

# Diocese of Wagga Wagga

## Catholic Schools Office

Applicant Information

for the position of

## SIS Education Specialist

### Readvertised

3 year contract  
Secondment available

Applications Due: 27th November 2017

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### TENTATIVE SHORTLISTING & INTERVIEW DATES

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Shortlisting:	7th December 2017
Interview:	14th December 2017



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## ROLE DESCRIPTION

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<b>TEAM:</b>	Once Project Team - Finance and Resources
<b>ROLE:</b>	SIS Education Specialist - (3 year contract)
<b>ACCOUNTABLE TO:</b>	Project Manager - Once Project
<b>REMUNERATION:</b>	CSO Remuneration Framework – Level 8.3 (\$125,712.70 pa)

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This role exists to support the Wagga Once Project Manager in the planning, implementation and support of the Once Project, with an emphasis on the successful transition to a new enterprise Student Information System (SIS) in schools. This role will become the “**champion of change**” and will be a key influencer on teachers and executive staff in schools.

Together with the Project team, the **SIS Education Specialist** will be responsible for the functional support and development of all student information and administrative processes and systems that will support informed decisions across our organisation and in relation to our students.

The **SIS Education Specialist** will provide recommendations to support the continuous improvement of systems and processes that support the core business of learning and teaching. The **SIS Education Specialist** will liaise with stakeholders to suggest and incorporate improvements to processes and practices including teaching & learning, assessment, scheduling, student data analysis and student wellbeing,

This role would be ideal for an innovative, forward thinking and experienced educationalist with executive leadership experience, who has experience in dealing with student administration and information.

Working with the Wagga Once Project Team, the **SIS Education Specialist** works in collaboration and consultation with members of the Catholic Schools Office (CSO) team, as well as the Once Working Parties.

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## PERIOD OF EMPLOYMENT

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The appointment is a 3 year contract. Secondment will be offered to applicants within schools or offices of the Wagga Diocese.

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## LOCATION

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The CSO Office is located in McAlroy House, 205 Tarcutta St, Wagga Wagga. The position will be based here, or another Wagga Office or school location.

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## CONDITIONS OF EMPLOYMENT

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- Salary and Conditions: Level 8/3 (\$125,712.70 pa) in accordance with the Catholic Schools Office, Diocese of Wagga Wagga 2009, General Terms of Employment
- Leave: 4 weeks annual leave; 2 weeks stand down leave; ex gratia leave between Christmas and New Year
- Superannuation of 9.5% paid in addition to the above salary.
- A motor vehicle, from a pool of cars, is provided for work use.
- Salary Packaging: employees may elect to take their remuneration as a combination of cash salary and benefits as outlined in the Diocese of Wagga Wagga Salary Packaging Employee Information Guide.
- Applicants who are successful in gaining an interview will receive an interview travel allowance. Relocation allowance will be provided for the successful applicant.
- The successful applicant will undertake a New Working with Children Check and a National Police Checking Service (Crimtrac) prior to appointment.

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## KEY AREAS OF ACCOUNTABILITY

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### 1. To assist with the transformation of processes and procedures including but not limited to:

- Providing the project with definitive, professional educational advice relating to the SIS features and processes, as the education specialist
- Identifying and promoting the most effective contemporary pedagogy and the best possible learning opportunities for student through the features of the new SIS
- Reviewing and identifying gaps in current processes and policies in relation to student information and administration in the CSO and schools, with the focus of reducing compliance and administrative load at schools
- Working with colleagues, stakeholders and working parties to identify desired processes and procedures
- Provide recommendations for procedural improvements, in schools, CSO and within the systems
- Developing and maintain policies and supporting procedure manuals to support and define the transformed business processes
- Develop and document organisational workflows to support transformed processes
- Chairing and management of the Once Working Parties - Administration, Teaching and Learning & Wellbeing and being an available resource for other Once Working Parties, as required

**2. To assist with the successful completion of the Once project including but not limited to:**

- Preparing system roll out planning and implementation schedules
- Providing professional, considered advice and strategy regarding the implementation of the Student Information System
- Providing regular timely status updates to the Once Project Manager for reporting to Steering Committee, specifically relating to the Student Information System
- Reporting identified risks to the Once Project Manager, in relation to the SIS
- Meeting milestones and deadlines to not delay the progression of the project
- Communicate and collaborate with other Wagga Project Team members

**3. To represent Wagga's needs and requirements in relation to the Once Project, including but not limited to:**

- Attending in person, where appropriate, and video or teleconference meetings with CEnet, other participating dioceses, vendors and other relevant stakeholders, at times as the Wagga Project delegate.
- Documenting and sharing information relating to Wagga configuration with CEnet and vendors.
- Documenting and managing solutions to any gaps identified in the standard deployment of the SIS
- Liaising with CEnet & vendors regarding any suggested improvements to the product

