

People Services Officer Application Package



**Join the Catholic education
People Services team today!**

Applications close Monday 21 October 2024 at 10:00am.

Role Description

Role title:	Employee Experience and Engagement Officer
Classification:	Business Services, Level 4
Location:	The D'Arcy Centre, New Town
Is responsible to:	Manager: Employee Experience and Engagement
Key relationships:	People Services, Principals, system employees, students, parents, volunteers, visitors, contractors

Role Accountability

The Employee Experience and Engagement Officer is accountable for enhancing the overall employee experience and fostering a positive work environment that drives engagement, satisfaction, and productivity. The Employee Experience and Engagement Officer provides high level advice and support across Human Resources disciplines to grow organisational capability and identify tactical and operational continuous improvement initiatives to support the achievement of the People Services strategy.

The Employee Experience and Engagement Officer works with broad direction, referencing theoretical principles and policies to work assignments, providing strategic and specialist advice in area of responsibility to improve effectiveness and performance, and using discretion, judgement and initiative in performance of role.

Within the role, the Employee Experience and Engagement Officer supports the Catholic Identity and Evangelising Mission and works collaboratively with other staff and members of the school community to assist students to achieve enhanced learning outcomes.

Organisational Requirements

As an employee in Catholic Education Tasmania

- You must uphold Catholic belief and practice in all the Employee's professional activities and refrain from expressing public opinions or engaging in public activity that, in the reasonable opinion of the Employer, would bring the Employer into disrepute.
- You must be familiar with, have an understanding of and uphold the implementation of the Archbishop's Charter for Catholic Schools.

Key Result Areas

People Services

- Support and uphold the People Services: Purpose Statement and Behaviours.
- Deliver a broad range of people services initiatives, programs and services to business partners and employees in order to meet organisational requirements in line with strategy.
- Develop relationships across the system to ensure effective communications and delivery of services aligned to People Services Service Catalogue.
- Support the three key pillars of Employee Experience and Engagement:
 - Workforce Planning and Talent Management
 - Recruitment Management
 - Employee Engagement and Wellbeing
- Provide end to end recruitment support and knowledge to hiring managers and applicants to ensure an effective and reliable recruitment processes in line with People Services system needs.
- Support and promote the evolution of the employee lifecycle model.
- Provide coaching, guidance and high level advice to managers in the attraction, performance and retention of employees to build organisational capability.
- Provide guidance regarding policies and procedures to ensure alignment of interpretation and application across the system.
- Support continuous improvement initiatives to develop the application of contemporary, best practice human resource management.

Administration

- Maintain systems and procedures to ensure the efficient and effective People Services function throughout the system.
- Resolve complex issues and complaints with due care, diligence and sensitivity.
- Prepare complex correspondence, reports, proposals and submissions.
- Respond to information requests from TCEO and external agencies.
- Produce and maintain records and publications in accordance with organisational policies.
- Analyse data and information and make recommendations to enhance system operations.
- Recommend changes to documentation, including standard operating policies and procedures as required
- Ensure business processes and data quality control is maintained.

Safety and compliance

- Exercise responsibility required in accordance with Work, Health and Safety legislation, including:
 - take reasonable care of your own health and safety and that of other people who may be affected by your acts or omissions at the workplace.
 - contribute to safe systems of work.
 - promote a culture of safety in the workplace.
- Create a safe and welcoming learning environment for children and young people congruent with legislative and organisational Child Safe requirements.
- Undertake relevant Catholic Education Accreditation requirements associated with the role.
- Adhere to the requirements of the role in accordance with the professional standards expected of Catholic Education Tasmania and all organisational policies, procedures, codes, guidelines and applicable laws.

Personal Capabilities

- Knowledge and experience in similar Human Resources role in a busy environment with competing demands.
- Proficient with office equipment and technology and use of Microsoft Office and Google suite of applications and enterprise recruitment platforms
- Able to work independently with broad direction.
- Highly effective administrative and decision-making skills that demonstrate clarity, competence and a collaborative approach.
- Demonstrated professional integrity
- Able to work collegially in a team environment
- Able to apply high-level communication skills, both verbally and in writing to a wide range of people.
- Excellent time management and organisational abilities.
- Demonstrated accuracy and attention to detail.
- Reliable and dependable.
- Demonstrated openness and ability to adapt and coordinate change.
- Able to use initiative to anticipate and create practical solutions to problems.
- Able to maintain integrity and confidentiality when dealing with sensitive information and matters.
- Able to undertake research and data analysis.
- Able to manage and resolve conflict in a constructive manner.

Evidentiary Requirements

Essential

- Valid Registration to work with Vulnerable People
- Current and satisfactory National Police Criminal History Check (NPCHC)
- Diploma in Human Resources and/ or relevant equivalent experience
- Current vehicle driver licence
- Successful attainment of Accreditation A: Accreditation to work in a Catholic School or willingness to work towards

Desirable

- Tertiary qualifications in Human Resources or other relevant discipline
- Current first aid qualification

Environmental Conditions and Physical Demands

The position is located in a busy, open area office and is subject to constant interruptions and frequent communications with others whilst undertaking tasks that require attention to detail and high levels of accuracy. The position uses a variety of information and communication technology, office equipment and resources. Some intrastate travel may be required. The role will involve frequent sitting and standing and require fine motor and control skills, auditory and visual functions. Some lifting of supplies and materials may be required from time to time.

About the Tasmanian Catholic Education Office

Established in 1961, the Tasmania Catholic Education Office has grown to a team of over 100 dedicated staff located across the state who support our 38 schools to educate over 17,000 Tasmanian students.

