

## ROLE DESCRIPTION

<b>ROLE TITLE</b>	Leader of Development and Engagement
<b>INDUSTRIAL AGREEMENT</b>	<i>Trustees of the Marist Brothers Province of Australia Non-Teaching Staff Enterprise Bargaining Agreement 2015</i>
<b>ACCOUNTABLE TO</b>	Principal
<b>DIRECTION FROM</b>	Director of Finance and Operations

## MISSION STATEMENT

Newman College is a PK-12 Catholic School educating in the Marist Tradition, which endeavours to lead students to know and love Jesus Christ. With Mary as our model in faith, we encourage students to grow into the fullness of their humanity in an education environment where they feel welcome, accepted and valued.

## ROLE OVERVIEW

The Leader of Development and Engagement shares responsibility for the Catholic Identity of the College and spiritual and faith leadership within the College Community, informed by the charism of Saint Marcellin Champagnat as an expression of the Gospel message of Jesus. The Leader of Development and Engagement articulates the mission, ethos and educational goals of Newman College, and gives witness to the distinctive educational, moral and social purpose of the College within the evangelising Mission of the Church.

The Development Team is led by the Director of Finance and Operations. The Leader Development and Engagement is integral member of the development team with particular responsibility for:

- Student Enrolment
- College's Marketing and Communications including Brand Management, Content Creation and Publicity
- Alumni Engagement; Heritage and Archives
- Engagement across a range of important community stakeholders such as the Marist Association and Parent Groups

The Leader of Development and Engagement possesses or has capacity to develop, project management skills, with a strong focus on oral and written communication and a demonstrated capacity for investigating, defining and resolving complex issues. This role exercises substantial personal responsibility and autonomy within the parameters of each project proposal or brief, working under the general direction of the Principal within a clear framework of accountability. In being both proactive and responsive to changes in the College's operating environment, The Principal may, from time to time, require the performance of other duties.

## EXPECTED BEHAVIOURS & ATTITUDES

All staff are expected to:

- Actively promote the charism of Saint Marcellin Champagnat and the mission and life of the Catholic Church within the College.
- Support and contribute to the work of the Marist Association of Saint Marcellin Champagnat.
- Uphold and enact the College's Evangelisation Plan.
- Promote and model a strong culture of child safeguarding with zero tolerance for abuse.
- Comply with all Marist Schools Australia and Newman College policy statements, procedures, and the *Code of Conduct for Staff*.
- Maintain a safe, respectful, and healthy work environment consistent with Work Health and Safety principles.

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- Communicate effectively and work collaboratively with colleagues to promote teamwork, morale, and shared responsibility.
- Pursue excellence through ongoing professional growth and reflection.
- Seek opportunities for innovation, improvement, and professional learning.

## KEY ACCOUNTABILITIES

### Key Accountability One – Leader of Catholic Identity and Mission

- Gives personal witness to Catholic values in carrying out day-to-day duties of the role and engaging students, staff and the broader community in the mission of Newman College as a Catholic school.
- Actively works to promote the charism of Saint Marcellin Champagnat and the mission and life of the Catholic Church within the College.
- Contributes to the development of a College environment that is welcoming, hospitable, life-giving and just.

### Key Accountability Two – Marketing and Development

- Leads and manages the complexity and building capabilities of the College's Marketing and Communications.
- Develops and implements the Newman College Communication Plan.
- Instigates marketing and development initiatives, including the growth and expansion of strategic communication content and publications.
- Develops and implements marketing initiatives to enhance the College's reputation in established and emerging markets.
- Ensures our brand and marketing message, as defined by the College's "Vision for Learning - Shine Through Discovery - Let your Light Shine", is consistent across all communication channels.
- Develops and enhances community engagement with Alumni, industry groups, tertiary institutions and the wider community.
- Develops and runs the Alumni
- Oversees fundraising campaigns.

