



Employment Relations Adviser

Catholic Education in the Diocese of Sale is a vital expression of the mission of the Church. The Diocese of Sale Catholic Education Limited (DOSCEL) is a company limited by guarantee to manage and operate Catholic schools in the Diocese of Sale.

The Diocese covers 37 primary and 7 secondary schools from Cranbourne and Narre Warren in the west of the Diocese to Wonthaggi in the south and Orbost in the east. Through the partnership of schools with families, parishes, the Catholic Education Office, Diocese of Sale (CEOSale) and religious institutes, our schools play a leading role in nurturing the faith of children and youth and developing their intellectual, physical, emotional and social knowledge, skills and attributes.

These schools are served by the Catholic Education Office which is located at 6 Witton Street, Warragul, approximately a 90-minute drive from the Melbourne CBD. The Office has a staff of approximately 80 who provide a wide range of leadership and support services to schools.

The Director of Catholic Education in the Diocese of Sale is seeking to appoint an Employment Relations Adviser. The appointee will be responsible to the Director of Catholic Education through the Executive Manager: Industrial Relations / Human Resources.

This position shares the responsibility of all CEOSale staff to support and promote, in word and in action, the Catholic identity of all schools and CEOSale. The prime purpose of the role is to assist and support schools in matters of employment relations.

Key Selection Criteria:

The successful applicant will be required to demonstrate:

- A commitment to the ethos, values and mission of Catholic education.
- A commitment to child safety.
- Strong interpersonal skills including:
 - ability to work as part of a team to achieve both individual and team objectives
 - communication, process management and problem solving skills
 - demonstrated ability to maintain confidentiality.
- Experience in employment relations policy implementation with strong attention to detail.
- Specific knowledge of industrial relations and other related legislation.
- Ability to manage complex tasks with minimal supervision.
- Ability to resolve workplace issues whilst maintaining privacy and confidentiality.
- Ability to develop and maintain strong working relationships with key stakeholders, including principals, business managers and school human resources and administration staff.
- Ability to operate effectively and balance a range of priorities and expectations for competing priorities.

Qualifications and Experience:

- A degree or diploma in a relevant field, and/or relevant experience.
- Experience in the education sector would be an advantage, but is not essential.
- A current Victorian Driver's Licence is required.

Salary and Benefits:

- This position is classified as an Education Officer, as set out in the *Victorian Catholic Education Multi Enterprise Agreement 2013* and is based upon qualifications and experience.
- The salary offered is paid according to the rate set out in the *2017 Memorandum of Understanding* between the Catholic Education Commission Victoria Ltd (CECV) and Independent Education Union Victoria Tasmania and is based upon qualifications and experience. (Salary range \$99,663 p.a. - \$116,741 p.a.).
- Four weeks' annual leave is provided, with purchased leave options for additional leave.
- Salary packaging arrangements are available to staff of CEOSale.

Tenure:

- The appointment is full-time and ongoing.
- Working hours are Monday to Friday 8.30 am to 5.00 pm.

Commencement Date: Negotiable

Applications:

- A Position Description, Instructions for Applicants, Application Form, Confidential Referee Assessment Form and other relevant information may be downloaded from the CEOSale website www.ceosale.catholic.edu.au.
- Three confidential referee assessments are required.
- Please return the completed Application Form, together with your Letter of Application and a copy of your Curriculum Vitae by Wednesday 4 July 2018.

Enquiries may be directed to Ms Shard Goodwin, Employment Relations Adviser via email sgoodwin@ceosale.catholic.edu.au or direct line (03) 5614 5104.

Applications should be marked to the attention of Ms Teresa Brady and addressed to:

Ms Maria Kirkwood
Director of Catholic Education – Diocese of Sale
Chief Executive Officer – Diocese of Sale Catholic Education Limited
Catholic Education Office
PO Box 322
WARRAGUL VIC 3820

or

Email: director@ceosale.catholic.edu.au

Closing Date: Wednesday 4 July 2018

The Catholic Education Office, Diocese of Sale promotes the safety, wellbeing and inclusion of all children