



Position Description

Position Title	Human Resources/ Workplace Health & Safety Team Leader
Organisation	Catholic Education Sandhurst Limited (CES Ltd)
School	St Mary of the Angels Secondary College
Location	Nathalia
Remuneration	TBC
FTE	1.0
Status	Ongoing
Reports to	Business Manager

Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853, the Diocese reaches from Central to Northeast Victoria. The organisation supports more than 3000 employees in 52 schools and two early childhood facilities. It also provides support to four secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Catholic Education Commission of Victoria Ltd (CECV), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Chief Executive Officer of Catholic Education Sandhurst is appointed by the Board of CES Ltd to support the administrative, organisational and service matters to Catholic schools within the Diocese.

The Chief Executive Officer and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd is the employing authority for its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

Our Vision

The vision for CES Ltd is to provide, in partnership with our families, stimulating, enriching, liberating, and nurturing learning environments in each of the Catholic school communities within the Diocese. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people.

We believe:

- That the values of the Gospel are central to who we are, what we do, and how we act
- That we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition
- That a strong sense of community is dependent on the quality of our collegial relationships
- That each person’s potential is fostered through the dedicated ministry of Catholic Education
- In leadership encompassing vision, innovation, and empowerment

Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

Principles of Catholic Social Teaching

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the “common good” in response to the “signs of the times”.

These principles require that the dignity and potential of each person be fully respected within a climate conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Respect

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Partnerships

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community.

Faith

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in the sense of genuine partnership.

School Summary

St Mary of the Angels Secondary College is a co-educational Year 7-12 Catholic Secondary College located in Nathalia. The College serves the Goulburn and Murray Valleys and southern NSW regions and surrounding areas. St Mary of the Angels Secondary College provides excellent learning opportunities for students in years 7-12 with a focus on contemporary teaching practice and student engagement, meeting the needs of a range of learners with diverse educational pathways.

Position Summary

The Position of Human Resources and Workplace Health & Safety Team Leader is required to recruit, support and develop talent through developing policies and managing procedures. You will be responsible for administrative tasks and you'll contribute to making the college a better place to work. You will work closely with the college executive team to ensure the human resourcing meets the current and future requirements. The role will provide leadership to the college Workplace Health & Safety team and ensure compliance across all areas. The Human Resources and Workplace Health & Safety Team Leader will play a key role in setting the strategic direction of the department systems.

Key Responsibilities

Human Resources	<ul style="list-style-type: none">● Coordinate the recruitment, onboarding, and induction of new employees.● Support the development and implementation of HR initiatives and systems.● Assist with position descriptions and manage the hiring process in conjunction with the relevant manager.● Create and implement onboarding/induction plans, including 3- & 6-month goals.● Develop and organise training and learning development plans.● Coordinate the Performance review process, including 3- & 6-month reviews and annual performance reviews, in conjunction with the relevant manager.● Prepare and action staff training matrix.● Updates to leave balances and ensure the accuracy of FTE reporting on the Online Staffing Records (OSR).● Manage Time in Lieu (TIL) accrual and acquittal, forecast and actuals.● Monitor legislative changes and ensure that employment and working conditions are compliant.● Conduct regular cultural engagement surveys to monitor progress and help to improve overall culture of the company.
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	<ul style="list-style-type: none"> ● In conjunction with relevant manager, provide support, coaching and advice with any employee grievances/complaints. ● Provide support to the Leadership team in change management.
<p>Workplace Health & Safety</p>	<ul style="list-style-type: none"> ● Provide the leadership, structure, and resources to improve safety across the whole College community. ● Lead team to comply with all College and Legislative health and safety policies and procedures ● Assist the College Executive Team in ensuring the College's workplace health and safety policies and procedures are appropriate. ● Support a safety culture embracing, advocating, and supporting WH&S initiatives by actively driving and promoting WH&S compliance requirements and improvements. ● Be responsible for your own health and safety and for the health and safety of anyone else who may be affected by their acts or omissions at the workplace. ● Adhere to safe work procedures, instructions, and rules at all times ● Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act ● Management of all Occupational Health and Safety requirements. ● Support develop and implement WH&S policies and procedures/documentation. ● Conduct risk assessments and regular on-site audits to ensure compliance. ● Maintain and improve the College WH&S Management systems. ● Ensure staff members are held accountable for WH&S related matters in conjunction with the relevant manager. ● Prepare and manage return to work plans. ● Create and implement initiatives to minimise work cover claims and promote safe work practices.
<p>Strategic Leadership</p>	<ul style="list-style-type: none"> ● Lead and support the Human Resources and Workplace Health & Safety Team. ● Play an active role in the development of the School Improvement Plan and Annual Action Plan and take responsibility for areas of human Resourcing. ● Promote a strong and positive working relationship between teaching and support staff to deliver successful outcomes for students, staff and the School community. ● Attend Executive, Advisory Council, Staff Meetings and other relevant meetings as directed by the Principal.

