enrol their children at St Teresa's College:
  - Undertake tasks and support initiatives related to the engagement of Indigenous students, including facilitating student scholarships and bursary programs
  - providing coordination and advice in the area of community capacity building within the College context, with a particular focus on community consultation and collaborative engagement
  - Support families to complete necessary documentation, and where required, pursue additional and/or missing information required to complete the enrolment process
  - Coordinate staff visits to remote communities

- Establish and maintain accurate student records and folios to support registrations, record management and auditing processes with a commitment to confidentiality
- Communicate effectively with students and families to facilitate a successful transition into a boarding/residential school environment
- Triage, and appropriately direct, all parental enquiries in a professional and timely manner
- Complete relevant reports as requested by TCEO Indigenous Education Unit as appropriate
- Assist with promoting and celebrating the achievement of Indigenous students and staff (e.g. NAIDOC week)
- Assist in the planning, development and delivery of community based and engagement opportunities, events and promotional activities
- Provide Pastoral care support to Aboriginal and Torres Strait Islander students and their families
- Assist the College leadership Team to provide a culturally inclusive educational environment for Aboriginal and Torres Strait Islander students that promotes and encourages educational participation and attendance
- Assist with the coordination of professional development and the implementation of Indigenous education initiatives within the school community
- Contribute to the ongoing review and improvement of TCEO Indigenous Education Programs
- Regularly liaise with TCEO Project Officer, Indigenous Education Advisers and Indigenous Education Workers in respective school settings
- Any other tasks as reasonably directed to support the effective operation of St Teresa's College.

#### STATEMENT OF RESPONSIBILITY

The carriage of the role will always presume the role-holder's responsibility to act cognisant of, and in harmony with, the Mission and Purpose of Catholic Education and Catholic Education policies.

The employee will be expected to abide by the *Statement of Principles for Employment in Catholic schools*, the *Staff Code of Conduct* and other Diocesan guidelines.

Employees will maintain appropriate confidentiality, sensitivity and empathy in the execution and management of all matters.

Employees will demonstrate a willingness and acceptance to initiate and participate in relevant training and professional development opportunities.

Each employee is responsible for ensuring his/her health, safety and wellbeing and is expected to not willingly place at risk the health and safety of one's self or others.

Employees will:

- Adhere to Work Health and Safety instructions
- Adhere to Student Protection policy and guidelines
- Promote a commitment to safe work practices
- Be familiar with workplace incident, hazard and accident reporting and emergency procedures
- Take reasonable action to avoid, eliminate or minimise risk and hazards
- Utilise personal protective equipment
- Participate in the development of a safe and healthy workplace
- Seek information and advice as necessary and comply with instructions.

## ABOUT YOU

### Experience

- Proven experience in an administrative role to support program coordination in a diverse environment
- Well- developed experience liaising with government and non-government agencies
- A high degree of computer literacy across various programs and platforms
- Extensive knowledge of Aboriginal and Torres Strait Islander cultures and protocols
- Extensive understanding of the principles of community engagement and consultation.

### Skills

- Ability to communicate effectively with a range of stakeholders including people from diverse backgrounds
- Ability to exercise sensitivity towards Aboriginal and Torres Strait Islander cultures during the performance of duties
- Ability to manage time and prioritise workload to meet competing deadlines
- Ability to adapt to changing circumstances and embrace and foster new ideas and initiatives
- Ability to demonstrate a proactive mindset and motivate others.

### Attributes

- Enthusiastic, energetic, and flexible with a proactive attitude
- Confident, well-presented and engaging with a personal warmth that engenders mutual respect with staff, parents and the wider school community
- Flexible and responsive to the needs of the school community and driven to achieve quality educational outcomes
- Willingness to learn and develop in a supported environment.

## Mandatory Criteria/Professional Registration/Other

- Current Working with Children Suitability Card - The successful candidate will require a paid Blue Card before commencement as per the No Card, No Start policy developed by the Queensland Government
- Tertiary qualification at certificate level or equivalent knowledge and experience relevant to the position
- Current Driver's Licence
- Ability to travel to remote communities as required
- Ability to perform the physical requirements of the role in a safe manner.

