



# Position Description

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

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

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

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

The People and Culture Team 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 team 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 team 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 team is also responsible for Safeguarding and Standards, overseeing complaint investigations with impartiality whilst maintaining adherence to legislation and contributing to the achievement of best-practice standards of safety, security, and protection of children and young people in the care of Catholic Education Sandhurst Limited (CES Ltd).

The team includes:

- Human Resources and Recruitment
- Talent Acquisition, Onboarding and Retention
- Internal Communications
- Organisational Development and Workforce Data
- Succession and Talent Management
- Employee and Industrial Relations
- Safeguarding and Standards
- Payroll

- Workplace Health and Safety; and,
- Staff Wellbeing and Resilience
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## Position Summary

This role is 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. The role will work closely with staff in our schools who are responsible for recruitment activities and partner with them to ensure smooth recruitment processes utilising technology. The role requires a proactive and friendly individual who can manage competing priorities and develop effective working relationships with others.

The candidate will have strong experience in administration, experience in coordinating recruitment activity, be well organised and detail focused and have excellent computer skills.

## Key Responsibilities

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| <b>HR advice and support</b>                 | <ul style="list-style-type: none"> <li>• Provision of general HR advice, training and support to schools as required including but not limited to recruitment advice and support, policy interpretation, visa support and enterprise agreement interpretation.</li> <li>• Assist hiring managers with recruitment and selection activities including but not limited to utilisation of the online recruitment system, recruitment advertising requests, development of position descriptions and key selection criteria, applicant management, shortlisting and pre-screening support, scheduling of interviews, establishing interview questions, and other selection and assessment processes.</li> <li>• Assist with the roll out of the Recruitment Framework.</li> <li>• Monitor and respond to queries in shared email inboxes as required</li> <li>• Assist with the coordination of recruitment, selection and staffing for CES office and principal positions including job advertisement, applicant packages, panel documentation, contracts of employment and related correspondence.</li> </ul> |
| <b>Applicant Tracking Recruitment System</b> | <ul style="list-style-type: none"> <li>• Assist with the implementation of an online applicant tracking recruitment system and support schools in usage of the system including job postings, candidate sourcing, candidate sourcing metrics, candidate search, career page configuration, dashboards, resume screening, interview scheduling, offer management and onboarding.</li> <li>• Assist with the communication, training and change management processes of implementing the system into schools.</li> <li>• Once implemented provide daily administration user coordination of the system and regular support and training to our schools.</li> </ul>  |

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| <b>Vacancy Management</b>                                | <ul style="list-style-type: none"> <li>• Coordinate approvals for recruitment requisitions and recruitment advertising centrally.</li> <li>• Ensure adequate controls are in place for vacancy management including positions are advertising in line with relevant industrial instrument and or legislative requirements.</li> <li>• Ensure written communication such as position descriptions, recruitment advertising and reports are written in a clear, concise way and use grammatically correct language. In addition, ensure written communication contains the necessary information to achieve its purpose using appropriate style and formats.</li> <li>• Ensure that the conditions of employment such as position details, position title, location, FTE, hours, annual/ fortnightly salary, classification are determined and approved by CES prior to advertising commencing.</li> <li>• Conduct classification reviews to ensure remuneration is accurate in accordance with applicable industrial instrument as required.</li> </ul> |
| <b>Recruitment Advertising/ Promotion and Attraction</b> | <ul style="list-style-type: none"> <li>• Assist with development of employee value proposition and attraction strategies as required.</li> <li>• Assist with the development and roll out of initiatives to support Diversity, Equity and Inclusion.</li> <li>• Coordinate internal and external centralised recruitment advertising of vacant positions to a variety of mediums in order to attract the most suitable applicants to positions.</li> <li>• Source passive candidates via LinkedIn to support schools with hard to fill positions.</li> <li>• Assist with preparation and representation at careers expos and other career pathway events.</li> </ul>   |
| <b>Recruitment Expenditure and potential savings</b>     | <ul style="list-style-type: none"> <li>• Monitor and track recruitment expenditure and escalate to HR and Recruitment Lead for approval as required.</li> <li>• Assist team with obtaining preferred suppliers for recruitment advertising and obtain cheaper rates for bulk advertising where possible.</li> <li>• Advertise similar vacancies together to reduce spend.</li> </ul>   |
| <b>Applicant Management</b>                              | <ul style="list-style-type: none"> <li>• Monitor applications on the system and keep hiring managers informed of the progress of positions throughout the recruitment life cycle.</li> <li>• Support screening, shortlisting as required.</li> <li>• Support interview processes as required.</li> </ul>   |
| <b>Contract Management, Onboarding &amp; Orientation</b> | <ul style="list-style-type: none"> <li>• Ensure all new and variation employment contract requests are processed smoothly and efficiently.</li> <li>• Ensure all on-boarding paperwork is completed in a timely manner for new staff members to commence including following up the return of their paperwork as required.</li> <li>• 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</li> </ul>   |