	<ul style="list-style-type: none"> ● Play an active role in the development and implementation of current and future strategies and objectives, ensuring that the College makes the best use of its resources. ● Be accountable for the implementation of elements of the School Improvement Plan as it relates to Stewardship of Resources. ● Develop, recommend, and implement contemporary business management practices, policies, and procedures. ● Encourage and develop collaborative relationships with internal and external stakeholders.
Governance and Risk Management	<ul style="list-style-type: none"> ● Ensure effective risk management practices, including Occupational Health and Safety. ● Adopt a leading role in School Stewardship of Resources ● Manage compliance in line with State and Commonwealth government requirements.
Child Safe	<ul style="list-style-type: none"> ● Be familiar with and comply with CES Ltd child-safe policies, standards and code of conduct, and any other policies or procedures relating to child safety. ● Assist in the provision of a child-safe environment for students. ● Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee and aligned with the requirements of the role as may be directed from time to time.

Mandatory Responsibilities and Requirements

Compliance with CES Ltd Policies and Procedures

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

Compliance with Occupational Health and Safety

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety, along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd.'s OH&S Management System.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have a responsibility to supervise /lead others have additional responsibilities, including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, being aware of tasks being undertaken by employees and ensuring that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.
- Employees will also be required to provide evidence of or successfully complete a first aid certificate inclusive of anaphylaxis training.

Compliance with Child Safety Legislation

- CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid Working With Children Check and National Police Records Check. CES Ltd are committed to ensuring the safety of children in our care; as such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

Key Selection Criteria

Essential	Qualifications and Registrations	<ul style="list-style-type: none"> ● Bachelor of Management (Human Resources) or equivalent, or extensive experience. ● OH&S Qualifications/accreditation.
	Knowledge and Experience	<ul style="list-style-type: none"> ● Experience in a Human Resources/OH&S leadership role ● Knowledge of relevant OH&S regulations and best practices in construction ● Strong leadership and people skills ● Proven ability to motivate staff and align them to a vision. ● Excellent communication skills and approachable to all ● Strong emotional intelligence ● Excellent organisational skills ● Good attitude and team player
	Commitment to Catholic Education	<ul style="list-style-type: none"> ● Demonstrated commitment to Catholic Faith with an understanding and willingness to work within the Catholic ethos, traditions, and practices of the Diocese of Sandhurst.
	Commitment to Child Safety	<ul style="list-style-type: none"> ● A demonstrated understanding of child safety ● A demonstrated understanding of appropriate behaviours when engaging with children ● Be a suitable person to engage in child-connected work.
	Skills and Attributes	<ul style="list-style-type: none"> ● Demonstrated ability to work at a senior level, including Board reporting. ● Demonstrated ability to motivate and lead a multidisciplinary team to achieve a Strategic Plan using contemporary business practice. ● Highly developed word processing and computer skills, including a high degree of proficiency within the Microsoft Suite, including Microsoft Word, Excel, PowerPoint, and Google applications.

		<ul style="list-style-type: none"> ● Demonstrated interpersonal skills to communicate at all levels of the School, including external stakeholders. ● Demonstrated ability to project manage Capital Works programs, including Work Health and Safety, risk management, budget and resource management.
Desirable		<ul style="list-style-type: none"> ● Experience in the education sector with a strong understanding of educational legislative requirements, including State and Federal Government policy and funding arrangements.