



Position Description

Position Title	ER/OHS Support
Organisation	Catholic Education Sandhurst Limited (CES Ltd)
Team	People and Culture Team
Location	<i>Wangaratta (preferred), Bendigo, or Tatura</i>
Enterprise Agreement and or Award	Catholic Education Multi-Enterprise Agreement 2022
Classification	CEO Administration Level 2
Remuneration	\$67,215
FTE	1.0 FTE (negotiable)
Status	Ongoing
Reports to	ER/OHS 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 Northwest 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 acts as Chief Executive Officer for the Board of CES Ltd and within its delegated schedule for the organisational, administrative, support and service matters related to Catholic schools within the Diocese.

The Executive Director of Catholic Education Sandhurst 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 team comprise of approximately 90 employees working across 6 key executive leadership areas – Leadership, People and Culture, Catholic Identity, Learning and Teaching, Pastoral Wellbeing, and Stewardship of Resources. Based in the Bendigo, Tatura, or Wangaratta office this team support schools within the Sandhurst Diocese in the following areas:

- School Services
- OH&S, Risk and Compliance
- Employee Relations, Payroll and Human Resources
- Religious Education
- Adult Faith Education
- Spirituality and Faith Formation
- Aboriginal and Torres Strait Islander Education
- Learning and Teaching Years F-12
- Learner Diversity
- Pastoral Wellbeing
- The Arts
- Finance
- Capital Planning
- Administrative Services
- Information Technologies
- Communications, and
- Library Learning Centre

Position Summary

The ER/OHS Assistant will work as part of the ER/OHS Team within the People and Culture team, reporting to the ER/OHS Lead. The Assistant will support the delivery of effective ER and OHS services and frameworks for the organisation, particularly in relation to the provision of administrative support, supporting the assurance program and incident management/notification.

Key responsibilities will include but are not limited to: preparation of HR documentation, supporting team members with professional HR advice, including triaging and escalating requests for support, maintaining policy and document registers, coordinating reporting processes, including incident reporting and maintaining records and managing OHS requirements and documentation.

Key Responsibilities

Administrative Support	<ul style="list-style-type: none"> • Act as the first point of contact for the ER/OHS team, triaging and escalating requests for support, queries, incidents and other contacts. • Provide administrative support to the ER/OHS Team, including (but not limited to): <ul style="list-style-type: none"> • Manage the shared ER/OHS team calendar. • Maintain the relevant email distribution lists and network memberships. • Creation of documents, including ER/IR letters, injury management documents, presentations and reports relevant to ER and OHS. • Support the ER/OHS team to create and maintain Standard Operating Procedures (SOP) and guidelines, including management of SOP registers and libraries. • Manage relevant group inboxes effectively, triaging and escalating requests for assistance promptly. • Ensure timely responses to inquiries and requests, maintaining a high level of responsiveness. • Maintain comprehensive ER/OHS registers, including template libraries and OHS registers.
Employment Relations	<ul style="list-style-type: none"> • Prepare initial ER/IR documents as directed, including preparation and filing of relevant matters (i.e. Fair Work Commission). • Manage the ER/OHS records, including acting as the administrator for the CES Ltd complaints management systems. • Track and document requests for support, including grievances and complaints, ensuring confidentiality and adherence to company policies. • Establish and maintain a systematic process for archiving historical reports for future reference and analysis. • Conduct industrial relations and legislation research as directed.
Occupational Health and Safety	<ul style="list-style-type: none"> • Coordinate the incident reporting process, including fielding incoming notifications, lodging reports to regulatory bodies and internal escalation, as per process. • Ensure all workplace accidents (incl “near misses”) and hazards are appropriately documented and immediate action is implemented for identified hazards. • Coordinate the administrative elements of the CES Ltd OHS programs, including emergency management. • Assist in the creation of injury management documents.
Assurance, Reporting and Document Control	<ul style="list-style-type: none"> • Support the ER/OHS Assurance program, including ensuring the Assurance schedule is adhered to, communication circulation and creation. • Receive, interpret and enter Assurance documents, including (but not limited to) OHS inspections, OHS risk assessments and self-audits.

	<ul style="list-style-type: none"> • Run available cyclic reports and dashboards using collated data and provide to ER/OHS Lead, as per reporting schedule. • Maintain registers and dashboards to ensure accurate and current data. • Provide ER/OHS case management support by (but not limited to): <ul style="list-style-type: none"> • Ensuring matters are opened and closed in accordance with ER/OHS internal process. • Support ER/OHS investigations where required. • Ensuring all cases are documented and recorded, in line with policy. • Coordinating the documentation required during cases, including creating letters, reviewing and formatting reports and compiling information. • Act as the first point of contact for case queries.
ER/OHS Coordination	<ul style="list-style-type: none"> • Coordinate the ER/OHS training offerings, including building the training resources (from information provided by the ER/OHS team), maintaining the training library and developing the cyclic program. • Contribute to the development and dissemination of employee communication related to employment relations matters. • Work with the ER/OHS team to ensure consistent and clear communication to employees regarding changes, updates, and important information. • Collaborate with the ER/OHS team in implementing company policies and procedures related to employment relations. • Coordinate cyclic programs, such as OHS consultations and ER training schedules. • Ensure smooth execution of scheduled programs, including logistical arrangements and participant communication.

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.

Key Selection Criteria

Essential	Qualifications and Registrations	<ul style="list-style-type: none"> • A current unrestricted Australian Drivers Licence.
	Knowledge and Experience	<ul style="list-style-type: none"> • Experience in preparing clear and concise documentation, such as employee letters, briefing papers, and reports. • Ability to communicate effectively, both verbally and in writing, with a range of stakeholders including employees, Leaders, and external regulatory bodies. • Demonstrated experience in providing administrative support to a team, including inbox management, meeting coordination, and record maintenance.

	Commitment to Catholic Education	<ul style="list-style-type: none"> • Commitment to Catholic Faith with an understanding and willingness to work within the Catholic ethos, traditions, and practices of the Diocese of Sandhurst.
	Skills and Attributes	<ul style="list-style-type: none"> • A general understanding of relevant employment laws, occupational health and safety regulations, and industry standards, with the strong desire to build understanding and knowledge in this area. • Ability to handle sensitive and confidential information with discretion and professionalism. • Understanding of ethical standards in ER/IR and OHS, with a commitment to maintaining a high level of integrity. • Strong organizational and administrative skills with the ability to manage multiple tasks and priorities efficiently.
Desirable		<ul style="list-style-type: none"> • Certificate III in WHS, HR or similar • Return-to-Work Coordinator Training