



POSITION DESCRIPTION

Communities of hope, joy and wonder where all are welcome.

People & Culture Officer (Recruitment)

Position Level	Grade 3, Level 1 - 3
Salary Range (Full-time)	\$ 69,998 to \$ 76,459 (based on skills and experience)
Reports To	People & Culture Officer (Recruitment)
Location	CE Head Office, Manuka ACT
Employment Type	Full-Time
Employment Status	Permanent
Employment Term	n/a
Hours Per Fortnight	76

Who Are We?

Catholic Education, Canberra & Goulburn (CE) plays an integral role in education both in the ACT and NSW, covering 88,000 square kilometres covering the whole of the ACT and extending from Pambula on the south coast, to Crookwell in the North, through to the western point of Lake Cargelligo. Operating 56 Schools and 8 Early Learning Centres, CE is key to the education of over 21,000 students within the Diocese and employing over 2,100 professionals. At CE, our people are the engine that drives our system forward.

Our Vision

Jesus Christ, our greatest teacher, calls us to share and witness to our Catholic Faith and Tradition, build inclusive communities and deliver contemporary quality learning opportunities for every person.

Position Purpose	<p>The People & Culture Officer (Recruitment) will work collaboratively within the People & Culture service area to deliver on the day-to-day recruitment activities supporting a system of schools and Early Learning Centres (ELCs) across ACT and NSW.</p> <p>Additionally, this position encourages the incumbent to “think outside the box” and question standard practices, for the betterment of the recruitment function, system of schools and personal growth of the incumbent.</p>
Position Duties	<ul style="list-style-type: none">• Complete end-to-end recruitment activities, whilst providing advice and support to all stakeholders.• Advertise positions through the eRecruitment system and make sourcing recommendations for hard-to-fill positions.• Arrange interview panels and provide recruitment assistant to panels as requested.• Joint responsibility for maintaining the recruitment inbox along with answering or triaging queries received.

	<ul style="list-style-type: none"> • Provide assistance to Hiring Managers for all positions advertised through the eRecruitment system to ensure all recruitment documentation is filled out correctly. • Conduct classification calculations for all CECG positions and provide advice regarding classifications based on the relevant enterprise agreements and Mercer Evaluation system. • Manage the administration of all CECG contracts. • Conduct screening and compliance checks of all news starters to the system. • Provide advice from the Enterprise Agreement relating to recruitment queries/matters. • Apply policies and procedures where applicable. • Proactively seek opportunities to improve current processes and practices, identify and raise issues where required. • Assist in contributing to recruitment projects and initiatives. • Responsible for day-to-day eRecruitment (PageUp) management. • Management of casual registry system. • When capacity allows, assist the People and Culture team with projects
Skills, Attributes and Experience	<ul style="list-style-type: none"> • Demonstrated service focused mentality • Professional experience operating in a HRIS system to support recruitment activities, such as PageUp and Empower (both systems highly desirable) • Flexible and agile in responding to recruitment questions, queries and outstanding work in a timely manner • Effective interpersonal and communication skills • Experience using an employee records management system, such as HPE Records Manager (highly desirable) • Proficient in the Microsoft Suite and Google documents • Ability to work collaboratively within a team and willing to assist across the People & Culture service area
Qualifications	Post-secondary qualifications in Human Resources or equivalent (desirable)

Application Requirements

All applications must be submitted online via the online recruitment system. You can apply using the 'Apply Now' button found in the job advertisement. Your application must include a resume and cover letter (separate documents) outlining your suitability for the position based on the requirements set out in the position description. E.g. why would you be the best person for the position?

Working with Children

In the course of your employment, you will have direct contact with children, and it is, therefore, child-related work in accordance with:

- a) in the ACT, Working with Vulnerable People (WWVP) (Background Checking) Act 2011; and/or
- b) in NSW, Child Protection (Working with Children Check) (WWCC) Act 2012.

Employment with CE is conditional upon successful applicants having or obtaining a valid and current working with children registration, appropriate to the state and/or territory in which they will work. NSW and ACT require different working with children registrations.

Religious Education

All CE staff are required to attend religious accreditation designed to acquaint you with the vision and mission of Catholic Education. For more information regarding religious education - [Click here](#)

Employment Information Collection Notice CE's Privacy Policy - [Click here](#)

Application Enquires: CE Recruitment Team

Phone: (02) 5133 5563 | Email: recruitment@cg.catholic.edu.au