



Position Description

Position Title	Human Resources Officer
Organisation	Catholic Education Sandhurst Limited (CES Ltd)
School	<i>Catholic College Wodonga</i>
Location	<i>2 Bowman Court, Wodonga VIC 3690</i>
Enterprise Agreement	Catholic Education Multi-Enterprise Agreement 2022
Classification	Education Support Employee
Remuneration	Category C, Level 3
FTE	1.0FTE
Status	Ongoing
Reports to	Business Manager

Our Organisation

Catholic Education Sandhurst Limited (CESL) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northeast Victoria. The organisation supports more than 3,000 employees in just under 60 schools and early childhood facilities.

The Executive Director of Catholic Education Sandhurst is appointed by the Board of CESL to support the administrative, organisational and service matters to Catholic schools within the Diocese.

The Executive Director and all delegations via that position, including the Deputy Director, operate within the parameters of Canon Law and the established protocols of the Catholic Church. CESL is the employing authority for its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

CESL participates and cooperates in the work of the Victorian Catholic Education Authority (VCEA) as the peak body for Catholic Education in Victoria, which has responsibility for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, advocacy for Catholic education and collaboration with government statutory authorities.

Our Vision

The vision for CESL is to provide, in partnership with our families, stimulating, enriching, liberating, and nurturing learning environments in each of the Catholic school communities within the Diocese. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people.

We believe:

- That the values of the Gospel are central to who we are, what we do, and how we act
- That we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition
- That a strong sense of community is dependent on the quality of our collegial relationships
- That each person's potential is fostered through the dedicated ministry of Catholic Education
- In leadership encompassing vision, innovation, and empowerment

Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

Principles of Catholic Social Teaching

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the "common good" in response to the "signs of the times".

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Respect

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Partnerships

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community.

Faith

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

School Summary

We are a co-educational school with around 1250 students from Year 7 to Year 12.

The school opened in 1979 when St Augustine’s Girls Secondary College expanded and moved to this location as Catholic College Wodonga. Today the school continues its affiliation with Mercy Education and was recently recognised as one of Cambridge University’s 100 Most Innovative Schools.

We’re proud to be known as a school that’s welcoming to all. We provide a balance of spiritual, academic, cultural, physical, emotional and social learning within a respectful and positive environment.

Catholic Education Sandhurst Limited (CES Ltd)

CES Ltd is situated in Central and North Eastern Victoria, home to 52 Catholic schools educating 19,750 students in large regional centres and small vibrant townships. We are committed to working in partnership with schools, students and families, providing innovation and excellence in education; inspired by the Catholic story. We feature large regional centres of Bendigo, Wodonga, Wangaratta, Shepparton and Echuca, as well as many smaller vibrant communities where making people feel welcome is a speciality.

Diversity, Inclusion and Child Safety

CES Ltd embrace diversity and social inclusion and encourage people from diverse backgrounds to apply. We are committed to ensuring the safety, wellbeing, and inclusion of all children.

Position Summary

The Human Resources Officer supports the Principal and Deputy Principal Staff & Operations in relation to staffing records, compliance and industrial relations as they pertain to the Victorian Registration and Qualification Authority (VRQA), the Catholic Education Multi Enterprise Agreement (CEMEA), Catholic Education Sandhurst Ltd, Catholic Education Commission of Victoria (VCEA), the Victorian Institute of Teaching (VIT) and other relevant legislative and statutory authorities.

The Human Resources Officer supports the College’s goals and strategic intentions. This role ensures staff employment and management processes are rigorous, accurate and effective. To this end, the Human Resources Officer ensures human resource processes are aligned with best practice, reflect the Catholic ethos and contribute to ensuring that the workplace environment supports the professional growth and wellbeing of staff.

