



# Position Description

<b>Position Title</b>	<b>HR &amp; Payroll Advisor</b>
<b>Organisation</b>	Catholic Education Sandhurst Limited (CES Ltd)
<b>Team</b>	People and Culture
<b>Location</b>	<i>Bendigo, Wangaratta or Tatura</i>
<b>Enterprise Agreement and or Award</b>	Catholic Education Multi-Enterprise Agreement 2022
<b>Classification</b>	CEO Administration Level 5
<b>Remuneration</b>	\$97,704 (excluding superannuation)
<b>FTE</b>	1.0
<b>Status</b>	Ongoing
<b>Reports to</b>	HR and Recruitment Lead

## Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) 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 3000 employees in 52 schools and 2 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Catholic Education Commission of Victoria Ltd (CECV), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

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

The Executive Director and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd 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.

## Our Vision

The vision for CES Ltd is to provide, in partnership with our families, stimulating, enriching, liberating, sacramental 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.

## Team Summary

The Catholic Education Office Sandhurst (CEOS) Team comprises approximately 100 employees working across 7 key divisional areas, supporting over 50 schools within the Sandhurst Diocese based across Bendigo, Tatura, and Wangaratta.

The Chief position within each division reports directly to the Chief Executive Officer of Catholic Education Sandhurst (CES) and the 7 divisional areas comprise of:

- Catholic Mission/Learning and Teaching
- School Development and Support
- Early Childhood Education and Care
- Student Wellbeing
- People and Culture
- Operations; and,
- Strategy, Risk and Governance

The People and Culture Team provides support to over 3000 staff as well as volunteers, contractors, visitors and school communities through a range of services across the employee lifecycle.

The team provides strategic human resources advice, including coaching and offering strategies and tools to enable leaders to effectively lead and engage their teams and motivate for optimal performance. The team partners with the business to design, develop and implement strategies and systems to attract, engage, develop, and retain talent, through developing a strategic People Plan which will build employee and organisational capability and help develop an inclusive and collaborative performance culture.

The team is also responsible for Safeguarding and Standards, overseeing complaint investigations with impartiality whilst maintaining adherence to legislation and contributing to the achievement of best-practise standards of safety, security, and protection of children and young people in the care of Catholic Education Sandhurst Limited (CES Ltd).

The team includes:

- Human Resources and Recruitment
- Talent Acquisition, Onboarding and Retention
- Internal Communications
- Organisational Development and Workforce Data
- Succession and Talent Management
- Employee and Industrial Relations
- Safeguarding and Standards
- Payroll

- Workplace Health and Safety; and,
- Staff Wellbeing & Resilience

## Position Summary

This role is responsible for providing operational Payroll and HR advice and support to our schools.

With a focus on providing education and support to a Payroll Network, the role will facilitate workshops, training, orientation and professional development sessions, and create self-help reference guides, protocols, and calculation tools. A key component will be on communicating and interpreting payroll legislative and industrial instrument changes and offering employment contract processing, payroll processing and calculation support.

The role will be responsible for the development and implementation of the Payroll Governance Framework encompassing cyclical activities, process documentation and checklists, payroll controls, continuous improvement and internal reviews, underpayment and overpayment registers, reporting, risk management and education and training.

The candidate will have strong experience in payroll processing, experience in recruitment requisitions and employment contract generation as well as possess an extensive understanding of industrial instruments and their application. In addition, the candidate will have an excellent understanding of legislation that underpins Human Resources and Payroll processes.

This role would also support the potential centralisation of HR, (recruitment and contract management), and Payroll including supporting any project and change management involved with centralisation.

