



# 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:** Human Resources Support Officer

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.

**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:** CEO Clerical Employee Level 3

### **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.

**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.
- 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 Victorian Driver's Licence would be an advantage.

## **DUTIES:**

- Provide administrative support in relation to Human Resource and OHS functions including recruitment, leave, professional registrations, training and employment records as directed.
- Assist with day to day operations of Industrial Relations/Human Resources team functions and duties.
- Provide support to CEO Sale payroll officer with payroll processing and reconciliations.
- Provide OHS support to schools including support with recording of incidents, injuries and WorkCover claims.
- Provide assistance in maintaining human resources management systems.
- Other duties as directed by the Director of Catholic Education and Executive Manager: Industrial Relations / Human Resources.