

Position Description

Lead- Improvement and Survey Implementation



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' 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 purpose of the Education Excellence Directorate is to enable and empower the delivery of the best educational outcome for every student in our Catholic schools, supporting them to flourish and enrich the world. We do this by governing and serving our schools and their communities in a faithful and enduring way. We provide educational strategies, clear and consistent policies, frameworks, resources and guidance to develop and support our school leaders, our educators and our student enablers — to improve student outcomes and drive sustainable school performance. By focusing on learning excellence and innovation at our schools, in the light of Jesus Christ as our inspiration, our Directorate's workforce will strive every day to exceed in the delivery of world-leading, Catholic education — focused on the formation of the whole child.

The Education, Strategy and Performance (ESP) team sits within the Education Excellence Directorate, alongside Student Engagement, and Regional Operations teams. The ESP team sets the education strategy, drives innovation and monitors performance across the Directorate, to improve the outcomes of the MACS school system.

Reporting to the Manager, School Effectiveness, the Lead- Improvement and Survey Implementation will play a critical role in overseeing the end-to-end planning, coordination, and implementation of the school improvement survey processes to support data-informed decision-making across the system and in schools. With a strong analytical mindset and exceptional project management skills, the successful candidate will collaborate closely with system and school leaders and provide advice and resources relating to the development, implementation and evaluation of the school improvement surveys and other significant improvement and educational data.

Position Title	Lead- Improvement and Survey Implementation
Reports To	Manager, School Effectiveness
Directorate	Education Excellence
Direct Reports	N/A

Key responsibilities of the role

- Lead the renewal and transformation of school improvement survey processes embedded within the MACS 2030 strategy and School Improvement Framework (SIF) particularly the school improvement survey project
- Develop and lead relevant data and analytic projects and programs to ensure effective school improvement monitoring and performance
- Lead and coordinate the development of resources, professional learning and training focused on data,



- improvement and performance monitoring for schools across the MACS system and office staff
- Work at pace to lead, deliver and implement efficient planning, coordination and execution of the annual survey project
- Analyse data using advanced techniques to inform strategic insights and action for educational benefit
- Develop and apply data strategies to support school and system improvement and capability building
- Support policy, framework, and resource development for school improvement and accountability
- Create and lead professional learning to build data capability across schools and empower system leaders.
- Evaluate program effectiveness and identify opportunities for enhancement
- Engage with external stakeholders and providers, overseeing project management and implementation, briefing and correspondence processes and data analysis and reporting
- Provide operational, administrative, and strategic support to the School Effectiveness leadership and wider team as required
- Perform other duties as assigned within your scope of practice/work

Key Selection Criteria

- Proven experience in delivering effective school improvement initiatives, including large-scale online projects
- Demonstrated ability to lead and manage complex educational programs working collaboratively with diverse stakeholders
- Strong analytical, project management skills, with demonstrated experience in risk mitigation and knowledge of research in school effectiveness and student outcomes
- Experience in designing and supporting evidence-based professional learning in education
- Excellent communication skills, including policy writing, stakeholder engagement, and strategic consultation
- Proven ability to support teams and individuals at all levels to achieve shared goals and deliver outcomes on time and to a high standard
- Highly organised, proactive, and effective in managing competing priorities within fast-paced environments
- Proficient in Microsoft Office and other related software tools

Skills, qualifications and pre-requisites to undertake the role

Qualifications	Relevant tertiary qualification in a related discipline in education/business/data (desirable)
Professional membership or Accreditation	N/A
Previous Experience/s	<ul style="list-style-type: none"> • Broad and diverse experience working in various project management roles, using varied project management tools. • Experience working within Catholic schools and/ or other relevant settings. <p>Prior experience supporting a program and project team in the delivery of crucial outcomes in a medium sized organisation.</p>
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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