## Key Responsibilities

<p><b>Payroll and HR advice and support</b></p>	<ul style="list-style-type: none"> <li>• Provision of HR advice and support to schools including but not limited to policy interpretation, recruitment, applicant management, employment contract generation, onboarding, and orientation.</li> <li>• Provision of Payroll advice and support to schools including but not limited to leave entitlements and accruals, processing time in lieu (teaching and non-teaching), processing overtime, casual relief engagement, fixed term engagement, classifications and how to apply them, salaries and incremental progression, hours of work and meal breaks, superannuation guarantee &amp; max contribution base, payroll deductions, salary packaging, overpayments, salary maintenance, redundancy and termination payments, STP reporting, and workcover processing.</li> <li>• Ensure that the conditions of employment such as position details, position title, location, FTE, hours, annual/ fortnightly salary, classification are determined and approved by CES prior to advertising commencing.</li> </ul>
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	<ul style="list-style-type: none"> <li>● Conduct classification reviews to ensure remuneration is accurate in accordance with applicable industrial instrument as required.</li> <li>● Ensure payroll processing is occurring in line with the applicable industrial instrument.</li> <li>● Utilise payroll test systems to support schools with payroll processing as required.</li> </ul>
<b>Frameworks and Policies</b>	<ul style="list-style-type: none"> <li>● Assist with the development and implementation of a Payroll Governance Framework encompassing cyclical activities, process documentation and checklists, payroll controls, continuous improvement and internal reviews, underpayment and overpayment registers, reporting, risk management and education and training.</li> <li>● Develop, maintain and communicate relevant policies, procedures guidelines and forms that govern payroll and leave processing.</li> <li>● Support underlying procedures and guidelines with self-help guides and information to help inform the payroll function at CES Ltd.</li> <li>● Provide advice and support to staff to understand and interpret policies, procedures, and forms when processing payroll.</li> </ul>
<b>Training and Communication</b>	<ul style="list-style-type: none"> <li>● Establish and maintain a Payroll Network to connect with staff who are responsible for creating recruitment advertisements, managing applicants, developing employment contracts, onboarding and orientating staff and processing payroll in our schools.</li> <li>● Provide education and training to support Catholic Education Sandhurst Limited legislative requirements.</li> <li>● Facilitate workshops, training, and professional development sessions to ensure key stakeholders are proficient and capable in their roles.</li> <li>● Create self-help reference guides, protocols, and calculation tools.</li> <li>● Communicate legislative and enterprise agreement changes and direct staff on how this will affect payroll processing.</li> <li>● Provide payroll processing and calculation support.</li> <li>● Provide targeted training and support to schools where internal review/ spot check has identified a concern.</li> <li>● Liaise with external training providers and other bodies as required.</li> <li>● Develop payroll induction for all new staff responsible for payroll processing at CES Ltd.</li> <li>● Identify when staff responsible for payroll processing require additional support and escalate this to HR and Recruitment Lead/ Principal as required.</li> <li>● Develop communication plans to communicate changes as required.</li> </ul>

<p><b>School Reviews</b></p>	<ul style="list-style-type: none"> <li>● Complete periodic internal reviews/spot checks and provide recommendations for rectification of any errors and or legislative/EBA breaches (employment contract reviews, record keeping reviews, timesheet reviews and payroll processing reviews). This may include identification and adjustment of incorrect application of penalty rate and allowances for example.</li> <li>● Review Online Staffing Records (OSR) reports to develop recommendations to address issues with inconsistencies in classifications across our schools.</li> <li>● Provide assistance with identification and rectification of payroll processing errors including over and underpayments as required.</li> </ul>
<p><b>Project and Change Management</b></p>	<ul style="list-style-type: none"> <li>● Support the potential centralisation of HR Operations, (recruitment and contract management), and Payroll Operations including supporting any project and change management involved with centralisation.</li> <li>● Design and develop specifications and system user guides for payroll processes and contract management to centralise Recruitment and Payroll Operations.</li> <li>● Assist with the review and improvement of the payroll operating model and control framework.</li> <li>● Develop and support the change process to ensure people affected by the changes are informed and understand the impact of the change, their role in that and to transition to a new way of working as quickly and positively as possible.</li> </ul>
<p><b>Office Payroll Processing</b></p>	<ul style="list-style-type: none"> <li>● Provide back-up relief to the office payroll processing function as required.</li> <li>● Complete fortnightly checking and approval processes.</li> </ul>
<p><b>Legislative compliance</b></p>	<ul style="list-style-type: none"> <li>● Understand all applicable awards and agreements and ensure these are interpreted correctly and applied appropriately.</li> <li>● Understand and communicate impacts of changes in legislation and how it can affect payroll processing.</li> <li>● Maintain awareness of CECV circulars and how this may impact payroll processing and ensure payroll staff are aware of their obligations as required.</li> <li>● Ensure CES Ltd is compliant with Australian Taxation Office Single Touch Payroll Reporting.</li> <li>● Maintain an update to date knowledge of the relevant legislation including but not limited to Superannuation Guarantee (Administration) Act 1992, Long Service Leave Act 2018 (Vic), Fair Work Act 2009, and the Income Tax Assessment Act 1997.</li> <li>● Identify any issues and or contraventions and escalate as required.</li> </ul>

