

Education Officer, Leadership Development X

Melbourne Archdiocese Catholic Schools (Macs) • Melbourne VIC 3004



Base pay

\$108,160 - \$126,695



Work type

Full Time



Contract type

Permanent

Perks

WORK - LIFE BALANCE

Skills

STRONG WORK ETHIC

STAKEHOLDER ENGAGEMENT

LEADERSHIP DEVELOPMENT

RECRUITMENT

Full job description

Education Officer, Leadership Development x 2 Melbourne Archdiocese Catholic Schools (MACS) (see more jobs from this school) East Melbourne, VIC ----- Development / Marketing / Communications Contract Type: Contract Position Full Time Applications Close: 2 July 2021 -----

ABOUT THE POSITIONS Education Officers, Leadership Development assist in the development, implementation and evaluation of leadership initiatives in the Archdiocese of Melbourne. Classified under the Education Officer scale of the Victorian Catholic Education Multi Enterprise Agreement 2018, the salary range for both positions is \$108,160 to \$126,695 per annum. ABOUT YOU Both roles require strong work ethic, interpersonal and stakeholder engagement skills, and each role will have a distinct focus to effectively progress the work of the team, in partnership with school and MACS personnel. Skills in the below areas of focus are highly desirable - Focus Area - Innovation and Creativity: using creative skills to co-design, lead and facilitate significant change and innovative leadership initiatives Focus Area - Data Driven: establishing structures and guidelines, with an ability to use data and evidence based information to inform practice The successful candidates must hold or acquire a Working with Children Check, and must be willing to acquire a

Job details



Date posted

19 Jun 2021



Expired On

22 Jul 2021



Category

HR & Recruitment



Occupation

Other



Base pay

\$108,160 - \$126,695



Contract type

Permanent



Work type

Full Time



Job mode

Standard/Business hours



Work Authorisation

AUSTRALIAN CITIZEN / PERMANENT RESIDENT

National Police Record Check. Applicants must hold full unrestricted working rights for Australia to be considered for this role. **SELECTION CRITERIA**
Please refer to the position description for further details about the role and the Key Selection Criteria. Please note your application must address how you meet the criteria with examples in either one or both of the focus areas noted above. **WHAT'S IN IT FOR YOU** * Professional development opportunities * Work/Life balance * The opportunity for flexible working arrangements **HOW TO APPLY** All applications must be received via our Careers Portal or uploaded via the 'Apply' tab on the MACS website at www.macs.vic.edu.au. All enquiries can be directed to Lynda Davies - Human Resource Adviser 03 9267 0494 or ldavies@macs.vic.edu.au Applicants **MUST** provide: 1. An up to-date Resume 2. A separate statement addressing the Key Selection Criteria, with examples highlighting the above focus areas; 3. A Cover Letter; and 4. Contact details of two referees (who will only be contacted with your consent). **APPLICATIONS CLOSE: 4.00pm Friday 2 July 2021** Recruitment Agencies - thank you for thinking of us, however we do endeavour to fill our opportunities through direct channels wherever possible. If we find that we do need agency assistance, we'll be in touch. In applying for a position with Melbourne Archdiocese Catholic Schools Ltd (MACS), you will be asked to provide certain personal information to enable your application to be considered. Any personal information that is provided to MACS in relation to an application for employment will be handled in accordance with MACS's obligations under the Privacy Act 1988 (Cth). To find out more about how MACS handles personal information, you are encouraged to read the MACS Privacy Policy which can be found on the website.