



Catholic Education Sandhurst Limited

Diocese of Sandhurst

PAYROLL & HR Coordinator

Due to internal promotion we have an exciting opportunity to join our team.

Reporting to the HR and Recruitment Lead, you will be responsible for providing HR and Payroll advice and support as well as processing payroll for a team of just over 100 staff. As part of a larger HR, Payroll and Recruitment team you will provide support for our network of schools as well as be involved in interesting projects.

You will:

- Provide legislative and industrial instrument advice and support to inform employment contract processing, payroll processing and calculations.
- Support the roll out of the Payroll Governance Framework.
- Assist with the development of training and support to our schools.
- Assist with generation of employment contracts, onboarding, and orientation.
- Promote employee benefits.

What we can offer you:

- A friendly, collaborative, and professional People and Culture team.
- Opportunity to be based in either Bendigo, Wangaratta, or Tatura.
- Opportunity for hybrid working.
- Remuneration of \$86,685 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 14 January 2024

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

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

**CEOS 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.