<b>Research and Reporting</b>	<ul style="list-style-type: none"> <li>● Assist the HR and Recruitment Lead to compile recruitment and payroll reports and data analytics as required.</li> <li>● Keep abreast of the changing nature of recruitment and payroll particularly, technological changes.</li> <li>● Research contemporary recruitment and payroll processing practices and systems as required.</li> <li>● Support HR and Recruitment Lead to conduct classification and remuneration reviews and analysis as required.</li> <li>● Prepare reports, presentations, statistical analysis, and other documents as requested.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>● Provide efficient and effective customer service, dealing with queries promptly and in a courteous, helpful, and friendly manner.</li> <li>● Respond to HR and Payroll enquiries and escalate any issues as required.</li> <li>● Ensure that confidentiality is maintained, and that compassionate, competent customer service is offered within the framework of the mission, values and vision of CES Ltd.</li> <li>● Understand critical or sensitive issues which may require the immediate attention of the HR and Recruitment Lead.</li> <li>● Operate with some degree of autonomy in respect to day-to-day work priorities and, in this context, is expected to determine matters that need to be referred to the HR and Recruitment Lead to deal with and provide problem solving advice, exercising discretion and judgement on what is appropriate.</li> </ul>
<b>Ad hoc projects</b>	<ul style="list-style-type: none"> <li>● Assist the broader P&amp;C team to complete any ad hoc projects as required including initiatives in Recruitment, OD, OH&amp;S, &amp; ER etc.</li> <li>● Create and present information to schools and the office as required.</li> </ul>

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.
- All employees will be required to provide evidence of vaccination status prior to commencing employment with CES Ltd. Depending on the role some employees will also be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training.

**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.

**Requirement for onsite work**

- CES Ltd values flexibility and supports remote work where able. This position does require the majority of tasks to be conducted at a CES Ltd workplace and as such, the incumbent must be available to work onsite.

**Key Selection Criteria**

<b>Essential</b>	<b>Qualifications and Registrations</b>	<ul style="list-style-type: none"> <li>● Tertiary qualification in Human Resources and or Payroll.</li> <li>● A current unrestricted Australian Drivers Licence.</li> </ul>
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	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>● Experience working with the end-to-end recruitment processes including employment contract management.</li> <li>● Experience in payroll processing in a large organisation.</li> <li>● Experience working with payroll technologies and recruitment systems.</li> <li>● Current awareness and knowledge of payroll best practice.</li> <li>● Strong understanding and application of legislation that underpins Human Resource and Payroll processes and compliance.</li> <li>● Strong experience in the interpretation and application of different types of industrial instruments including Modern Awards and Enterprise Agreements.</li> <li>● Experience in policy development.</li> <li>● Experience in facilitating training and or workshops.</li> <li>● Experience in change management and/or project management highly desirable.</li> </ul>
	<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>● Demonstrated commitment to Catholic Faith with an understanding and willingness to work within the Catholic ethos, traditions, and practices of the Diocese of Sandhurst.</li> </ul>
	<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>● Willing to undergo or provide a current and satisfactory working with children check.</li> <li>● Ability to demonstrate an understanding of appropriate behaviours when engaging with children.</li> <li>● Acknowledge and appreciate the strengths of Aboriginal culture and its importance in the wellbeing and safety of Aboriginal students.</li> </ul>
	<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>● Highly developed word processing, database and computer skills including a high degree of proficiency within the Microsoft Suite including Microsoft Word, Excel, PowerPoint, and other applications.</li> <li>● Demonstrated ability to communicate effectively with multiple stakeholders.</li> <li>● Proven organisational skills, ability to prioritise own workload and to use sound judgement, managing competing demands and delivering high quality outcomes with exceptional attention to detail.</li> <li>● Demonstrated capacity to identify, develop and improve effective process improvements.</li> <li>● Demonstrated experience analysing and interpreting data with the ability to produce a variety of reports outlining key findings and provide recommendations.</li> </ul>

		<ul style="list-style-type: none"><li>● Capability to communicate process change and provide coaching and support.</li><li>● Personal qualities of confidentiality, initiative, patience, cooperation, commitment, and enthusiasm.</li></ul>
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