Chief Executive Officer
Information for Candidates
About the Catholic Education Commission of Victoria (CECV)

The Catholic Education Commission of Victoria (CECV) has been established by the Members as the peak body to support and advance Catholic education in Victoria. It is governed by an independent, skills-based Board of directors.

CECV is the peak body for Catholic education in Victoria and is the entity recognised by the Australian and Victoria governments for the purpose of funding and other matters. The role of CECV is strategic and statewide and supports the four Diocesan school proprietors and Religious Institute and Ministerial Public Juridic Person (RI/MPJP) Catholic school proprietors that govern and operate schools across the state.

CECV is responsible for sector leadership in education integrity and governance and has a Memorandum of Understanding to act as a Review Body for Catholic schools with the Victorian Registration and Qualifications Authority (VRQA). As a Review Body, CECV supports, reviews, and monitors the compliance of Catholic schools with all registration, reporting and other requirements under relevant laws.
CECV is currently engaged in a significant organisational redesign, the overriding objective of which is to establish a robust and sustainable CECV for the future. The renewed CECV will lead state-wide activity and collaboration in a number of key areas including:

1. Government funding for Catholic schools and early education programs
2. School registration and compliance
3. Representation and advocacy with governments and regulatory agencies
4. Enterprise bargaining
5. Initiatives to improve the quality, experience and outcomes of Catholic school education
6. Research and data collection and reporting of statistical, financial and educational data
7. Public relations and communications concerning Catholic education on state-wide matters.

A number of committees have been established by the Board of CECV to inform its decision making.

The Board is provided with operational support by a Secretariat, led by the Chief Executive Officer, of around fifty core staff.

In accordance with the Statement of Mission in the Constitution, CECV is constantly mindful of education in the wider mission of the Catholic Church and expects that all employees support the CECV vision, mission and values.

CECV receives and distributes funding from state and federal governments for Catholic schools governing authorities, provides strategic leadership and planning, and ensures proper governance in Catholic education statewide.
Position Overview

The Chief Executive Officer leads CECV in achieving its strategic directions, particularly by:

• Providing strong leadership, advocacy and representation in the education sector and the community to enable and facilitate the positive reputation, well-being, growth and impact of Catholic education in Victoria.

• Fostering active collaboration with and between all Catholic school proprietors in Victoria.

• Establishing and enhancing productive relationships with other education authorities, governments and members of Parliament, and the general community.

• Leading negotiations with governments for the provision of funding and program grants.

• Leading the initiation of research and analysis into needs, trends and issues at system level relevant to improving Catholic school performance.

• Articulating and advocating for educational policy as determined by CECV with governments and other key education bodies.

• With the Secretariat’s Executive Leadership Team, providing responsive and effective leadership and management of the CECV Secretariat.
Key Responsibilities

Leadership and management

- Leading the development and implementation of CECV’s strategic plan.
- Leading the implementation of CECV’s formal delegations.
- Ensuring that the Board of CECV receive full and timely advice in relation to the strategic plan and delegations and any developments relevant to Catholic education in Victoria.
- Promoting and nurturing relationships with the Catholic school proprietors in Victoria, National Catholic Education Commission (NCEC), State and Australian Governments, and other key education and Church bodies at state and national levels.
- Representing and advocating for CECV at NCEC and peak Victorian education bodies including the Victorian Registration and Qualifications Authority and the cross sectoral School Policy and Funding Advisory Council.
- Supporting collaborative relationships among Victoria diocesan education proprietors and RI/MPJP school proprietors.
- Initiating approaches and strategies to meet research, data analysis and other educational needs at State level.
- Administering government grants and programs for which the Commission has been accorded responsibility and ensuring that associated compliance and accountability requirements are fulfilled.
- Appointing and nurturing a highly skilled, professional and service-orientated Secretariat staff.
- Leading and enhancing a positive and supportive organisational culture focused on service, impact and continuous improvement.
Key Responsibilities

**Advocacy, government, public relations and communication**
- Acting as the official spokesperson for Catholic education in Victoria at system and State levels.
- Advocating for Victorian Catholic education with governments, politicians and agencies on policy and strategic issues.
- Developing strong relationships with government, relevant Ministers and Opposition shadows, politicians, senior bureaucrats and senior officials from statutory and other education bodies.
- Leading the development of strategic partnerships where these support the strategic plan of CECV.
- Overseeing all communications issued on behalf of CECV ensuring alignment with the CECV vision, mission, values and strategic plan.

**Innovation and reporting**
- Leading the initiation of research and analysis into needs, trends and issues at system level relevant to improving Catholic school performance.
- Ensuring currency with innovations and future directions in education globally, nationally and locally.
- Actively identifying and ensuring deep understanding of potential legislative or policy developments and their impacts relevant to CECV and Catholic schools.
- Leading comprehensive reporting to the Board of CECV.
- Ensuring continuous professional growth opportunities for Secretariat staff to enhance practice, provide formation experiences and nurture innovative ideas and skills that advance the work of CECV and the Secretariat.
- Ensuring regular performance enhancement processes for all members of the Secretariat.
Skills, Qualifications and Experience

Qualifications
• Relevant tertiary and/or post graduate qualifications in education, business or a related field.

Previous experience
• Demonstrated executive level experience in a leadership role.

Organisational values
• A commitment to the ethos, values, and mission of Catholic education and to CECV values fairness, transparency, integrity, and Christian concern for all.

Other requirements
1. An understanding of and commitment to the safety, wellbeing, and protection of children, and therefore you:
   a) Must hold and maintain a current Victorian Working with Children Check or be eligible to receive same upon joining the organisation.
   b) Must also undergo and receive a clear National Criminal History Check (NCHC) upon employment and during your employment with CECV. All employees are required not to have been charged with, nor found guilty of any offence which would be incompatible with employment with CECV.
2. 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 do not do.
Further Information

Why work with us?
As the peak body for Catholic education in Victoria, CECV provides employees an opportunity to help shape the future of Catholic education across the state. The renewed CECV will offer flexible working, a central city office location, competitive remuneration with generous benefits (including salary sacrifice options), and opportunities for career development and progression. These benefits combine with our commitment to work life balance to make CECV an employer of choice.

The Chief Executive Officer is offered as an ongoing position, reporting to the Board. It will be based at the CECV offices in Melbourne.

An attractive total remuneration package will be provided to the successful applicant.
Application Instructions

To apply, please visit fisherleadership.com and Apply Online using reference CEVceo1123 and addressing your cover letter and resume to Andrew Norton, Managing Partner.

Your application should include:

• A covering letter, clearly quoting CEVceo1123 and briefly outlining your experience relevant to the position and in line with the position purpose and responsibilities above, citing evidence to support your claims.

• A complete and current CV.

The closing date for applications is 6 December 2023.

Please direct enquiries to Andrew Norton on 1300 347 437.