

## APPLICATION PROCESS

### HEAD OF MISSION & EDUCATION

*Please review these requirements carefully*

#### APPLICATION REQUIREMENTS:

In order to apply for this position you MUST submit ALL of the following items:

- 1) A covering letter that includes your detailed response to the key selection criteria
- 2) Signed and completed Mercy Education Employment Application Form
- 3) Your detailed Curriculum Vitae
- 4) Scanned copies of:
  - a. Evidence of identity
  - b. Qualifications
  - c. VIT registration (if relevant) and/or Working with Children Check
  - d. Accreditation to teach RE (if relevant)

*(Please Note: The cover letter, application Form and CV are to be emailed as a single PDF)*

#### PLEASE NOTE:

- *Application letter should be addressed to:*
  - **Mr Christopher Houlihan, Chief Executive, Mercy Education Ltd**
- *The Position Application form may be handwritten or completed electronically.*
- *Send application documents to:*
  - [chiefexecutive@mercy.edu.au](mailto:chiefexecutive@mercy.edu.au)
- *All candidates must be available for interview on Thursday 17 September 2020*

**APPLICATIONS CLOSE AT 4.00 pm on Monday 31 August 2020**

**INTERVIEWS FOR THIS POSITION WILL BE HELD ON Tuesday 15 September 2020**

**A second day has been reserved on Tuesday 22 September 2020 if covid-19 restrictions impact on the scheduled date or for second round interviews if required**

Candidates should note that significant reference material regarding Mercy Education is available on our website at [www.mercy.edu.au](http://www.mercy.edu.au)

## ROLE DESCRIPTION

Position	<b>Head of Mission and Education</b>
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"> <li>• College Principals and senior executive staff</li> <li>• Board Directors and Board Committee Members</li> <li>• Executive Staff of the MEL National Office</li> <li>• Sisters and senior staff members of ISMAPNG</li> <li>• Catholic Education authorities in each jurisdiction</li> </ul>
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"> <li>• Mission, Ethos and Formation Lead</li> <li>• Deputy Chief Executive Officer</li> <li>• Professional Development Programme– Board Directors, College Advisory Councils, Senior School Staff and Student Leaders</li> <li>• Senior school leader appointments and appraisal assistance</li> <li>• Educational Excellence oversight</li> <li>• Property liaison between School and McAuley Property Ltd - TBC</li> <li>• Communications and Publications</li> </ul>
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"> <li>• <b>From</b> VCEMEA 2018 Deputy Principal A – Level 7 (\$176,529 to \$181,142 as at 01 OCT 2020) <b>to</b> VIC Catholic Schools Lay Principals Determination: Level 3 (\$193,730 to \$205,066) as at 01 OCT 2020</li> <li>• Standard 9.5% SGC</li> </ul>

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 11 AUG 2020) <i>Mercy Education Limited\HR - Documents\MEL Staff\Recruitment\Head of Mission &amp; Education 2020\Aug 2020\Role Description HME MEL AUG 2020</i>

### Core Responsibilities:

The primary responsibilities of the role:

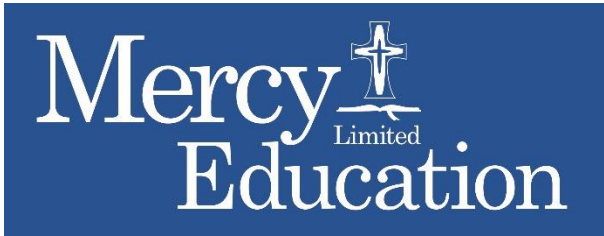
- Develop and oversee a faith-centred approach of professional engagement with schools on mission; both that of the Catholic Church and ethos of the Sisters of Mercy from the lens of the Gospel message given to us by Jesus Christ, to ensure our schools are high-quality educational communities that are 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.



**EMPLOYMENT  
APPLICATION  
FORM**

<b>POSITION APPLIED FOR:</b>	<b>HEAD OF MISSION &amp; EDUCATION</b>
<b>NAME OF APPLICANT:</b>	

Applicants please note that this form should be accompanied by:

- a) An application letter that clearly addresses how you meet the requirements of the Key Selection Criteria, and
- b) A detailed Curriculum Vitae.

Mercy Education is committed to child safety and is legally required to obtain the following information about a person whom it proposes to engage to perform child-connected work:

- Working with Children Check status, or similar check
- proof of personal identity and any professional or other qualifications
- the person’s history of work involving children
- references that address the person’s suitability for the job and working with children.

