

## Position Description

### POSITION DETAILS

Position Title	Head of Planning and Capital Delivery
Functional Unit	Planning and Infrastructure
Nominated Supervisor	Chief Planning and Infrastructure
Relevant Industrial Instrument	Common Law
Date of Review	14 April 2026

### DIOCESE OF SALE CATHOLIC EDUCATION LTD

The Diocese of Sale Catholic Education Limited (DOSCEL) is committed to the mission of the Catholic Church through the provision of high-quality, inclusive education across Catholic primary and secondary schools in the Diocese of Sale. Guided by Gospel values, DOSCEL supports school communities to nurture students academically, spiritually, socially, and emotionally, fostering a love of learning and a deep sense of belonging.

DOSCEL exists to enable vibrant, faith-filled communities of learning, where students are empowered to thrive and reach their full potential. Through leadership, collaboration, and stewardship, DOSCEL ensures that all schools are supported to deliver excellence in teaching, uphold Catholic identity, and respond to the diverse needs of their communities.

### OUR VALUES

**Integrity** – We dialogue, discern, and journey together; embracing difference, inviting contribution, respecting the dignity of the individual and showing empathy as we harness the power of our collective contribution.

**Inclusion** - We uphold honesty, transparency and ethical behaviour in all our practice. We are committed to meeting our obligations to relevant educational authorities and to being principled in our decision-making, fostering trust and respect within the broader educational community.

**Excellence** - We constantly aspire to and move toward a better place, leading change in the world with hope, courage and compassion.

## POSITION PURPOSE

The Head of Planning and Capital Delivery is responsible for leading the planning, prioritisation and delivery of DOSCEL's capital works and infrastructure program across the Diocese.

This role plays a critical enterprise function in translating DOSCEL's 10-Year Infrastructure Strategy into a sequenced, affordable and well-governed capital delivery program aligned to enrolment growth, educational priorities and portfolio risk.

The role provides leadership across capital program delivery, master planning, enrolment and demographic analysis, and infrastructure investment strategy. It ensures that capital works are delivered on time, within budget and to quality standards, while strengthening governance, consistency and program maturity across the portfolio.

A key focus is the uplift of capital planning and delivery capability, including the implementation of robust frameworks, systems, reporting and governance practices. The role also leads Diocese-wide Master Planning to ensure each school has a clear, long-term development pathway informed by data, demand and strategic priorities.

Working closely with schools, internal teams, Church stakeholders and government agencies, the Head of Planning and Capital Delivery ensures infrastructure investment supports high-quality learning environments and aligns with DOSCEL's mission and long-term growth strategy.

## POSITION RESPONSIBILITIES

### **Strategic Planning and Capital Strategy**

- Lead the translation of the 10-Year Infrastructure Strategy into a sequenced and deliverable capital program.
- Provide strategic advice on infrastructure investment, land acquisition/divestment, capacity expansion and redevelopment.
- Lead Diocesan-wide Master Planning to establish long-term development roadmaps for all school sites.
- Ensure master planning aligns with enrolment growth, demographic forecasting, asset condition and educational priorities.
- Establish and embed consistent planning, prioritisation and governance frameworks across the portfolio.
- Lead organisational uplift in capital planning, program management capability, systems and reporting.

### **Capital Program Delivery**

- Lead the end-to-end delivery of capital works programs across multiple sites and regions.
- Oversee program sequencing, resourcing, budget allocation, contingency management and delivery outcomes.
- Ensure capital projects are delivered in line with approved scope, timeframes, budgets and quality standards.

- Integrate master planning outputs into capital prioritisation, funding submissions and program delivery.
- Ensure structured handover of completed assets into Asset Management, including documentation, data and lifecycle readiness.
- Align capital delivery with maintenance programs to optimise asset performance and investment outcomes.

### **Operational Leadership**

- Lead and develop the Capital Delivery function, including workforce planning, recruitment and capability uplift.
- Provide clear direction, coaching and performance leadership to team members.
- Foster a culture of accountability, collaboration, integrity and continuous improvement.
- Drive high-performance reporting across program delivery, budget performance and portfolio outcomes.
- Ensure strong program controls, including scope management, cost control and schedule discipline.
- Stakeholder Engagement
- Build strong, trusted relationships with internal and external stakeholders.
- Work closely with Principals, Business Managers, Parish Priests and Diocesan stakeholders to align infrastructure outcomes.
- Collaborate across Planning and Infrastructure, Finance, Governance, Risk and other enabling functions.
- Represent DOSCEL professionally with government agencies, consultants, contractors and industry bodies.
- Provide clear, timely and strategic communication on program priorities, risks and delivery outcomes.

### **Risk, Compliance and Governance**

- Ensure compliance with relevant legislation, including building codes, safety requirements, and Child Safe Standards.
- Lead program-level risk management aligned to DOSCEL's risk framework.
- Maintain strong governance, controls and reporting across all phases of capital delivery.
- Ensure robust documentation, audit readiness and transparency across all projects.
- Manage and mitigate risks related to scope, cost, delivery and stakeholder impact.

## **SKILLS AND EXPERIENCE**

### **Key Selection Criteria**

#### **Essential**

- A commitment to the ethos, values and mission of Catholic education.
- A commitment to Child Safety.
- Tertiary qualification in project management, engineering, construction, architecture or a related discipline.

- Extensive experience delivering large-scale capital works programs across multi-site or regional environments.
- Demonstrated experience leading capital planning and delivery at a program or portfolio level.
- Strong financial, contract and project management capability, including experience managing significant budgets.
- Proven ability to lead organisational change and uplift capability in complex environments.
- Strong understanding of governance, risk management and program delivery frameworks.
- Excellent stakeholder engagement, communication and negotiation skills.
- Ability to operate at both strategic and operational levels.
- Strong digital capability, including Microsoft Office and project/program management systems.

**Desirable**

- Experience within education, Catholic education or similarly complex, regulated environments.
- Experience working with government funding models and infrastructure investment frameworks.
- Exposure to demographic modelling, enrolment forecasting and capacity planning.

**CHILD SAFETY STATEMENT**

DOSCEL is deeply committed to ensuring the care, safety, and wellbeing of all children and young people in Catholic schools. We recognise our responsibility to provide a safe, inclusive, and nurturing environment where every child can learn, grow, and thrive.

Successful applicants will be subject to child safety screening processes and must hold or be willing to obtain a current Working with Children Check and relevant police check as a condition of employment.