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|                               | <p>Registration, WWCC, National Police Checks, First Aid Training, Anaphylaxis Training, etc.</p> <ul style="list-style-type: none"> <li>• Assist with Corporate Orientation processes.</li> <li>• Assist with online onboarding and orientation processes.</li> </ul>  |
| <b>Record Management</b>      | <ul style="list-style-type: none"> <li>• Ensure personnel and recruitment records are accurate and maintained in accordance with best practice and legislative requirements.</li> <li>• Maintain systems and electronic filing systems for recording and storing information and documenting procedures to enable efficient retrieval of information as required.</li> <li>• Work collaboratively with other CES Limited employees to ensure any new systems and processes are supported.</li> <li>• Make recommendations to modify and or adapt existing processes to improve efficiency of recruitment and selection practices.</li> </ul>  |
| <b>Legislative compliance</b> | <ul style="list-style-type: none"> <li>• Understand all applicable awards and agreements and ensure these are interpreted correctly and applied appropriately.</li> <li>• Understand and interpret legislation that underpins Human Resources processes including but not limited to Child Wellbeing and Safety Act, Disability Discrimination Act, Equal Opportunity Act, Fair Work Act, Labour Hire Licensing Act, Modern Slavery Act, OH&amp;S Act, Privacy Act, Sex Discrimination Act, and the Workplace Gender Equality Act.</li> <li>• Identify any issues and or contraventions and escalate as required.</li> </ul>  |
| <b>Research and Reporting</b> | <ul style="list-style-type: none"> <li>• Assist the HR and Recruitment Lead to compile recruitment reports as required including data analytics regarding advertisement tracking/views; average time to fill roles, etc.</li> <li>• Research contemporary recruitment practices and systems as required.</li> <li>• Keep abreast of the changing nature of recruitment particularly technological changes.</li> <li>• Conduct classification and remuneration reviews and analysis as required.</li> <li>• Conduct investigations for recruitment appeals as required.</li> <li>• Prepare reports, presentations, statistical analysis, and other documents as requested.</li> </ul>  |
| <b>Customer Service</b>       | <ul style="list-style-type: none"> <li>• Provide efficient and effective customer service, dealing with queries promptly and in a courteous, helpful, and friendly manner</li> <li>• Respond to general HR and recruitment queries and escalate any issues as required.</li> <li>• Ensure that confidentiality is maintained and that compassionate, competent customer service is offered within the framework of the mission, values and vision of CES Ltd.</li> <li>• Understand critical or sensitive issues which may require the immediate attention of the HR and Recruitment Lead.</li> <li>• Operate with some degree of autonomy in respect to day-to-day work priorities and, in this context, is expected to determine matters</li> </ul> |

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|                        | that need to be referred to the HR and Recruitment Lead to deal with and provide problem solving advice, exercising discretion and judgement on what is appropriate.  |
| <b>Ad hoc projects</b> | <ul style="list-style-type: none"> <li>• Assist the broader P&amp;C team to complete any ad hoc projects as required including initiatives in Recruitment, OD, OH&amp;S, &amp; ER etc.</li> <li>• Create and present information to schools as required.</li> </ul> |

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.

### Requirement for onsite work

- CES Ltd values flexibility and supports remote work where able. This position does require the majority of tasks to be conducted at a CES Ltd workplace and as such, the incumbent must be available to work onsite.

## Key Selection Criteria

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| <b>Essential</b> | <b>Qualifications and Registrations</b> | <ul style="list-style-type: none"> <li>• Tertiary qualification in Human Resources.</li> <li>• A current unrestricted Australian Drivers Licence.</li> </ul>  |
|                  | <b>Knowledge and Experience</b>         | <ul style="list-style-type: none"> <li>• Experience working with the end-to-end recruitment processes.</li> <li>• Experience working with recruitment technologies.</li> <li>• Current awareness and knowledge of recruitment best practice.</li> <li>• Experience in the interpretation and application of different types of industrial instruments including Modern Awards and Enterprise Agreements.</li> <li>• Strong understanding and application of legislation that underpins Human Resource processes and compliance.</li> <li>• Experience in understanding and or use of social media and how it can be leveraged for recruitment and attraction purposes.</li> </ul> |
|                  | <b>Commitment to Catholic Education</b> | <ul style="list-style-type: none"> <li>• Demonstrated commitment to Catholic Faith with an understanding and willingness to work within the Catholic ethos, traditions, and practices of the Diocese of Sandhurst.</li> </ul>   |
|                  | <b>Commitment to Child Safety</b>       | <ul style="list-style-type: none"> <li>• Willing to undergo or provide a current and satisfactory working with children check.</li> <li>• Ability to demonstrate an understanding of appropriate behaviours when engaging with children.</li> <li>• Acknowledge and appreciate the strengths of Aboriginal culture and its importance in the wellbeing and safety of Aboriginal students.</li> </ul>  |



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|  | <b>Skills and Attributes</b> | <ul style="list-style-type: none"> <li>● Highly developed word processing, database and computer skills including a high degree of proficiency within the Microsoft Suite including Microsoft Word, Excel, PowerPoint, Publisher and Google applications.</li> <li>● Proven ability to communicate clearly, actively listen to others and respond with understanding and respect.</li> <li>● 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.</li> <li>● Demonstrated capacity to identify, develop and improve effective process improvements.</li> <li>● Demonstrated experience analysing and interpreting data with the ability to produce a variety of reports outlining key findings and provide recommendations.</li> <li>● Capability to communicate process change and provide coaching and support.</li> <li>● Personal qualities of confidentiality, initiative, patience, cooperation, commitment, and enthusiasm.</li> </ul> |
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