



## Human Resources Support Officer

*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 a Human Resources Support Officer. 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 this role is to provide assistance with accurate and timely administration and delivery of human resource functions including Occupational Health and Safety (OHS) for DOSCEL.

### **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.
- Well-developed 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.
- Excellent written communication skills, including experience in researching and preparing reports, briefing papers and correspondence to key stakeholders, including executive and senior managers.
- Initiative, strong organisational skills with attention to detail and ability to identify improvements.
- Knowledge of relevant Human Resources and OHS legislation and processes.

**Qualifications and Experience:**

- Qualifications in Human Resources or a related discipline in Business Administration and/or relevant experience in a Human Resources role.
- Experience with Human Resources and payroll functions including payroll software, intermediate MS Office skills (particularly Excel) and Human Resources management systems.
- A current Victorian Driver's Licence would be an advantage.

**Salary and Benefits:**

- This position is classified as a CEO Clerical Employee Level 3, 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 \$66,849 p.a. - \$73,427 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](http://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](mailto: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](mailto: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***