

# **Business Services - Operational and Data Administrator**

Application Package



Applications Close: 4.00pm 28 February, 2025.

## General Information

**Catholic Education Tasmania (CET)** is a community of thirty-eight schools and colleges serving around 17,000 students and their families across Tasmania supported by the Tasmanian Catholic Education Office (TCEO).

The Archdiocese of Hobart covers the State of Tasmania. The Archbishop of Hobart authorises the existence of all Catholic Education institutes in Tasmania.

Under the governance of the Catholic Education Commission of Tasmania (CECT), Tasmanian Catholic Education Office (TCEO) is responsible for the oversight, funding and coordination of 38 Archdiocesan schools and three TCEO offices.

The Archbishop delegates responsibility to other key bodies including the Catholic Education Commission Tasmania (CECT), the CET Executive Director, School Boards and other groups that support Catholic schools.

Employees are to be familiar with, have an understanding of and uphold the implementation of the Archbishop's Charter for Catholic Schools.

The TCEO, established in 1959, is the central administrative and co-ordinating body for the multi-faceted and diverse mission of Catholic education in Tasmania. One of its prime functions, under the CET Executive Director, is to co-ordinate the provision of Catholic education at all levels and to communicate and negotiate with appropriate authorities on behalf of all Catholic schools in Tasmania.

Some key documents include:

- The Archbishop's Charter for Catholic Schools
- The Tasmania Catholic Education Single Enterprise Agreement 2018
- CECT Constitution
- CECT Policies
- School Policies

For further information click the following link to access the CET website:

<http://catholic.tas.edu.au/>

**Mount Carmel College** is an Early Learning Centre - Year 10 Catholic girls school located in Sandy Bay, Hobart, just a few minutes from the city centre.

The College has a rich history, beginning when Mount Carmel Primary School was founded in 1942 by the Sisters of Charity in View Street, Hobart. In 1947, it relocated to its current site, merging in 1957 with St Joseph's College (founded in 1847) to become Mount Carmel College as a Kindergarten to Year 12 school in the Catholic tradition. Today, in what has been reshaped as an Early Learning Centre - Year 10 College offering a vibrant learning community, we are committed to the development of the whole person: spiritual, academic, social-emotional and physical.

At Mount Carmel College we are a learning community of courageous changemakers, compassionate and strong faith. Individuals are encouraged to develop their potential, live their faith and contribute to shaping a socially just society with courage, confidence and integrity. Our goal, working in partnership with parents, is to support our students' educational journey, inspiring them to flourish, to celebrate their many talents and to become advocates of peace and justice.

Generations of young people have had their lives, values and characters shaped through their experience of participating in the life of the College community. We work actively to continue the Charity ethos and traditions in the 21st Century through our commitment to first class learning programs, quality pastoral care, religious education and social justice programs which inspire our students to grow in independence. The students who attend this College inherit the rich tradition of the Church and the legacy of the Sisters of Charity. Our goal is that they learn to actively participate in shaping their world.

Situated in Sandy Bay, Hobart, Mount Carmel's beautiful setting and outstanding facilities provide an inspiring environment for all students. The College enrolls boys and girls in its Early Learning Centre, and enrolls girls from Kindergarten to Year 10. It supports girls to take intellectual risks and to focus on excellence in achievement. The size of our College, approximately 570 students, is a significant factor in its success. It is just the right size to enable a strong sense of belonging. We understand that girls will thrive in a learning environment where they are known, valued and affirmed.

What makes our College unique is our community of people, our dedication to excellence and our focus on student wellbeing. Our College's commitment to "nurture, challenge and care" is seen in action every single day. Working in close relationship with our families, we enable each student to develop the skills for life-long learning: creative and flexible thinking, resilience, empathy, generosity of spirit and an understanding of their spirituality. Our students are encouraged to identify and pursue academic excellence and to actively partake in sporting endeavours, cultural pursuits and social justice initiatives. Our commitment as educators is to walk with our students on their learning and faith journey, encouraging the students in our care to achieve their full potential. We are constantly challenged to consider new ways to improve our practice in the pursuit of excellence.

