

POSITION DETAILS

Title of Position:	Early Years Operations, Compliance and Growth Manager
Reports to:	Director School Quality and Performance
Section:	School Quality and Performance
Team:	School Quality and Performance
Number of Direct Reports:	1 - 5
Classification:	Level G5

BROAD PURPOSE

Catholic Education South Australia (CESA) has embarked on a significant period of innovation and change to respond to opportunities emanating from the South Australia Commission for Catholic Schools (SACCS) strategy, *Towards 2027: Expanding Horizons and Deepening Practices*.

Catholic schools and the Catholic Education Office (CEO) work in partnership with families, children, and young people to give life to the Living, Learning, Leading Framework and to successfully position CESA as the leading education system and an employer of choice.

POSITION OVERVIEW

The Early Years Operations, Compliance and Growth Manager is responsible for the leadership, management, and delivery of Early Years programs and services within Catholic Education South Australia (CESA). The role provides strategic analysis and planning, program development, and the coordination of operational services to ensure the quality and of Catholic Early Years at the local and whole-of-system levels. The Early Years Operations, Compliance and Growth Manager works closely with senior leadership, educators, parents, and stakeholders to drive innovation and growth in early years education within CESA and plays a key role in the expansion of CESA Early Years provision.

SIGNIFICANT WORKING RELATIONSHIPS

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|--|-----------------------------------|
| • Director, School Quality and Performance | • School Principals |
| • CESA Senior Leadership | • ELC Directors |
| • Early Years Advisory Committee | • Catholic Education Office Staff |

KEY RESPONSIBILITIES**OPERATIONAL & TECHNICAL****Leadership and Strategic Direction**

- Provide leadership in Early Years programs and services across CESA.
- Ensure alignment of the Catholic Early Years with the broader goals and objectives of Catholic Education South Australia.
- Develop comprehensive strategic plans for the provision and expansion of Catholic Early Years
- Analyse and map pathways for transitioning Catholic Early Years from the current state to its preferred future state.

Management

- Oversee and coordinate the operational management of Catholic Early Years programs and services to ensure whole-of-system coherence and consistency.
- Ensure Catholic Early Years meets and exceeds relevant Early Years standards and compliance requirements.

- Develop and leverage strategic partnerships within CESA and with external agencies to enhance the reach and effectiveness of Catholic Early Years.
- Engage with educators, parents, and community stakeholders to develop a clearly prioritised and cohesive program of expansion.

Market Research and Analysis

- Commission market research to identify new opportunities, threats, and trends in Early Years education.
- Incorporate business insights, market trends, and competitive analysis into transitioning Catholic Early Years from the current state to its preferred future state.

Infrastructure and Operational Planning

- Recommend and evaluate infrastructure options that support the effective delivery and expansion of Catholic Early Years provision across CESA.
- Oversee the development and implementation of operational structures and procedures that enhance the quality and sustainability of Catholic Early Years.

General

- Undertake other duties as determined by the Executive Director Catholic Education and the Director, School Quality and Performance.

BEHAVIOURAL

- **Strategic Thinking:** Ability to develop and implement long-term strategies aligned with organisational goals.
- **Leadership:** Demonstrated ability to lead, inspire, and influence diverse teams and stakeholders.
- **Collaboration:** Strong interpersonal skills to work effectively with senior leadership, educators, parents, and external agencies.
- **Analytical Skills:** Ability to analyse issues and interpret data to inform decision-making.
- **Communication:** Excellent verbal and written communication skills to engage with various stakeholders.

SELECTION CRITERIA**QUALIFICATIONS:**

- Relevant tertiary qualifications in education, business administration, or a related field.

KNOWLEDGE, SKILLS & EXPERIENCE**Essential**

- Depth of knowledge and understanding of early childhood education.
- Demonstrated leadership experience in early childhood education.
- Strong strategic planning and management skills.
- Proven ability to develop and sustain partnerships with key stakeholders.
- Excellent analytical, problem-solving, and decision-making capabilities.

Desirable

- Knowledge and understanding of Catholic Education and its mission, values, and objectives.

OTHER CONDITIONS

- Support CESA's Values:
 - *Openness to God's Spirit at work in our midst and living in Catholic faith.*
 - *Respect for the dignity of each person*
 - *Commitment to processes of learning that are formative, challenging, engaging, life-long and life-wide.*
 - *Inclusivity of those at the edges*
 - *Sensitivity, justice, and compassion*

- Participate in good character screening processes.
- Hold a current acceptable Working with Children Check (WWCC) clearance & SAVA Catholic Clearance.
- Always act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Comply with the Work Health & Safety management system and, as a worker, while at work, take reasonable care for their own health and safety.
 - Take reasonable care that their actions or omissions do not adversely affect the health and safety of other persons.
 - Comply, in so far as they are reasonably able, with any reasonable instruction given by the employer.
 - Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- Out-of-hours work as required from time to time.

NOTE: Copies of the above listed qualifications/licences/certificates are required as evidence on appointment.