



Position Description

Position Title	HR and Payroll Coordinator
Organisation	Catholic Education Sandhurst Limited (CES Ltd)
Team	People and Culture
Location	<i>Bendigo, Wangaratta or Tatura</i>
Enterprise Agreement and or Award	Victorian Catholic Education Multi-Enterprise Agreement 2022
Classification	CEO Administration Level 4
Remuneration	\$86,685 (excluding superannuation)
FTE	1.0
Status	Ongoing
Reports to	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

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

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

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

The People and Culture function 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 function 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 function 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 function is also responsible for 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 function includes:

- Talent Acquisition, Onboarding and Retention
- Internal Communications
- Organisational Development and Workforce Data
- Employee and Industrial Relations
- Succession and Talent Management
- Payroll
- Workplace Health and Safety; and,
- Staff Wellbeing

Position Summary

Reporting directly to the HR and Recruitment Lead, the Payroll Coordinator will be responsible for supporting the efficient and effective functioning of the payroll function at Catholic Education Sandhurst Limited. The primary responsibility will be to complete the end-to-end processes in the payroll system on a fortnightly basis.

This role requires an individual with experience in calculating and maintaining wage and salary records, providing information for staff on salaries and employment conditions, and calculating staff entitlements such as leave and allowances.

Key Responsibilities

HR/Payroll advice and support	<ul style="list-style-type: none">● Provision of general HR and Payroll advice, training and support to schools as required including but not limited to payroll legislation, employment contract support, payroll processing, enterprise agreement interpretation, and calculation support.● Assist with the roll out of the Payroll Governance Framework including but not limited to assisting with training workshops, internal reviews, underpayment/overpayment reviews and other education and training initiatives.● Monitor and respond to queries in shared email inboxes.
Contract Management, Onboarding & Orientation	<ul style="list-style-type: none">● Utilise the Recruitment Applicant Tracking System to ensure accurate employment contract generation based on recruitment requisition.● Work collaboratively with the team to ensure all new and variation employment contract requests are processed smoothly and efficiently.● Ensure all onboarding paperwork is completed in a timely manner for new staff members to commence including following up the return of paperwork as required.● Ensure all pre-employment checks have been completed and returned prior to the new staff member commencing, this includes appropriate record keeping of compliance checks such as VIT registration, WWCC, National Police Checks, First Aid Training, Anaphylaxis training etc.● Coordinate Payroll Orientation processes.● Assist with Corporate Orientation processes.● Assist with online onboarding and orientation processes.

End to end Payroll Processing	<ul style="list-style-type: none"> • Enter new employee onboarding documentation into the payroll system and other systems as required. • Ensure accurate and timely payroll payments to employees. • Regularly check and verify payroll data for accuracy and escalate any concerns as they arise. • Ensure all cyclical activities are completed.
Payroll records	<ul style="list-style-type: none"> • Ensure payroll records are accurate and maintained and that employees are paid on time, correctly, and entitlements are paid and recorded according to legislation, awards, policies, best practice, and legislative requirements. • Process leave requests and calculate manual calculations as required. • Maintain finance payroll information files. • Configure payroll system as required.
Leave records	<ul style="list-style-type: none"> • Maintain leave records. • Follow up approvals as required. • Follow up medical certificates or other substantiation. • Assist with leave approval letters as required. • Work with CECV to maintain long service leave records and reimbursements. • Calculate pro rata leave as required.
Remuneration and Benefits	<ul style="list-style-type: none"> • Assist the People and Culture team to develop and process an annual remuneration review process. • Work with salary packaging company to process salary packaging benefits. • Assist the People and Culture team to develop, communicate and process any additional benefits provided as required.
Legislative compliance	<ul style="list-style-type: none"> • Understand all applicable awards and industrial agreements and ensure these are interpreted correctly and applied appropriately. • Identify any issues and or contraventions and escalate as required.
Payroll reporting	<ul style="list-style-type: none"> • Assist with any regular payroll reports. • Analyse reports to ensure on track with compliance and governance. • Compile leave management reports so that broader P&C team can analyse trends and issues.

Enterprise Agreement Application	<ul style="list-style-type: none"> • Interpret, update, and apply the CEMEA; applicable awards or relevant industrial instruments within the payroll system as changes are made to remuneration and other conditions of employment.
Customer Service	<ul style="list-style-type: none"> • Respond to any queries regarding payments made in a timely manner and escalate any issues as required.
Ad hoc projects	<ul style="list-style-type: none"> • Assist the broader P&C team to complete any ad hoc projects as required including initiatives in Recruitment, Payroll, OD, OH&S, & ER etc. • Ensure accurate personnel files are maintained. • Create and present information to schools as required.

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"> • Tertiary qualifications in HR or Payroll or equivalent experience. • A current unrestricted Australian Drivers Licence. • National Police Record Check.
	Knowledge and Experience	<ul style="list-style-type: none"> • Data entry experience or 1-2 years experience in school payroll administration or entry level HR/Payroll. • Experience in payroll processing. • Experience in employment contract generation. • Experience working with payroll technologies and recruitment systems. • Knowledge of payroll legislation and compliance. • Understanding of industrial instruments including Modern Awards and Enterprise Agreements. • Experience in coordinating training/ orientation highly desirable.
	Commitment to Catholic Education	<ul style="list-style-type: none"> • Demonstrated commitment to Catholic Faith with an understanding and willingness to work within the Catholic ethos, traditions, and practices of the Diocese of Sandhurst.

	Commitment to Child Safety	<ul style="list-style-type: none"> ● Willing to undergo or provide a current and satisfactory working with children check. ● Ability to demonstrate an understanding of appropriate behaviours when engaging with children. ● Acknowledge and appreciate the strengths of Aboriginal culture and its importance in the wellbeing and safety of Aboriginal students.
	Skills and Attributes	<ul style="list-style-type: none"> ● Highly developed word processing and computer skills including a high degree of proficiency within the Microsoft Suite including Microsoft Word, Excel, PowerPoint, and Google applications. ● 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. ● Proven ability to maintain high levels of confidentiality while exercising judgment, sensitivity, and discretion. ● Demonstrated high level communication skills. ● Demonstrated capacity to identify, develop and improve effective process improvements. ● Demonstrated experience analysing and interpreting data with the ability to produce a variety of reports outlining key findings and provide recommendations.