Nestled in the northern suburbs of Hobart, our New Town office provides more than just a workspace. It offers access to a thriving community with a variety of shops, cafes, and supermarkets all within easy walking distance. Whether you're grabbing a quick coffee or running errands after work, the convenience is unbeatable.

We provide free on-site parking, making your journey to work hassle-free. If you prefer a more active approach, we're situated near the Intercity Cycleway with bike storage available on-site.

At the TCEO we value more than just professional growth. We believe in celebrating personal achievements and fostering a sense of community. Our monthly morning teas provide an opportunity for staff to come together, connect, and support one another. It's a workplace where you'll not only thrive professionally but also find a supportive network of colleagues.

Join us in shaping the future of Catholic education in Tasmania while enjoying the convenience and community that comes with being a part of our New Town team.



Nearby Cornelian Bay, New Town

The Tasmanian Catholic Education Office in New Town is located on the traditional lands of the Muwinina People who lived with and cared for this land for many generations.

We acknowledge and respect the Palawa people, and the deep connection that Tasmanian Aboriginal people have to Country and Culture. We acknowledge and respect the Tasmanian Aboriginal Community and pay our respect to Elders past and present.

We are committed to learning as a part of this community, and to supporting the continued sharing of knowledge and Culture.

The Archbishop's Charter for Catholic Schools

"Catholic Schools are a vital expression of the mission of the Church in the Archdiocese of Hobart. They are the means by which not only students, but also families and the staff experience the richness and beauty of the Christian life".

Julian Porteous DD, Archbishop of Hobart

The Archbishop's Charter for Catholic Schools provides the basis for the Archbishop to 'mandate' Catholic schools and colleges within the Archdiocese of Hobart. The mandate of the Archbishop represents his formal commissioning of a Tasmanian Catholic school or college to act as an evangelising agent of the Archdiocese.

The Charter, which draws inspiration from Sacred Scripture and key Church documents, focuses on four domains:

- Catholic Identity
- Learning
- Leadership
- Mission

Catholic Identity

The person of Christ is at the heart of Catholic education. Christ's teachings and the Gospel message permeate Catholic school life. School communities give witness to their distinctive educational, spiritual, moral and social purpose within the evangelising mission of the Church.

Learning

All our learning programs support students' growth in human and Christian virtues so that they grow as integrated human beings. Our curriculum seeks to promote and deepen each students' understanding of the Catholic faith and their commitment to Christian values.

Leadership

Leadership is Christ-centered and is marked by a spirit of service. It is dedicated to the building up of the school community as a community of faith. Catholic leadership is about responding to Christ's command "go into the world and preach the Gospel to the whole creation" (Mark 16:15).

Mission

The Catholic school exists as part of the evangelising mission of the Church. The Catholic school should be available to all families who desire a Catholic education for their children.



About Catholic Education Tasmania

Catholic Education Tasmania (CET) is a community of 38 schools and colleges serving over 17,000 students and their families across Tasmania supported by the Tasmanian Catholic Education Office (TCEO).

The Archdiocese of Hobart covers the state of Tasmania. The Archbishop of Hobart authorises the existence of all Catholic Education institutes in Tasmania.

Under the governance of the Catholic Education Commission of Tasmania (CECT), the TCEO is responsible for the oversight, funding and coordination of 38 Archdiocesan schools and three TCEO offices.

The Archbishop delegates responsibility to other key bodies including the Catholic Education Commission Tasmania, the CET Executive Director, School Boards and other groups that support Catholic schools.

Employees are to be familiar with, have an understanding of and uphold the implementation of the Archbishop's Charter for Catholic Schools.

The TCEO, established in 1961, is the central administrative and co-ordinating body for the multi-faceted and diverse mission of Catholic education in Tasmania. One of its prime functions, under the CET Executive Director, is to co-ordinate the provision of Catholic education at all levels and to communicate and negotiate with appropriate authorities on behalf of all Catholic schools in Tasmania.

Some key documents include:

- The Archbishop's Charter for Catholic Schools
- The Tasmanian Catholic Education Single Enterprise Agreement 2018
- CECT Constitution
- CECT Policies
- School Policies

For further information access the [Catholic Education Tasmania website](#).



Additional Position Information

Start Date:	ASAP - date to be negotiated.
Tenure:	1.0 FTE, Full Time, Ongoing 6-Month Probation Period
Location:	The D'Arcy Centre, 5 Emmett Place, New Town, Hobart, 7008
Hours of Work:	Monday - Friday: 8:30am - 5:00pm
Employment Conditions:	As per the Tasmanian Catholic Education Single Enterprise Agreement 2018
Classification:	Business Services
Remuneration:	Indicative Salary Range: Business Services; Level 4 \$79,806 per annum - plus Superannuation (as per superannuation guarantee charge legislation)

Final Checklist for Applicants

Before submitting your application, use this checklist to make sure you have not missed out any important details. Please ensure that you submit:

- A cover letter of introduction stating the reasons you are seeking the position.
- A current copy of your Curriculum Vitae, which should include a brief employment history stating where you have worked, the length of service and brief description of the position(s) held and duties undertaken.
- Any other relevant information you wish to submit.

Applications are to be addressed to Nick Bailey, Manager: Employee Experience and Engagement and can be submitted via the [Catholic Education Tasmania careers page](#) by clicking 'Apply for Job'.

Applications close on Monday 21 October 2024 at 10:00am.
Please Note: applications will not be accepted after the closing time.

If you have any further queries regarding your application, please do not hesitate to contact People Services on (03) 6210 8888 or via careers@catholic.tas.edu.au



Catholic
Education
Tasmania

Student Focused
Christ Centred
Learning for Life

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