



Role description

Title:	Strategy and Innovation Support Officer	Location:	Toowoomba Catholic Schools Office
Reports to:	Senior Strategy and Innovation Leader	Classification:	Professional Officer level 1
Directorate:	Office of the Executive Director	Tenure:	Fixed term

1.0 Purpose

The Strategy and Innovation Support Officer works under direction to support TCS' strategic planning process, prioritising and delivery of strategic and innovative initiatives, to achieve the successful delivery of TCS' programs and projects.

2.0 Experience and qualifications

Essential

- empathy with the values and ethos of the Catholic faith
- a relevant qualification at diploma level or equivalent skills, experience and competencies to that of a relevant qualification at degree level or higher, as determined by the TCSO
- ideally candidates will have a background supporting strategy, innovation and/or project teams; and have a desire and capacity to learn
- knowledge of or the ability to acquire, the underlying principles, basic analysis and practices of project management
- demonstrated organisational skills - including the ability to manage competing priorities and work to set timeframes
- highly developed interpersonal skills – both written and verbal– with the ability to support the creation of clear and concise written communications
- demonstrated ability to apply attention to detail in all tasks
- demonstrated experience working with the Microsoft suite of products, including Office 365

Desirable

- experience working in the Education sector
- experience with project management and change management methodologies (e.g. PRINCE2, Agile, Prosci ADKAR)

3.0 Key result areas

- 3.1 Contribute to and promote the development, alignment, attainment and review of the strategic priorities for the Diocese of Toowoomba Catholic Schools (TCS).
- 3.2 Collaborates with teams to support general duties associated with strategy, innovation and project management processes.
- 3.3 Assist with and support TCS' innovation priorities at a professional level.

3.4 Provide a professional level of support to TCS' project management practices.

3.5 Complete other duties that are directed as needs change or grow, if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations.

4.0 Statement of responsibility

4.1 While at work the role holder must;

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

5.0 Authority limits

Full authority is delegated from relevant stakeholders to produce the desired outcomes. Authority to commit funds is restricted to approved project items and done with approval of the relevant staff member.

6.0 Reporting and other relationships

The Strategy and Innovation Support Officer reports to the Senior Strategy and Innovation Leader within the Office of the Executive Director. Other significant relationships exist with assigned Project Managers, Principals, School Education Leaders, Senior Leaders and Managers and those with whom the role holder interacts frequently and/or routinely.

7.0 Statement of duties

The information detailed above is an accurate reflection of this role. Attached to this role description is a **duties statement** that covers a selection of activities in which the incumbent might engage. The list is neither prescriptive nor exhaustive.

Duties statement

Strategy and Innovation Support Officer

3.1 Contribute to and promote the development, alignment, attainment and review of the strategic priorities for the Diocese of Toowoomba Catholic Schools (TCS).

- Contribute as a member of the Strategy and Innovation team to achieve the strategies set out in the TCS Strategic Plan.
- Contribute to the establishment, maintenance and reporting of TCS Strategic Plan, Integrated Strategies and/or Operational Plans as required.

3.2 Collaborates with teams to support general duties associated with strategy, innovation and project management processes.

- Maintain functional and collaborative working relationships with colleagues by interacting effectively, contributing to discussions and seeking advice.
- Under the guidance of the Senior Strategy and Innovation Leader and other senior staff, support teams through TCS on change management practices and processes.

3.3 Assist with and support TCS' innovation priorities at a professional level.

- Contribute to the establishment and maintenance of pathways with stakeholders throughout TCS to deliver innovation practices and processes.
- Under guidance of the Senior Strategy and Innovation Leader and other senior staff, work closely with stakeholders to articulate and define business problems and translate them into process improvement opportunities.
- Support, under the direction of the Senior Strategy and Innovation Leader and other senior staff delivery of innovation initiatives through change management and project management practices and processes.

3.4 Provide a professional level of support to TCS' project management practices.

- Contribute as a member of the Strategy and Innovation team to develop a TCS Program Management Framework.
- Contribute under the direction of the Senior Strategy and Innovation Leader and other senior staff to the development of project management plans under the guidance of the initiative lead, to support application of the TCS Program Management Framework.
- Assist in maintaining the project documentation including schedule, budget, risk registers, issues logs, stakeholder analysis, benefits registers, lessons learnt, status/progress reporting and other relevant project documents as required.
- Under guidance of the Senior Strategy and Innovation Leader and other senior staff, prepare and deliver training to staff across the Diocese on the use of enterprise applications and information systems in use for project management practices.

3.5 Complete other duties that are directed as needs change or grow, if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations.

- Duties may include the completion of professional officer work that presents itself during the operational and strategic review of the actions associated with Strategy, Innovation and Program Management Office.
- Attend professional development as appropriate.