**4. To support CSO and School transition to a new Enterprise Student Information System, including but not limited to:**

- Leading the piloting of the new Enterprise Student Information System within selected schools
- Managing and supporting each assigned School Implementation Team throughout the SIS rollout in schools
- Analysing current policy and procedures in order to modify and adapt process to align with implemented systems.
- Develop and or modify school system operational plans and policies in conjunction with the Project Manager to support the SIS
- Working with other Subject Matter Experts within CEnet and other participating dioceses, develop/customise training guides and other support materials
- Design, document and deploy application roles within the new system to represent the functions required by CSO, school staff, students and parents
- Develop migration strategies for schools to transition from SAS2000, Reporter Pro and other legacy systems to the new SIS in conjunction with CSO Wagga Once Project Manager
- Training, mentoring, assisting & supporting schools during & post go live of the SIS
- Using the [CEnet CeSIS Support Process](#), log and manage issues relating the the SIS

**5. To support Wagga and CEnet in the continued improvement of systems and processes relating to the Once Project, including but not limited to:**

- Having the ability to identify problems, be able to deeply analyse and identify alternate courses of action and their implications, and devise action plans to overcome these problems.
- Assisting and participating in testing cycles of the system change, including Systems Integration Testing and User Acceptance Testing
- Refining CEnet provided training resources following feedback from schools and participants
- Participate in system review processes to improve modules and workflows between integrated systems and the CeD<sup>3</sup> data warehouse.
- Work with stakeholders to identify processes lacking consistency and to improve the procedural accuracy within the transformed system

**6. Actively promotes the Vision and Mission of Catholic education in the Diocese by:**

- Modelling the values inherent in Christ's teaching, namely, the discipleship we hope the graduates of our schools will commit to.
- Supporting the role of all staff as instruments of evangelisation.
- Ensuring that collaboration and stewardship underpin the leadership and management of the System of Schools, recognising the complementary roles of pastors, parents and teachers in the ministry of Catholic education.

This Position Description may be amended in order to meet the operational and strategic goals of the Catholic Schools Office or the Wagga Once Project. You may also be required to carry out other duties reasonably required by the Catholic Schools Office, Wagga Wagga after appropriate consultation.

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## REQUIREMENTS

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### Essential Requirements

- Experience in organisations using School/Student Information Systems, such as SAS2000 or Compass
- Teaching experience
- Highly defined analytical, problem solving skills
- Excellent written and verbal communication skills and the ability to build strong and effective relationships with project stakeholders
- Creative and innovative thinking to challenge and support colleagues
- The ability to initiate and lead professional learning with a focus on transformation of process and practices
- Presentation skills
- Well developed report writing experience, including policy development and business case papers
- Solid organizational skills including attention to detail
- Highly effective time management and ability to prioritise.
- The ability to work collaboratively as a highly effective team-member
- Current Driver's License - Class C
- Ability to undertake frequent overnight travel to support schools across the diocese

## Desirable Requirements

- Proven experience in change management, mentoring and coaching colleagues
- Demonstrated experience using Google Apps productivity suite
- Demonstrated experience of training and supporting system change
- Knowledge/Experience of information system deployment
- Knowledge of/Experience in an educational environment
- Experience at a Principal, Assistant Principal or School Executive or Leadership level.

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## ONCE PROJECT OVERVIEW

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The ONCE project involves the review and transformation of existing processes and systems to support the core business of learning and teaching in schools and to enhance administration and financial management.

As part of the project, a new Student Information System and new Enterprise Management System will be deployed into the CSO and schools within the Wagga Diocese.

The project aims to deliver a comprehensive information management system across the Wagga Dioceses to support administration, reporting and the core business of learning and teaching.

The Once Project is a coordinated project, being undertaken by 16 Dioceses and Archdioceses throughout Australia, coordinated by CEnet.

The project will cover;

- Financial and Asset Management
- Student Management- enrolment, attendance, health, behaviour records, extra curricula profile, special needs information
- Timetable Management
- Assessment and Reporting of Student Achievement
- Resource Management
- Business Intelligence
- Performance, Reporting and Analysis

Whilst this role specialises in the education and administrative aspect of Student Information System, the integration between the systems in the Once project require the **SIS Education Specialist** to be part of an integrated and collaborative project team, supporting the objectives of the project and the systems being deployed.

