



Policy and Procedure Analyst

About us

Since 2012, we have led that way in radically inclusive education, by providing a safe, inclusive, and flexible learning environment for young people who have experienced barriers to accessing mainstream education. Our team is committed to supporting young people in re-engaging with learning through neuroaffirming, strengths based and trauma-informed approaches that meet their individual needs.

We prioritise building honest and authentic relationships with young people, their families, and communities, fostering a culture that values, supports, and celebrates the dignity and uniqueness of each person.

We offer a full-time, multi-year secondary education program designed to meet the diverse learning needs of young people. Through flexible and innovative teaching methods, we provide a safe, supportive and holistic learning experience that encourages young people to set learning goals, identify and develop their strengths, explore future pathways, and transition into adulthood, employment, further education, and community participation.

Our campuses offer tailored programs that integrate wellbeing and education, ensuring young people receive the individualised support they need to thrive. We work closely with families, community organisations, and support services to provide wraparound support that addresses both educational and personal development needs.

Our Young People

Young people come from diverse backgrounds and often face a significant and complex range of educational, social, developmental, environmental, psychological, health, legal barriers to learning which require unique interventions. Our approach is grounded in the Operation By Principles framework, which combines education with an understanding of trauma-informed practices.

We recognise that each young person's journey is unique. Our staff are committed to providing a safe, respectful, and empowering learning environment where young people can develop confidence, reconnect with education, and work towards their goals.

Our Team

Our eight Campuses are supported by a dedicated 'central' team that includes: People and Culture; Business Operations; Governance, Risk and Compliance; Innovation, Growth and



Business Transformation (IGBT); and Research, Service Improvement and Partnerships. The central office plays a vital role in supporting and connecting all parts of the organisation.

The Role

We are looking for a Policy and Procedure Analyst to join our team.

You will be employed on a fixed-term basis, commencing as soon as possible and will be employed under the Catholic Education Multi Enterprise Agreement 2022. You will be employed as a Category A education support employee with a salary range of \$93,881 – \$106,935 (depending on experience and qualifications).

You will need

- Ability to commit to and work within our Operating Principles; Respect, Participation, Safe and Legal and Honesty
- Degree in Business Administration, Education, Public Policy, or equivalent education and experience
- 3+ years' experience in procedure development, policy analysis, or quality assurance
- Ability to obtain a Working with Children Check and provide a National Police Check certificate (issued within the last six months) or Victorian Institute of Teaching Registration
- Experience working in an educational, community services, or not-for-profit environment preferred.
- Understanding of regulatory frameworks relevant to Victorian schools, including Child Safe Standards.
- Familiarity with trauma-informed practice and inclusive education is an advantage
- Strong Interpersonal skills and a demonstrated ability to successfully communicate with a range of people

Aboriginal and Torres Strait Islander People are encouraged to apply, we are an Equal Opportunity Employer and value diversity.

To Apply

Please visit our website, learn about our work, and review the position information in Careers at www.saintscollege.vic.edu.au/careers.

Applications must be submitted using the Apply Now on our careers page and include:

- A letter of introduction and a one-page response to the duties and responsibilities listed in the position description and how you would meet them;
- A current curriculum vitae outlining previous experience and skills;



- Two referees (including contact details). Please include a referee from current or most recent place of employment, if this is a school it needs to be the principal.

For further information contact the People & Culture team: recruitment@saints.vic.edu.au

Applications close **4pm Monday 4 August 2025**

We are a Catholic School in the Edmund Rice tradition and are recognised as a leading organisation for the provision of educational and social inclusion programs for disenfranchised young people.

All applicants will be subject to EREA's and legislative screening procedures. These checks are consistent with our commitment to child protection policies and procedures. We are committed to ensuring the safety, wellbeing and dignity of all children and young people. Please review the Information Collection Notice on our website for details about how we manage your employment application information.

We are a child safe environment, committed to ensuring the safety, wellbeing, and participation of all children and young people under our care. All staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards MO1359. All staff abide by the Child Safety Code of Conduct available at: [Child Safe Standards: Policy | saintscollege.vic.edu.au](https://www.saintscollege.vic.edu.au/child-safe-standards-policy)