

Position Description

Policy Officer



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 Policy Officer 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	Policy Officer
Reports To	Manager, Faith Leadership
Directorate	Catholic Mission and Identity
Direct Reports	N/A

Key responsibilities of the role

- Review, update and/or develop policies, frameworks, resources and online/web based content in accordance with Catholic Church teaching, theology and canon law
- High quality writing in policy, theology, canon law and ethical topics, for a general audience and for education leaders
- Provide expert advice on the application of Catholic theological anthropology in MACS schools



- Embed a framework for Catholic education rooted in a Catholic philosophical and ethical approach, emphasising the dignity of the human person
- Enrich understanding of mission and intentions; particularly MACS 2030 purpose, 'Forming lives of faith, hope and love in the light of Jesus Christ' - enhancing our strategic endeavours as the MACS vision is bold and grounded in a full Catholic hope for the flourishing of every student
- Seek external perspectives from experts in the Catholic tradition, theology, and Canon Law, providing independent insights on the potential impact, feasibility and activation of strategies and recommendations.
- Engage with expertise from MACS, Religious Institute and Ministerial Public Juridic Person (RI/MPJP) schools to ensure any approaches are directed towards excellence in our shared faith tradition.
- Identify and recommend appropriate resourcing for leaders and RE teachers, to assist in their mission of Catholic education and the spiritual and academic flourishing of their students
- Support the development of instructional materials which promote excellence in RE.
- Contribute to liturgical planning and sacramental resources, collaborating internally at MACS and with Archdiocesan and parish collaborators
- Perform other duties as assigned within your scope of practice/work

Key Selection Criteria

- Strong theological, Canon Law or relevant educational expertise that will support the empowerment and formation of school leaders and teachers
- 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
- Demonstrate a strong understanding and commitment to Catholic teachings and traditions and a genuine vision and enthusiasm for the MACS vision and Catholic education
- Strong time management skills to be able to prioritise and plan workloads to meet deadlines
- Demonstrated strong interpersonal skills particularly in working collaboratively across varied teams, stakeholders and partnerships
- High level knowledge and skills in working with relevant software packages, especially within the Microsoft Office package
- Ability to work autonomously as well as within a team environment

Skills, qualifications and pre-requisites to undertake the role

Qualifications	Relevant postgraduate tertiary qualification in Theology, Canon Law or a related discipline; demonstrable expertise in theological anthropology and/or Catholic bioethics preferred.
Professional membership or Accreditation	N/A
Previous Experience/s	Leadership and administrative experience in an educational or religious context.
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



	<p>incompatible with employment with MACS.</p> <p>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.</p>
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