



DIOCESE OF SALE

CATHOLIC EDUCATION LTD.

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.

POSITION: Employment Relations Adviser

The prime purpose of the role is to assist and support schools in matters of employment relations.

LOCATION: The Catholic Education Office, Diocese of Sale is located at 6 Witton Street, Warragul

STAFF GROUP: Industrial Relations / Human Resources

REPORTING TO: Director of Catholic Education through the Executive Manager: Industrial Relations / Human Resources

TENURE: Full-time and ongoing
Working hours are Monday to Friday 8.30 am to 5.00 pm

CLASSIFICATION: Education Officer

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.

COMMENCEMENT DATE: Negotiable

The appointment will be subject to a satisfactory National Police Record Check and Employee Working with Children Check.

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 Victorian Driver's Licence is required.

DUTIES:

- Provide high quality and responsive employment relations advice and services including the interpretation and management of industrial instruments and policies.
- Assist with the management of employment concerns relating to performance, conduct and capacity.
- Assist with the management of child safety and reportable conduct reporting.
- Undertake, coordinate and manage projects as required.
- Prepare reports, briefings, correspondence and presentations as required.
- Establish and maintain effective relationships with internal and external stakeholders including school principals and Diocesan staff.
- Contribute to the development and continual improvement of employment relations and human resources policies, procedures and functions.
- Other duties as directed by the Director of Catholic Education and Executive Manager: Industrial Relations / Human Resources.