



Catholic Education Sandhurst Limited

Diocese of Sandhurst

ER/OHS PROFESSIONAL

Newly developed role to support the Employment Relations (ER)/OHS team

Reporting to the ER/OHS Lead, you will be responsible for supporting the ER/OHS team in the delivery of effective ER and OHS services for the organisation, particularly in relation to the provision of administrative support, supporting the assurance program and incident management/notification.

This is an excellent entry-level opportunity for someone commencing their career, or who is interested in learning how all aspects of ER and OHS operate. You will be part of a collaborative and supportive team supporting a diverse workforce and stakeholder groups across many levels. It will be an exciting and varied day for you, and you will be someone who thrives on relationship-building and delivering excellent service to your stakeholders.

If you have experience in administration, have strong attention to detail and an interest in ER and OHS we would like to hear from you.

What CES Ltd can offer you:

- A friendly, collaborative, and professional People and Culture team.
- The opportunity to be involved in a variety of ER and OHS related projects and initiatives.
- Opportunity to be based in either Wangaratta (preferred), Bendigo, or Tatura.
- Opportunity for hybrid working.
- Remuneration of \$67,215 plus superannuation.

The Catholic Education Office Sandhurst (CEOS) Team comprises approximately 100 employees working across seven Functions, supporting over 56 schools within the Sandhurst Diocese and is based across Bendigo, Tatura, and Wangaratta. We are a supportive and friendly team who are committed to working collaboratively with our schools to achieve the best outcomes for our students.

Closing Date for Applications:

5.00 pm Sunday 10 December 2023

For more details about the role please download the position description from www.ceosand.catholic.edu.au

Please email your cover letter, resume and responses to the key selection criteria to recruitment@ceosand.catholic.edu.au

**CES Ltd embraces diversity and social inclusion
and encourages people from diverse backgrounds to apply.**

We are committed to promoting the safety, wellbeing, and inclusion of all children.