



CATHOLIC ARCHDIOCESE OF MELBOURNE

INTERNAL ADVERTISEMENT

Position title: Human Resources Officer – Maternity Leave Replacement	Location: Catholic Archdiocese of Melbourne, East Melbourne
Department: Human Resources	Reports to: Director of Human Resources
Employment Status: Fixed term secondment, part time (7 months, 30.4 hrs per week)	

The Organisation

The Archdiocese of Melbourne through its ministries and agencies is at service of the people of God, bringing the Gospel into their communities and lives daily. Presided over by the Archbishop of Melbourne, the Archdiocese comprises around 1.1million Catholics, and is the largest Archdiocese in Australia with a wide variety of people, cultures and ministries, providing services and support to 210 parishes and over 332 schools through pastoral, education, social welfare and administrative support.

The Role

The Human Resources Officer role provides generalist support to the HR function within the Archdiocese including HR administration and documentation, recruitment, HR systems and procedures, maintenance of employee records and provision of HR advice and support to staff. The HR Officer contributes to the HR function by ensuring accurate, efficient and confidential HR administration is provided at an exceptional standard though demonstrated exemplary service delivery skills.

Reporting directly to the Director of Human Resources, some of the key responsibilities include:

1. Recruitment – from inception to the execution of contract of employment for the Archdiocese and parish employees including:
 - Posting job advertisements and screening candidates for roles
 - Preparing letters of appointments, contracts of employment and all pre-employment requirements.
 - Processing new hire and exit arrangements for employees
 - Completing termination paperwork and assisting with exit interviews
2. Ensuring full compliance with the Working with Children Checks Protocol and National Police Checks Policy.
3. Assist with day to day operations of the HR functions and duties
4. Provide clerical and administrative support to Human Resources team
5. Compile and update employee records (hard and soft copies)

You have large shoes to fill – our current incumbent is a superstar. If you're proactive, organised and committed to quality outcomes for our diverse and complex stakeholders, we'd love to hear from you. This is an excellent opportunity for an internal candidate who is already working within the Archdiocese of Melbourne family. This experience will position you well as you continue building skills and capabilities within the changing Church environment.

Please refer to the position description for full details.

Applications including a resume and covering letter addressing the key selection criteria can be sent to recruitment@cam.org.au by 30 June 2019. For further information, contact Trish Fazzino, Human Resources Partner on Trish.Fazzino@cam.org.au or 03 9926 5780.

The Archdiocese is committed to the safety, wellbeing and dignity of all children and vulnerable adults.

Position Description ↓



CATHOLIC ARCHDIOCESE OF MELBOURNE

1. POSITION DESCRIPTION

Position Title:	Human Resources Officer – Maternity Leave Replacement
Department:	Human Resources
Location:	East Melbourne
Employment Status:	Fixed term, part time (7 months, 30.4 hours per week)
Reports to:	Director, Human Resources

2. POSITION PURPOSE

The Human Resources Officer role provides generalist support to the HR function within the Archdiocese including HR administration and documentation, recruitment, HR systems and procedures, maintenance of employee records and provision of HR advice and support to staff. The HR Officer contributes to the HR function by ensuring accurate, efficient and confidential HR administration services are provided at an exceptional standard.

3. ORGANISATIONAL DESCRIPTION

The Archdiocese of Melbourne through its ministries and agencies is at service of the people of God, bringing the Gospel into their communities and lives daily. Presided over by the Archbishop of Melbourne, the Archdiocese comprises around 1.1million Catholics, and is the largest Archdiocese in Australia with a wide variety of people, cultures and ministries, providing services and support to 210 parishes and over 332 schools through pastoral, education, social welfare and administrative support.

