

Position Description

Administrative Officer, Accreditation



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 Administrative Officer, Accreditation will support the effective implementation of Accreditation Policies.

Position Title	Administrative Officer, Accreditation
Reports To	Accreditation Lead
Directorate	Catholic Mission and Identity
Direct Reports	N/A

Key responsibilities of the role

- Coordinate and respond to enquiries from teachers, principals and the public on Accreditation and Sponsored Study for Religious Education and Theology
- Ensure timely and effective assessments of all teacher applications for Accreditation to Teach Religious Education, and Accreditation to Teach in a Catholic School and coordinate all related record keeping and correspondence.
- Ensure timely and effective assessments of school, MACS and other agency submissions for approval of Accreditation to teach in Catholic schools



- Coordinate all related record keeping and correspondence with diligence to detail
- Regularly monitor data on accreditation applications and develop recommendations for the achievement of system targets in this regard
- Ensure the implementation of Sponsorship for Accredited Studies related to teacher formation and Religious Education in the Archdiocese of Melbourne including developing and maintaining effective communication strategies with teachers and partner organisations
- Contribute to development and improvement of policies, procedures related to accreditation
- Provide support to the Accreditation Lead in relation to Accreditation and related Sponsorship matters
- 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
- Demonstrated successful experience in administration and office management and in implementing sound and effective administrative systems and procedures
- Strong attention to detail and accuracy
- Excellent time management skills in prioritising and planning workloads to meet deadlines
- Strong communication skills including the ability to effectively communicate within a team and with teachers, principals, parish priests, schools and external agencies
- High level knowledge and skills in working with relevant software packages, especially within the Microsoft Office package
- Ability to work well autonomously as well as within a team environment

Skills, qualifications and pre-requisites to undertake the role

Qualifications	Advanced Microsoft Office skills including Word, Excel, Outlook, Access and Power Point.
Professional membership or Accreditation	N/A
Previous Experience/s	Familiarity with VCEA Accreditation policies would be an advantage. Experience working in Catholic education or a similar environment would be an advantage
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.

