

POSITION DESCRIPTION

Our people at the heart of all we do

Human Resources Business Partner

Position Number	002686
Classification	Grade 6 under the Catholic Education Office, Archdiocese of Canberra and Goulburn, Enterprise Agreement 2020
Reports To	Senior Officer, People and Culture
Location	Catholic Education Office, Manuka ACT

Organisation Overview

The Catholic Education, Archdiocese of Canberra and Goulburn (CECG) plays a crucial role in education in both the Australian Capital Territory (ACT) and New South Wales (NSW). It covers 88,000 square kilometres, encompassing the entire ACT and extending from Pambula on the south coast to Crookwell in the north and to the western point of Lake Cargelligo. CECG operates 56 schools and nine early learning centres and is responsible for educating over 22,000 students. It also employs over 4,000 professionals who are the driving force behind our education system.

Position Overview	The Human Resources Business Partner (BP) role is a generalist position responsible for partnering with our leaders in support of the delivery of organisational objectives. The position builds and maintains trusting, proactive and strategic partnerships with leadership teams through a strong coaching mindset. The HRBP supports the Senior Officer, People & Culture and plays a pivotal role in providing specialist support across the Canberra/Goulburn Archdiocese. The role includes providing operational advice and guidance to senior management with a strong focus on the critical areas of Enterprise Agreement and policy interpretation, workforce planning, leadership development, conduct and talent management, and business improvement.
Position Duties	<ul style="list-style-type: none"> • Support, coach and mentor school leadership teams in the effective utilisation of performance and development processes to continuously improve capability. • Management of complex staff issues, including the ability to conduct investigations. • Contribute to the development and maintenance of HR processes, systems and policies, regularly reviewing them to ensure they comply with the latest legal developments and are comprehensible. • Provide advice and guidance on processes, systems, and policies to school leadership teams, ensuring consistent, high-quality application. • Develop and implement initiatives to broaden talent and leadership capability across the system. • Actively contribute to the implementation of the People Strategy and the Strategic Plan.

	<ul style="list-style-type: none"> • Proactively manage and lead initiatives to support organisational culture and a high level of engagement throughout the System. • Actively support the development of HR monthly reporting on the achievement of goals. • Contribute to the wider People & Culture team as required to achieve System objectives.
Essential Criteria	<ol style="list-style-type: none"> 1. Experience and knowledge across the breadth of key Human Resource functions including employment legislation, workplace agreements, workforce development, recruitment and payroll. 2. Highly developed communication skills including influencing and negotiating to achieve outcomes. 3. Highly experienced in providing advice and assisting in matters relating to multiple enterprise agreements and/or industrial instruments. 4. Professional knowledge of performance management processes, including implementation and execution. 5. Strong workplace investigation and conflict resolution skills. 6. Ability to adapt quickly to dynamic and complex situations utilising sound judgement and decision making.
Qualifications	<ul style="list-style-type: none"> • A degree in a related field, or equivalent extensive experience/combined education, with a minimum of 5 years' relevant working experience. • Working with Vulnerable People (WWVP) and Working with Children's Check (WWCC) registrations, or ability to obtain registration. • Current driver's License and car for work related travel.

Registration and Accreditation

Employment with CECG is conditional upon employees having or obtaining a valid and current working with children registration.

Registrations and accreditations for working with children are administered under state and territory law. Employees required to perform work or access information in both the ACT and NSW are required to have valid registrations for both regions. The registrations are as follows:

ACT	NSW
<ul style="list-style-type: none"> • Working with Vulnerable People Check (WwVP) 	<ul style="list-style-type: none"> • Working with Children Check (WwCC)

CECG employees are required to meet the expectations for accreditation in accordance with the Accreditation to Work Teach and Lead Policy in Catholic Education Policy.

Personal information collected in the course of employment will only be used for the purpose it is given in accordance with privacy law and the CECG Privacy Policy – [Click here](#).