4. KEY ACCOUNTABILITIES

Under the direction of the HR Director, undertake a range of diocesan and parish employment activities, including but not limited to:

6. Recruitment – from inception to the execution of contract of employment for CAM & parish employees:
 - Posting job advertisements and screening candidates for roles
 - Preparing letters of appointments, contracts of employment and all pre-employment requirements.
 - Checking that all agreed arrangements meet regulatory minimum and diocesan standards.
 - Processing new hire and exit arrangements for employees
 - Completing termination paperwork and assisting with exist interviews
7. Ensuring full compliance with the Working with Children Checks Protocol and National Police Checks Policy.
8. Assist with day to day operations of the HR functions and duties
9. Provide clerical and administrative support to Human Resources team
10. Compile and update employee records (hard and soft copies)
11. Drafting and updating position descriptions and policies as required

12. Manage diocesan staff functions as required
13. Support all internal and external HR related inquiries or requests
14. Assist with all matters relating to employee record keeping and maintenance
15. Undertake a range of other administrative support activities
16. Takes reasonable care to protect the health and safety of themselves, fellow staff and others in the workplace.

5. KEY SELECTION CRITERIA

1. Ability to use initiative, discretion, manage competing priorities and deadlines with an emphasis on accuracy and attention to detail.
2. Ability to analyse data and evaluate adequacy and effectiveness of HR policies and procedures.
3. Well-developed organisational skills with the ability to prioritise multiple assignments.
4. Demonstrated ability to build rapport, trust and confidence with staff at all levels.
5. The ability to apply careful judgement, discretion and attention to detail to all tasks and interactions.
6. Degree qualified in HR, ER or related field, or equivalent work experience.

6. JOB COMPETENCIES

- A demonstrated aptitude for human resource management work generally.
- A degree in Human Resources or similar is a requirement.
- A demonstrated aptitude for payroll.
- An understanding of contemporary human resource management issues and a willingness to further develop relevant knowledge and skills.
- Well-developed interpersonal skills.
- Well-developed computer literacy skills.
- Good organisation skills including the ability to attend to detail.
- Energetic and highly motivated with initiative and capacity to work in a team environment but also work with a minimum of supervision.
- Excellent computer skills, knowledge of Human Resources Systems (Greentree), Excel and demonstrated skills in database management and record keeping
- Ability to work independently with opportunity to express creativity.
- A willingness and capacity to learn and grow in the role, to work with a spirit of generosity and make a positive contribution to the mission of the Church.
- An understanding of the mission, teachings and practices of the Catholic faith preferably combined with a strong commitment to them.
- National Police record check (essential)
- Working with Children Check (essential)

7. PERSONAL COMPETENCIES

- Support the teachings of the Church and the ethos of Archdiocese with a motivation to work within the Church environment and possess a strong commitment to its values.
- Sound time-management skills and ability to prioritise.
- Excellent verbal and written, interpersonal and communication skills.
- High level of attention to detail, quality and accuracy.
- Ability to multi-task and work quickly and efficiently.

- High level of integrity, honest and confidentiality, with an awareness and appreciation to Catholic Social Teaching.
- Ability to work collaboratively within and across departments, agencies, ministries and parishes of the Catholic Archdiocese of Melbourne.

8. INTEGRITY IN THE SERVICE OF THE CHURCH

Integrity in the Service of the Church aims to help employees reflect on and uphold Christian vision and values in all relationships and actions. The principles and standards which make up the Integrity in the Service of the Church are extensions of five basic principles for Church employees in which they:

- 1. Are committed to justice and equity**
- 2. Uphold the dignity of all people and their right to respect**
- 3. Are committed to safe and supportive relationships**
- 4. Reach out to those who are poor, alienated and marginalised**
- 5. Strive for excellence in all their work**

Service, given accordance to these principles, is life-enriching for both providers and recipients.

9. OTHER RELEVANT INFORMATION

- In return for your skills and experience the position offers a salary package of up to \$70,000 FTE per annum inclusive of superannuation
- Applications including a cover letter addressing the Key Selection Criteria and updated resume should be emailed to: recruitment@cam.org.au by 30 June 2019
- For further information, contact Trish Fazzino, Human Resources Partner on Trish.Fazzino@cam.org.au or (03) 9926 5780