



# Catholic Education Sandhurst Limited

## Diocese of Sandhurst

### HR COORDINATOR

*Newly developed role with a focus on recruitment*

Reporting to the HR and Recruitment Lead, you will be responsible for providing operational HR advice and support to our schools. With a large focus on end-to-end recruitment and selection activities including supporting centralised recruitment advertising, and recruitment campaigns, applicant management, contract generation, onboarding, and orientation.

If you have a background in HR roles with a strong understanding of legislation and industrial instruments, experience working with recruitment technologies as well as an ability to build strong working relationships with others and support effective change management we would like to hear from you.

#### What CES Ltd 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 Thursday 8 February 2024**

For more details about the role please download the position description from  
[www.ceosand.catholic.edu.au](http://www.ceosand.catholic.edu.au)

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