### Key Accountability Three – Community Development

- In consultation with the Principal develops and implements a College Enrolment Plan that engages all key College stakeholders.
- Ensures a highly strategic approach to enrolments and their use in financial modelling and scenario planning.
- Works with the Director of Finance and Operations to develop the establishment of a College Foundation.
- Engages others effectively in generating new ideas and developing innovation and improvement.
- Collects and analyses research and data so as to provide accurate and timely advice and deliver contemporary best practice in community engagement.
- Works with a variety of stakeholders, including but not limited to parent and industry groups, to develop special community engagement events.

### Key Accountability Four – Develops Self and Others

- Uses a range of strategies that develops the leadership capacity of self and others to meet the unique needs of the College and its Community.

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- Promotes staff professionalism and encourages positive staff morale by contributing to and initiating team building processes and recognition and celebration of excellence.

### **Key Accountability Five – Engaging and Working with the Community**

- Develops key relationships with dedicated parent groups and the Newman Sports Association through facilitation of meetings and forums as required.
- Utilises understandings of the broader community within the College to inform the development and deployment of special projects.
- Engages with parishes, surrounding Catholic schools, industry groups, tertiary institutions and Alumni (as appropriate to) to ensure the success of the College's Communication and Marketing Plan.
- Fosters and develops implements a culture and practice of building and maintaining strategic alliances and partnerships with a broad range of Church and external organisations and agencies.

## **ROLE RESPONSIBILITIES**

### **Catholic Identity and Mission**

- Contribute to the Catholic ethos and Marist charism through personal example and participation in faith formation activities.
- Support College liturgies, community service programs, and social justice initiatives.
- Foster relationships that reflect the values of respect, compassion, and hospitality.

### **Operational Excellence**

- Deliver high-quality administrative, technical, or operational support in line with College goals and priorities.
- Maintain accuracy and attention to detail in all work undertaken.
- Contribute to efficient systems and processes within the department or team.
- Exercise sound judgement, confidentiality, and discretion in handling College information.
- Support events, projects, or functions that contribute to the life and culture of the College.

### **Service and Collaboration**

- Provide courteous and effective service to students, staff, parents, and visitors.
- Work collaboratively with colleagues to achieve departmental and College-wide goals.
- Communicate clearly and respectfully with all stakeholders.
- Promote teamwork, initiative, and mutual respect across the College community.

### **Continuous Improvement**

- Engage in professional learning relevant to the role and College priorities.
- Reflect on work practices and seek opportunities for innovation and improvement.
- Support change processes with a positive and proactive attitude.
- Participate in reviews, feedback processes, and professional goal setting.

### **Compliance and Safety**

- Adhere to all College and CEWA policies and procedures, including Work Health and Safety, Privacy, and Equal Opportunity.
- Identify and report hazards, incidents, or risks promptly.
- Uphold the principles of fairness, integrity, and transparency in all interactions.
- Maintain compliance with relevant qualifications, licences, and certifications.

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**General Requirements**

- Strong organisational and communication skills.
- Demonstrated ability to prioritise tasks and meet deadlines.
- Capacity to work both independently and collaboratively.
- Attention to detail and commitment to accuracy.
- Professional presentation and commitment to the College's values and standards.
- Willingness to engage in College life, including major events and community activities.

**ROLE CRITERIA****Essential**

- Relevant qualifications, experience, or training aligned to the duties of the position.
- Demonstrated commitment to the Catholic ethos and Marist values of Newman College.
- Current Working with Children Check
- Nationally Coordinated Criminal History Check issued by Department of Education
- High level of interpersonal and communication skills.
- Ability to maintain confidentiality and exercise discretion.
- Commitment to child safeguarding, professional conduct, and ongoing professional learning.

**Desirable**

- Experience working in a school or educational environment.
- Familiarity with Catholic Education Western Australia (CEWA) frameworks and compliance systems.
- Proficiency in relevant digital tools, software, or systems used in the role.
- First Aid certification (if applicable to role).

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