## Desirable Criteria

- Recent administration experience in a school or other environment
- Experience working in a boarding environment
- Experience working with young people from diverse cultural backgrounds

*Some employees may be subject to pre-employment medical assessments during the selection process. Depending on the nature of the position, it may be necessary for successful applicants to be immunised against certain preventable diseases in order to minimise the risk of transmission.*

## HOW YOU WILL BE ASSESSED

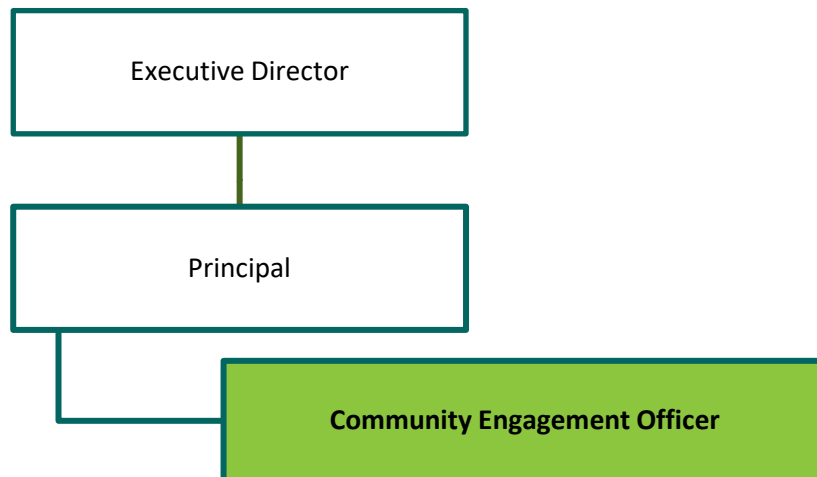
How we do things is as important as what we do, therefore you will be assessed on your ability to use your experience, knowledge, skills and competencies confidentially with good judgement and wisdom.

You will be assessed on your ability to demonstrate the following four capabilities – Personal, Professional, Relational and Organisational within context to the key accountabilities identified above.

Capabilities	
Personal	Professional – Knowledge and Understanding
Engages in self-reflection	Is aware and responsive
Gives witness to personal faith and commitment	Integrates a Catholic stance in area of responsibility
	Supports and engages change processes
Displays a sense of self-efficacy and personal identity	Demonstrates appropriate styles of decision making
Displays intuition as well as logic and reason	Inspires a collegial purpose and vision
Projects confidence, optimism and resilience	Supports efficient and robust structures and systems
Demonstrates honesty and integrity	Focuses on core outcomes and accountabilities
Demonstrates ethically responsible behaviours	Engages in workplace learning and relevant professional development
Is morally courageous	Operates with a commitment to sound educational focus
Demonstrates a commitment to personal spiritual growth	Operates with a spirit of service and professionalism
Displays imagination and vision	Develops moral purpose
Integrates work and personal life	Demonstrates capacity to provide professional support
Engages with the Catholic culture	
Is culturally sensitive	
Social and Interpersonal	Organisational
Is relationally adept	Gives priority to the Church's mission in education
Is emotionally mature	Engages in future thinking, aware of the big picture
Is guided by the spirit and teachings of the Gospel	Supports organisational capacity to respond to contemporary and future needs
Communicates with confidence	Avoids imposing old paradigms on new realities
Is authentically present	Supports a growth promoting workplace
Displays a trusting disposition	Exercises committed and ethical stewardship
Supports collaborative and productive working environments	Contributes to organisational sustainability
Engages in positive politics	Supports a sharing organisational culture that focuses energies and talents
	Operates in fidelity to Catholic social teaching and environmental responsibilities

## REPORTING & OTHER RELATIONSHIPS

The Community Engagement Officer is accountable to the Principal. The Community Engagement Officer consults and liaises with other TCEO personnel, Principals in schools, and other Diocesan staff/committees, where appropriate.



## ACKNOWLEDGEMENT

I have read, understood and acknowledge the scope and responsibility of the position outlined in this position description.

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_