We are extremely proud of the College's comprehensive curriculum, excellent facilities and resources, learning support programs, dedicated teaching and support staff, co-curricular activities, pastoral care structures and social justice initiatives. As a community we are committed to ensuring that our students experience a faith-filled education where their talents and efforts are acknowledged, where they are supported to achieve excellence and where they are nurtured to flourish as individuals. The success of the College is due to the hard work and dedication of many people - staff, families, students, and community members - all of whom give life to our mission as a Catholic school in the Charity tradition. It has been characterised by a strengthening of spirituality and of the learning culture in the College.

## Role Description

Role title:	Operational and Data Administrator
Classification:	Business Services Level 5
Line Manager:	Deputy Principal / Director of Curriculum & Pedagogy / Business Manager
Key relationships:	Principal, Leadership Team members, Business Services Team, staff, students, parents, volunteers, visitors, TCEO staff and external suppliers

## Role Accountability

### Operational and Data Administrator

#### Position Overview:

The Operational and Data Administrator plays a pivotal role in creating data efficiencies and insights that enhance the strategic decision making of the Leadership Team to improve student outcomes and operational efficiency. This position involves managing and analysing educational, enrolment and student data, supporting curriculum planning and timetabling, and collaborating with key leaders to drive continuous school improvement. The role requires a blend of administrative and technical expertise, strategic planning, and strong attention to detail in an educational setting.

#### Key Responsibilities:

##### Operational and Technical

- Oversee the collection, organisation, and maintenance of student records, including personal details, academic performance, attendance, wellbeing, and enrolment data.
- Collate and manage academic performance data, including reporting data, standardised testing results, and other academic data ensuring it is accurate and timely.
- Work with the Leadership Team to ensure consistency in data entry and provide support for data analysis tools and systems.
- Ensure proper integration of academic data with other school systems.

##### Multitasking and Adaptability

- Balance a variety of tasks simultaneously, such as managing phone calls, scheduling meetings, and preparing documents without compromising on quality.
- Adapt to changes in priorities, such as sudden changes in schedules, last-minute events, or urgent requests from school leadership.
- Assist the Leadership Team in the logistical and operational requirements within an educational setting while maintaining workflow and output.
- Other duties may be directed that are in line with the role of the Business Services Operational and Data Administrator position.

### **Communication Skills**

- Act as a liaison between leadership team, staff, students, and parents, ensuring clear and professional communication.
- Handle emails, phone calls, and other forms of communication with professionalism and confidentiality, particularly when dealing with sensitive student or financial matters.
- Draft correspondence (letters, emails) on behalf of school leadership or teachers and ensure timely distribution.

### **Problem Solving and Initiative**

- Address and resolve minor issues independently (e.g., scheduling conflicts, miscommunication) while escalating more complex problems to appropriate leadership team members.
- Proactively identify areas where processes can be improved and suggest solutions to enhance operational efficiency.

### **Data Management and Security**

- Managing data systems.
- Implement and maintain data access controls, in accordance with guidelines set by Leadership, to ensure that only authorised users can access sensitive or critical data.
- Coordinate with internal stakeholders to establish role-based access control for data users.
- Implement and maintain security measures for data sharing between internal and external entities.

### **Supporting Leadership and School Improvement**

- Collaborate with curriculum leaders, and other leaders to align data insights with strategic priorities.
- Support the development and monitoring of school improvement initiatives.
- Provide administrative support to leadership team members, such as minute taking, event planning/coordination and examination arrangements.

### **Timetabling and Resource Allocation**

- Support the development of the school timetable to optimise student learning and staff deployment.
- Manage complex data sets across multiple platforms to provide for optimal operational outcomes for staff and student needs.
- Work with curriculum leaders to ensure timetable structures and subject offerings align with student needs and school priorities.

### **Compliance and External Reporting**

- Ensure that data management practices comply with applicable laws, regulations, and industry standards related to data privacy and security.
- Assist with audits and reporting requirements related to data governance, security, and compliance.
- Oversee the full lifecycle of data management, from creation and storage to archiving and

deletion.

