

Position Description

Mission Data Analyst



Melbourne Archdiocese
Catholic Schools

About MACS

Melbourne Archdiocese Catholic Schools Ltd (MACS) aims to deliver an outstanding Catholic education that equips young people with the knowledge, skills, and optimism to go forward, live meaningful lives, and to enrich the world around them. MACS, the largest Catholic school employer in Australia, owns and operates approximately 300 Catholic schools in the Archdiocese of Melbourne, and is supported by a central enterprise function, of over 600 staff members.

The MACS Strategic Plan (MACS 2030: Forming lives to enrich the world) presents a challenging and inspiring vision of the educational experience that MACS seeks to provide for students in MACS schools. MACS's Strategic Plan outlines the vision, the mission of Catholic schools in the Archdiocese, and the major objectives for MACS over the months and years ahead. Our organisational values of Integrity, Respect and Excellence require a commitment from all MACS employees to contribute to ensuring we uphold and support the objectives of the organisation.

About the team and role

The Catholic Mission and Identity (CMI) Team's purpose is to enable the evangelising mission for all schools, aligning with the MACS Statement of Mission: forming lives of faith, hope and love in the light of Jesus Christ.

CMI facilitates rich, deep and varied learning experiences that empower the faith formation of principals and senior leaders, teachers, staff, students and families, and MACS Board and executive leaders in the MACS mission; enabling Christian discipleship in each Catholic school community; inspiring and developing faith leadership; and provides quality resourcing for excellence in Religious Education. CMI partners with other directorates to ensure that projects, policies and procedures are imbued with our Catholic mission. CMI is available for project collaboration, policy development, learning and outreach support in pastoral care and complex issues, communicating our faith confidently, and relationship building with partners in the broader Catholic environment.

CMI builds healthy working relationships with the Archdiocese to model *Working Together in Mission*, helping parish/school partnerships to flourish, and connects school-based needs in mission and identity with resources, advice and direction, and external partners in evangelisation and faith formation.

The Mission Data Analyst will demonstrate a commitment to the mission of Catholic education and a capacity to realise that mission in the context of MACS Strategic Plan which promotes strong, shared leadership and a culture of creativity and innovative practice.

Position Title	Mission Data Analyst
Reports To	Manager, School and Parish Engagement
Directorate	Catholic Mission and Identity
Direct Reports	N/A

Key responsibilities of the role

- Oversee the faith and religious elements involved in the renewal of school improvement processes embedded in a new strategy for growing effective schools within the Archdiocese of Melbourne, including the school review program, record management, school improvement and data collection and analysis
- Design, develop, implement and evaluate strategies for the collection, analysis and reporting of data related to growing effective schools in which their Catholic mission flourishes



- Support the development and co-design of initiatives and shared vision regarding school improvement, review and accountability processes including the associated operations such as supporting policy, strategy, planning and process resources
- Support the design, coordination and facilitation of professional learning and development to build capacity of system and school leaders
- Collaborate with team members and work collectively to support responsibilities within the broader CMI team
- Support processes to ensure faith formation programs are measured against MACS processes and the National Catholic Education Commission (NCEC) Frameworks
- Apply research-based strategies to plan, implement and review the effectiveness of Faith Formation, Faith Leadership, Religious Education and Discipleship programs
- Support and guide the implementation, evaluation and on-going revision of the School Improvement Framework (SIF) Rubric
- Facilitate processes on the use of data, including evaluation, to initiate change in improving teacher practice and student learning outcomes in Religious Education
- Perform other duties as assigned within your scope of practice/work

Key Selection Criteria

- Practicing Catholic active in a Eucharistic community such as a parish, with a demonstrated commitment to the evangelising mission of the Catholic Church and of Catholic schools
- Excellent communication skills including the ability to effectively communicate with internal and external stakeholders across all levels of the organisation
- Ability to prepare documentation including reports, visual data representations and general correspondence with strong attention to detail and accuracy
- Strong time management skills with the ability to prioritise and plan workloads to meet deadlines
- Advanced data-base and technology skills including MS software applications, as well as ability to develop and maintain accurate databases
- Demonstrated project management skills in supporting and working effectively across project areas
- Proven ability to effectively apply strong problem-solving skills to see tasks through to completion
- Ability to work well autonomously as well as within a team environment

Skills, qualifications and pre-requisites to undertake the role

Qualifications	Relevant tertiary qualification in a related discipline
Professional membership or Accreditation	VIT Registration (desirable) RE Accredited (Level 2 accreditation to Teach Religious Education and Lead in a Catholic School) (desirable)
Previous Experience/s	Experience in supporting large-scale education projects. Proven success in developing and maintaining databases, managing workflows generated, and communicating with a range of stakeholders.
Organisational values	A commitment to the organisational mission, vision and values of Integrity, Respect and Excellence and to the ethos, values and mission of Catholic education including alignment with MACS's Child Safety standards.
Licenses Required	A full, current, and maintained Victorian Driver's license and motor vehicle
Other requirements	<ol style="list-style-type: none"> 1. An understanding of and commitment to the safety, wellbeing and protection of children, and therefore you: <ol style="list-style-type: none"> a. Must hold and maintain a current Victorian Working with Children Check or be eligible to receive same upon joining the organisation. b. Alternative to holding a WWCC and NCHC, MACS will accept evidence and continued maintenance of a full and current Victorian Institute of Teaching (VIT) registration. 2. You must also undergo and receive a clear National Criminal History Check (NCHC) upon employment and during the course of your employment with MACS. All employees are required not to have been charged with, nor found guilty of any offence which would be incompatible with employment with MACS.



	3. Willingness to take reasonable care for your health and safety in the workplace and for the health and safety of others who may be affected by what you do or don't do.
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