Key Responsibilities

<p>Recruitment & Selection</p>	<p>In line with Catholic Education Sandhurst Ltd (CESL) recruitment practices and requirements and in collaboration with the Executive team:</p> <ul style="list-style-type: none"> • Develop inclusive recruitment initiatives and strategies that also support induction, retention, review, and career development of all staff. • Coordinate the recruitment and selection processes for new staff including but not limited to advertising, development of position
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	<p>descriptions and key selection criteria, applicant management, shortlisting and pre-screening support, scheduling of interviews, establishing interview questions, and other selection and assessment processes. Including also, communication to unsuccessful applicants.</p> <ul style="list-style-type: none"> • Monitor applications and keep leaders informed of the progress of positions throughout the recruitment lifecycle. • Manage recruitment program PageUp • Provide monthly FTE reports for the Business Manager.
<p>Staff Onboarding & Professional Development</p>	<ul style="list-style-type: none"> • Prepare and manage completion of employment contracts and onboarding paperwork • Plan for, develop and administer the College Induction Program for new staff, ensuring compliance for all classifications of staff, volunteers, and contractors. • Support the Deputy Principal Staff & Operations to facilitate the mentor program for graduate teachers. • Maintain and develop the Staff Handbook/online module, ensuring its accuracy. • In conjunction with the Risk & Compliance Officer, maintain the Staff Learning System, providing a timeline for delivery of compliance modules. • Liaise with traineeship provider to induct and manage trainees and assist them in transition from student to staff member. • Approve timesheets for trainees. • Ensure accurate personnel files are maintained digitally.
<p>Staff Departures and Offboarding</p>	<ul style="list-style-type: none"> • Conduct, record and document exit interviews with departing staff when required. Advise principal if follow-up meetings are required. • Provide notice to all relevant departments of the College of the exit date for staff leaving the College, this includes staff on approved long-term leave (i.e. a semester of Long Service Leave, Parental Leave, LWOP). • Provide an exit form in a timely manner to all departing staff, ensuring a resignation letter has been received and an acknowledgement letter from the principal has been provided to the staff member confirming their exit date. • Ensure all college property is returned prior to the staff member leaving including laptops or other devices, keys, resources, etc. • Ensure payroll has timely advice to enable timely final pay calculations.
<p>Employee/Industrial Relations</p>	<p>In consultation with CESL People and Culture team:</p> <ul style="list-style-type: none"> • Respond to staff grievances and complaints in a prompt manner, using established CESL processes. • Support the relevant leader to manage Employment Concerns process in accordance with procedures described in the current enterprise agreement • Support the Principal with any interactions with external bodies (i.e. Unions) as required.

	<ul style="list-style-type: none"> • Understand all applicable awards and agreements and ensure these are interpreted correctly and applied appropriately. • Collaborate with the Executive Leadership team to ensure compliance with employment standards, legislation and practices. • Identify any issues and or contraventions and escalate as required
Feedback & Performance	<p>In collaboration with the Principal & Deputy Principal Staff & Operations:</p> <ul style="list-style-type: none"> • Plan for, develop and administer the Annual Review Management (ARM) process for teaching & non-teaching staff ensuring timelines are met • Plan for the review of the positions of leadership in line with the POL cycle • In collaboration with CESL and the Principal, organise formative and summative appraisals for all contracted staff and Deputy Principal's.
HR Compliance	<p>Assist the Risk & Compliance Coordinator in:</p> <ul style="list-style-type: none"> • complying with the Victorian Government Child Safety Standards as set out in legislation. • the process of maintaining and communicating staff policies and procedures to ensure they meet current legislative requirements and are reviewed appropriately. <p>Coordinate, maintain and record:</p> <ul style="list-style-type: none"> • all teaching staff's Victorian Institute of Teaching registration (VIT). • all teaching staff's I.D to align with VRQA requirements and VIT registration. • all staff, contractors and volunteers Working with Children Checks (WWCC). • Track and support teaching staff with <i>Accreditation to Teach in a Catholic school</i> and maintain a register for compliance. • Work in consultation with CES Ltd and the Deputy Principal Staff & Operations to manage WorkCover Claims and return to work initiatives as required by the <i>Workplace Injury Rehabilitation and Compensation Act 2013 (Vic)</i>. • Maintain documentation for visitors, volunteers and contractors via the PasTab system

Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

Mandatory Responsibilities and Requirements

Compliance with CES Ltd Policies and Procedures

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies,

procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

Compliance with Occupational Health and Safety

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd’s OH&S Management System.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.
- Depending on the role some employees will be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training prior to commencing employment with CES Ltd.

Compliance with Child Safety Legislation

- CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid working with children check or VIT registration. CES Ltd are committed to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

Key Selection Criteria

Essential	Qualifications and Registrations	<ul style="list-style-type: none"> • Current (or ability to gain) Working with Children Check. • A tertiary or vocational qualification in Human Resources.
	Knowledge and Experience	<ul style="list-style-type: none"> • Minimum of two years’ experience in a similar position.

	Commitment to Catholic Education	<ul style="list-style-type: none"> • Commit to and uphold the Catholic Ethos of the College through their work.
	Commitment to Child Safety	<ul style="list-style-type: none"> • Be familiar with and comply with the school’s child-safe policy and code of conduct, and any other policies or procedures relating to child safety. • Assist in the provision of a child-safe environment for all students. • Demonstrate duty of care to students in relation to their physical and mental wellbeing • Understanding of and commitment to Child Safe Standards.
	Skills and Attributes	<ul style="list-style-type: none"> • Experience in the delivery of Human Resource services. • Proven experience in Human Resource administration. • Ability to build effective working relationships with staff at all levels. • Knowledge of relevant agreements/awards and HR legislation. • Ability to prioritise workflows. • Ability and preparedness to always deal with confidential documentation and information in the strictest confidence. • Experience within a school or the Catholic Education System
Desirable		<ul style="list-style-type: none"> • Experience within a school or the Catholic Education System • Certificate IV in Human Resources or higher.