



## Position Description

### Executive Manager: Industrial Relations/Human Resources

**POSITION:** Executive Manager: Industrial Relations/Human Resources

With the establishment of a new entity in the Diocese of Sale to operate Diocesan Catholic Schools, this is a newly created role to manage the Industrial Relations and Human Resources functions under its purview.

**LOCATION:** Catholic Education Office, Diocese of Sale (CEOSale), 6 Witton Street, Warragul.

**STAFF GROUP:** Office of the Director.

**REPORTING TO:** The appointee will be responsible to the Director of Catholic Education.

**TENURE:** Full-time and ongoing.

**SALARY LEVEL:** To be determined in accordance with qualifications and experience

#### **SALARY AND BENEFITS:**

- The salary will be \$180,000+ (Negotiable).
- Four weeks' annual leave is provided.
- A CEOSale vehicle is provided as part of this position.

**COMMENCEMENT DATE:** 13 November 2017 (Negotiable)

#### **KEY SELECTION CRITERIA:**

- A commitment to the ethos, values and mission of Catholic Education.
- Awareness of and compliance with the CEOSale *Child Protection and Safety Policy* and the *Child Safety Code of Conduct*, and any other policies or procedures relating to child safety.
- Demonstrated senior experience working in Industrial Relations and Human Resources at an executive level.
- Well-developed interpersonal skills.
- Excellent communication skills.
- Demonstrated understanding of all aspects of Industrial Relations/Human Resources functions, preferably in the education sector, as detailed in the duties, including all statutory obligations.

#### **CONDITIONS OF EMPLOYMENT:**

- The appointment will be subject to a satisfactory National Police Record Check and Working with Children Check.
- Employment is conditional upon compliance with the CEOSale *Child Protection and Safety Policy* and the *Child Safety Code of Conduct*, and any other policies or procedures relating to child safety.
- A current Victorian Driver's licence is required.

## **QUALIFICATIONS, SKILLS AND EXPERIENCE:**

- Relevant Academic/Tertiary Qualifications
- Experience at a senior and executive level in Industrial Relations/Human Resources
- Experience in the education sector

## **DUTIES:**

- Establish and manage the Human Resource Team of CEOSale.
- Manage the Industrial Relations and Human Resources functions for schools and CEOSale.
- Manage the professional standards responsibilities/functions of staff to ensure compliance with all statutory obligations. This will entail policy development, audit, investigation and liaison with appropriate authorities under the direction of the Director of Catholic Education.
- Establish and maintain policy and procedures for schools and CEOSale, including appropriate systems to manage policy development, review, amendment and compliance with policy.
- Oversight and responsibility for the recruitment, induction and screening of all staff of CEOSale and Catholic schools in the Diocese to ensure compliance with all requirements established by the entity as the new employer.
- Work with schools and the Director of Catholic Education to develop and provide appropriate professional learning programs for staff.
- Management of complaints in consultation with relevant CEOSale staff.
- Manage the OHS and WorkCover function to ensure there is appropriate policy and compliance.
- Manage media and communications staff and the roll out of the CEOSale Strategic Plan on media and communications.
- Manage and assist schools in the wellbeing of staff.
- Manage and co-ordinate industrial/legal matters.
- Represent CEOSale in Industrial Relations/Employment Relations matters before Industrial and other Tribunals.
- Collection of Industrial Relations and Employment related statistics.
- Keeping up to date with changes and developments in State and Federal Industrial Relations and employment reforms.
- Establish a reporting and risk management framework to the Director of Catholic Education and to the Board of Directors of the new entity.
- Other duties as requested by the Director of Catholic Education.

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