

ROLE DESCRIPTION

Position	Head of Mission and Education
Organisation	<p>Mercy Education Limited is a delegated authority of the Institute of Sisters of Mercy of Australia and Papua New Guinea (ISMAPNG).</p> <p>Mercy Education governs twelve Mercy Colleges across Victoria, South Australia and Western Australia.</p> <p>This educational ministry is one of the many not-for-profit works of the Sisters of Mercy operating throughout Australia.</p>
Reports To	Chief Executive Officer
Key Relationships	<p>The Head of Mission and Education (HME) will be part of the MEL Executive Team working from our Alphington office. Flexible working conditions are available.</p> <p>The HME will be required to liaise and confer on a regular basis with:</p> <ul style="list-style-type: none"> • College Principals and senior executive staff • Board Directors and Board Committee Members • Executive Staff of the MEL National Office • Sisters and senior staff members of ISMAPNG • Catholic Education authorities in each jurisdiction
Location	<p>720 Heidelberg Road, Alphington, Victoria</p> <p>Intra-state, interstate and overnight travel will be required</p>
Core values of Mercy Education	Justice, Compassion, Respect, Hospitality, Service and Courage
Primary focus of the position	<p>Executive supervision and management as required.</p> <ul style="list-style-type: none"> • Mission, Ethos and Formation Lead • Deputy Chief Executive Officer • Professional Development Programme– Board Directors, College Advisory Councils, Senior School Staff and Student Leaders • Senior school leader appointments and appraisal assistance • Educational Excellence oversight • Property liaison • Communications and Publications
Full Time Equivalent (FTE)	<p>Funded at 1.0 FTE (applications for 0.8 FTE part-time will be considered)</p> <p>Five-year contract position</p> <p>Executive position professional hours apply</p>
Remuneration	<p>Range dependent on experience</p> <ul style="list-style-type: none"> • From VCMEA 2018 Deputy Principal A – Level 7 (\$173,493 to \$178,027 as at 01 APR 2020) to VIC Catholic Schools Lay Principals Determination: Level 3 (\$189,931 to \$201,045) as at 01 APR 2020) • Standard 9.5% SGC

About this Role Statement	As MEL evolves to meet the changing needs of our schools, so will the roles required of its entire staff. As such, staff should be aware that this document is not intended to present the role in which the occupant will perform in perpetuity. This role statement is intended to provide an overall view of the incumbent's role as at the date of engagement.
Version Information	1.0 (Current at 23 FEB 2020) \\isma-az-fp01\Units\Mercy Education\HR\MEL Staff\Recruitment\Head of Mission & Education 2020\Role Description HME MEL - 23 FEB 2020.docx

Core Responsibilities:

The primary responsibilities of the role:

- Develop and oversee a faith-centred approach of professional engagement with schools on mission; both that of the Catholic Church and ethos of the Sisters of Mercy from the lens of the Gospel message given to us by Jesus Christ, to ensure our schools are high-quality educational communities that are true to their Mercy and Catholic heritage
- Assist the Chief Executive in selection, appointment, induction, appraisal and development of the Principals of MEL Colleges and in MEL's role in assisting Principals appoint and appraise school senior leaders (e.g. deputy principals)
- Deputise for the Chief Executive as appropriate
- Develop and oversee the entire MEL Professional Development Programme for MEL Directors, MEL Executive Office personnel, Principal, Deputy Principal and Faith & Mission Co-ordinators
- Liaise with school personnel on social justice programmes such as Seeds of Justice and other ISMAPNG social action initiatives
- Act as Executive Officer for the Board's Educational Effectiveness & Standards Committee (EDSEC)
- Oversee all MEL publications and communications (Mercy Ed Newsletter, website, Annual report)
- ISMAPNG relationships – McAuley property Ltd as required; Dublin Pilgrimage & Ethos Programmes (ISMAPNG & Mercy International Centre MEL-co-ordinated programmes)
- Co-ordinate Student Activities (Frayne Speech Festival, Seeds of Justice Seminars)
- Co-ordinate State-based College Advisory Council Seminars

Key Selection Criteria:

- Be able to demonstrate a commitment to the mission, vision and values of Mercy Education and the ministerial works of the Sisters of Mercy
- Be a practising Catholic who demonstrates a firm commitment to Catholic Education in the Mercy tradition.
- Be able to inspire and lead the provision of innovative and excellent education.
- Be committed to continuous improvement which will drive strategic planning
- Have experience in personnel development and management and organisational leadership.
- Possess highly developed interpersonal skills, including the ability to work collaboratively with College Principals and their Executive; the Board and Staff of MEL; the Institute Leadership Team and Executive of ISMAPNG; the Catholic Education Commission and Church leadership.
- Be professionally qualified to undertake the primary focus of the role.

Other Relevant Information:

- All employees are required to adhere to Mercy Education Limited policies and procedures as varied from time to time.
- This role will require a Working with Children Check for each state in which Mercy Education operates, and a National Police Records Check.
- Under Victorian WorkCover legislation, it is the applicant's duty to advise Mercy Education of any pre-existing medical conditions, which could be aggravated by the type of pre-existing injury/disease for which they are applying.