As a Subject Matter Expert (SME), the **SIS Education Specialist** will become the goto person to provide the knowledge and expertise in relation to transforming processes to support the new Student Information System being implemented in schools and offices within the Diocese of Wagga.

Project Working Parties will be formed with stakeholders from within schools to ensure the transformations are inclusive of the needs of schools.

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## ADVANTAGES OF LIVING IN WAGGA WAGGA

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### Career:

- This is an opportunity for career development and advancement, working with a diverse range of staff from across a wide community, on a more personal level.
- Professional experiences are supported and made available to advance knowledge in your chosen field.

### Work/Life Balance:

- A healthier work/life balance.
- Regional areas provide a real sense of community.
- Friendly people.
- Good schooling; sports facilities; cultural facilities.
- Regional cities are the most family-friendly places to live in Australia ahead of the nation's capitals, experiencing less mortgage stress, higher employment and safer communities. Wagga Wagga was the nation's number one city to live, according to a report, boasting better employment levels and safety in the city and on its roads. (Jan 2014)
- A real sense of community in the various schools and towns across the Diocese of Wagga Wagga.

### Financial:

- No long, daily commute
- Housing is much more affordable than metropolitan areas
- Entertainment is reasonably priced and a wide variety of entertainment is available eg: Forum 6 Cinema, Wagga Wagga School of Arts Community Theatre (SoACT), Civic Theatre, and a large number of excellent restaurants.

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## FURTHER INFORMATION

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Please visit the Wagga Wagga CSO website located at [www.csoww.catholic.edu.au](http://www.csoww.catholic.edu.au) to access a range of information including the following core documents:

[Bishop Hanna's Mandate](#)

[CSO Strategic Plan](#)

[CSO Strategic Plan](#)

[A Framework for Learning](#)

[Firestick](#)

[Building on Strengths](#)

For general information on Wagga Wagga and the surrounding area, please visit [www.wagga.nsw.gov.au](http://www.wagga.nsw.gov.au)

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## EMPLOYMENT COLLECTION NOTICE

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In applying for employment in the diocese you will be providing the Catholic Schools Office, Diocese of Wagga Wagga with personal information. We can be contacted on the details provided above.

If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application.

You may seek access to your personal information that we hold about you if you are unsuccessful for the position. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.

We will not disclose this information to a third party without your consent.

If you are the preferred applicant you will be required to undertake a National Criminal History Record Check and the New Working with Children Check, prior to an appointment being made.

If you provide us with personal information of others, we encourage you to inform them that you are disclosing that information to the Catholic Schools Office and why, that they can access that information if they wish, that the Catholic Schools Office does not usually disclose the information to third parties.

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## APPLYING FOR THIS POSITION

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Please submit your resume and covering letter (no more than 2 pages), addressing the essential requirements of the position by **27th November 2017**.

Your resume will include: full employment history; **copies of academic qualifications** (showing institution & year completed); professional association/memberships; recent professional development and the names and contact numbers of 3 professional referees and 1 character referee, which may include your Parish Priest if relevant.

For further information regarding the position or the application process, please contact Tim Cooper via mobile on 0427 711 338 or email at [coopert@ww.catholic.edu.au](mailto:coopert@ww.catholic.edu.au)

**Please return your completed application to Julie Price, Employee Services Manager via email to [pricej@ww.catholic.edu.au](mailto:pricej@ww.catholic.edu.au)**



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## PLEASE RETURN THIS COMPLETED PAGE WITH YOUR APPLICATION

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Note: The advertising survey and declaration can be completed online via this [form](#).

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### ADVERTISING SURVEY

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How did you become aware of this vacancy?

- |                       |                          |                        |                          |
|-----------------------|--------------------------|------------------------|--------------------------|
| Sydney Morning Herald | <input type="checkbox"/> | School Notice Board    | <input type="checkbox"/> |
| The Age               | <input type="checkbox"/> | Communic8              | <input type="checkbox"/> |
| The Canberra Times    | <input type="checkbox"/> | Principal's eBullition | <input type="checkbox"/> |
| The Daily Advertiser  | <input type="checkbox"/> | Seek                   | <input type="checkbox"/> |
| The Border Mail       | <input type="checkbox"/> | Teachers On Net        | <input type="checkbox"/> |
| The Area News         | <input type="checkbox"/> | Word of Mouth          | <input type="checkbox"/> |

Other: \_\_\_\_\_

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### DECLARATION

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I certify that the information in my application is complete and correct in every detail and I understand that deliberate inaccuracies or omission may result in non-acceptance of this application and/or termination of employment.

Signature..... Date.....

**The Catholic Schools Office, Diocese of Wagga Wagga, complies with current Privacy Legislation requirements.**