- Ensure that data is disposed of securely when no longer needed, in compliance with data retention policies.

## **Personal Capabilities**

### **Administrative and Technical Skills:**

- Highly effective communication, organisational and problem-solving skills, with attention to detail, while working as an adaptable team member.
- Proficient in managing Student Information Systems, learning management systems, and other relevant educational technologies, such as timetabling, child care, parent/teacher and standardised testing programs.
- Strong understanding of data encryption, privacy protocols and system administration.
- Familiarity with Microsoft Excel, Google Sheets, and other data tools for reporting and analysis.
- Experience with reporting tools and data software.

### **Communication and Collaboration Skills:**

- Ability to communicate complex data in a clear and accessible way to non-technical stakeholders.
- Strong organisational skills, with the ability to prioritise tasks in a busy educational environment.

### **Analytical Skills:**

- Ability to analyse large sets of educational data to extract meaningful insights that support student performance, school goals, and leadership decisions.

## **Catholic Education Tasmania Requirements**

As an employee in Catholic Education Tasmania:

- support the mission of the Catholic Church;
- support the Catholic Education Commission Tasmania (CECT) Vision and Mission Statement;
- nurture the formation of young people through the expression and integration of Catholic beliefs and Gospel values in all aspects of school life;
- you must uphold Catholic belief and practice in all the Employee's professional activities and refrain from expressing public opinions or engaging in public activity that, in the reasonable opinion of the Employer, would bring the Employer into disrepute;
- you must be familiar with, have an understanding of and uphold and support the implementation of the Archbishop's Charter for Catholic Schools.

## **Experience:**

- Minimum of 5 years of experience in data management, information systems, or a similar role within an educational setting.
- Familiarity with educational data privacy regulations and compliance requirements.
- Experience in managing academic or student data in a school or sector setting.
- Valid Working with Vulnerable People Registration

- Current and Satisfactory National Police Criminal History Check (NPCHC)

## Role Relationships

### Internal

- Deputy Principal/Director of Curriculum and Pedagogy/Business Manager
- College Staff
- Students

### External

- Tasmanian Catholic Education Office
- Parents
- Visitors/members of the public
- CET Networks
- Archdiocesan staff

## Environmental Conditions and Physical Demands

The Business Services Administrator uses a variety of information and communication technology, office equipment and resources. The role will involve frequent sitting and standing and require fine motor and control skills, auditory and visual functions. Some lifting of supplies and materials may be required from time to time.

## Additional Position Information

Start Date:	10 March, 2025 (start date may be negotiated with successful candidate)
Tenure:	Ongoing, full time position 6 Months Probation .
Hours of Work:	8.00am - 4.00pm (hours may be negotiated with successful candidate)
Classification:	Business Services Level 5
Employment Conditions:	As per the Tasmanian Catholic Education Single Enterprise Agreement 2018
Remuneration:	Business Services Level 5 Commencing Salary \$90,154 per annum – plus 11.5% superannuation

## Final Checklist for Applicants

Before sending in your application, use this checklist to make sure you have not missed out any important details. Please ensure that you submit:

- Read the Role Description
- Fully completed, signed and dated your Application for Employment form
- Fully completed, signed and dated the Pre-Employment Check form
- Cover letter that addresses the 'Personal Capabilities' section - this must be done to be considered for the vacant position. Applicants that do not address this cannot be considered for the position. One typed A4 page is sufficient.
- Included a current Resume, which should include a brief employment history stating where you have worked, the length of service and brief description of the position(s) held and duties undertaken. (Additional information, i.e. transcripts, certificates etc. may be required by the selection panel if called to interview).

Applications are to be addressed to Megan Richardson, Mount Carmel College and forwarded electronically by 4.00pm on Friday, 28 February, 2025 to [principal@mountcarmel.tas.edu.au](mailto:principal@mountcarmel.tas.edu.au)

Upon receipt of an application, a confirmation email will be sent back to you within 2 working days.

If you have any further queries regarding your application, please do not hesitate to contact the Principal's Office on 6216 7900 or [principal@mountcarmel.tas.edu.au](mailto:principal@mountcarmel.tas.edu.au)