It is a requirement that all applicants complete this form. You must complete all parts of the form. Any false or incomplete statement or information in this form or in connection with your application for employment may lead to a rejection of your application for employment.

Any information provided by you in this form may be checked by the prospective employer with relevant authorities, previous employers, referees or sources. By signing or submitting this form you consent to these pre-employment checks. Information provided will be treated in accordance with the Privacy Act 1988 (Cth).

**Applicant Declaration**

*I declare that the contents of this form, my application letter and curriculum vitae are all true and correct and complete to the best of my knowledge, and no information concerning my employment history has been withheld.*

*I understand that any wilfully incorrect or misleading answer or material omission which relates to any of the questions in this form may make me ineligible for employment, or if employed, liable to disciplinary action which may include dismissal.*

*I understand that all applicants are required to undergo background screening which may include a National Police Record Check and/or Working With Children Check. I consent to such screening and checks in connection with my application for employment.*

*I consent to the prospective employer making inquiries of any current and/or previous employers in connection to the information and answers I have provided in this form to verify the accuracy of the information in this form and to confirm my ability to carry out the inherent requirements of the position including my suitability to perform child-connected work.*

*I understand and accept that my appointment to this position requires compliance with Mercy Education’s child-safe policy and code of conduct. I have read and understand these documents.*

*I understand and accept that my appointment to this position requires a commitment to Catholic Education. I have read and understand the Statement of Principles regarding Catholic Education.*

**Signature** **Date**

<b>FULL NAME OF APPLICANT:</b>	
<b>HOME ADDRESS:</b>	
<b>MOBILE TELEPHONE:</b>	
<b>CURRENT EMPLOYER:</b>	
<b>CURRENT POSITION:</b>	
<b>CURRENT EMPLOYER ADDRESS:</b>	
<b>DATE OF COMMENCEMENT:</b>	
<b>AUSTRALIAN CITIZEN or PERMANENT RESIDENT</b>	
<b>RELIGION (Optional):</b>	
<b>LOCAL CHURCH OR PARISH (Optional):</b>	
<b>HOW DID YOU HEAR ABOUT THIS ROLE?</b>	

<b>ACADEMIC AND PROFESSIONAL QUALIFICATIONS</b>		
<b>QUALIFICATIONS</b>	<b>INSTITUTION</b>	<b>YEAR COMPLETED</b>

<b>PREVIOUS EMPLOYER'S NAME AND ADDRESS</b>	<b>POSITIONS/DUTIES</b>	<b>DATES</b>	
		<b>FROM</b>	<b>UNTIL</b>

*(Note: You must list all previous employers. If more space is required, attach a separate sheet)*

VOLUNTEER WORK ORGANISATION'S NAME AND ADDRESS	POSITION / ROLE	DATES	
		FROM	UNTIL

*(Note: You must list all previous places of volunteer work where such work involved children.  
If more space is required, attach a separate sheet)*

REFEREE'S NAME	POSITION	SCHOOL/COMPANY	PHONE NUMBER

OTHER INVOLVEMENTS WHICH MIGHT SUPPORT YOUR APPLICATION	
<b>PROFESSIONAL:</b>	
<b>COMMUNITY:</b>	
<b>PARISH / CHURCH INVOLVEMENT:</b>	

### PRE-EMPLOYMENT DISCLOSURE QUESTIONS

It is an inherent requirement of the position that you be a person suitable to work in child-connected work. Each of the following questions is relevant to the prospective employer understanding and determining your likely ability to carry out the inherent requirements of the advertised position. You must answer each question.

<b>1. Have you ever had any disciplinary action taken against you by an employer (e.g. received a warning or had your employment terminated) in relation to any inappropriate or unprofessional conduct?</b>
<b>NO / YES</b> <i>(delete whichever does not apply)</i>
<b>If yes, please provide details:</b>
<b>2. Have you ever been the subject of an allegation of inappropriate or unprofessional conduct which has been substantiated by an employer or other body?</b>
<b>NO / YES</b> <i>(delete whichever does not apply)</i>
<b>If yes, please provide details:</b>
<b>3. Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?</b>
<b>NO / YES</b> <i>(delete whichever does not apply)</i>
<b>If yes, please provide details:</b>
<b>4. Do you consent to the prospective employer contacting the appropriate person at any or all of your current or former employers (including any retired person who at the relevant time may have been employed by a former employer) to confirm the accuracy of your answers in questions 1–3 above and to ask about your suitability to work with children?</b>
<b>NO / YES</b> <i>(delete whichever does not apply)</i>
<b>If no, this will be discussed further if you are offered an interview.</b>