



**Catholic
Education**
Diocese of Cairns

Learning with Faith and Vision

Catholic Education Services, Cairns

Human Resources Officer

Full Time Permanent Position

38 Hours Per Week

Commencing: 31 May 2021

Applications Close: 5pm, Thursday 20 May 2021

Applications are invited from suitably qualified and experienced candidates for this position.

Intending applicants must:

- Be fully supportive of the ethos of Catholic Education;
- Be fully committed to creating and maintaining a child safe organisation.

Catholic Education Services is an equal opportunity employer.



1. Complete Employment Application Form

Complete the attached Employment Application Form. Please notify your referees that you are applying for this position and ensure you have their consent to nominate them. It is the Applicant's responsibility to ensure all referee information provided is accurate and contact details are correct. A referee from your current or most recent line manager must be included.

2. Covering Letter (Maximum 2 Pages)

Provide a covering letter outlining your experience and reason for applying for this position.

3. CV/Resume (Maximum 2 Pages)

Provide a CV/Resume which includes:

- Education
- Employment history (position, organisation, employment dates)
- Professional memberships
- Professional Development (any other courses you have completed or are currently enrolled in)

4. Supporting Documentation

Provide supporting documentation which include:

- Qualifications and academic transcripts
- Practicum Reports (Graduate Teachers ONLY)
- Registration:
 - Working with Children Blue Card
 - Queensland College of Teachers
 - Professional Membership

QUICK TIP

Current employees are not required to provide supporting documentation.

Submit Application

Submit your application comprising of:

- Employment Application Form
- Covering Letter
- CV/Resume
- Supporting Documentation

QUICK TIP

Do not bind/ place your application in a folder or submit original copies of documentation.

Submit To: Deborah Crotty
Human Resource Administration Manager
Ph: (07) 4050 9700
Fax: (07) 4031 6134
Email: dcrotty1@cns.catholic.edu.au

You will receive confirmation of receipt of your application.



New Blue Card laws from 31 August 2020

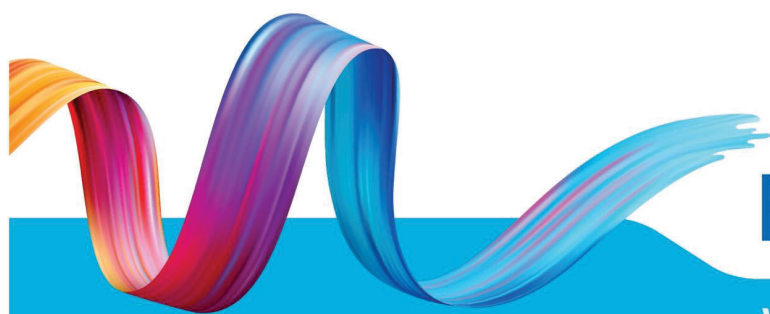
No card? No start.

Applying for a new blue card - you cannot work until your application is approved.

Renewing a blue card - if you don't apply to renew your blue card **before the expiry date**, you **cannot work** until your application is approved.

It is an offence for a disqualified person to sign a blue card application form.

For more information refer to the
Working with Children (Risk Management and Screening) Act 2000



Blue Card Services

Working together to keep kids safe

Visit www.qld.gov.au/bluecard
Phone 1800 113 611 or 3211 6999
Email info@bluecard.qld.gov.au



**Queensland
Government**

Employment Application Form

Position Applied For:

PERSONAL PARTICULARS

Title: Mr Mrs Ms Miss Other

SURNAME:

PREVIOUS SURNAME:

GIVEN NAMES:

PREFERRED NAME:

RESIDENTIAL ADDRESS:

POST CODE:

POSTAL ADDRESS: AS ABOVE

POST CODE:

HOME PHONE:

MOBILE:

EMAIL:

RELIGION:

TEACHER APPLICANTS ONLY:

HAVE YOU OBTAINED OR WORKING TOWARDS QUALIFICATIONS IN RELIGIOUS EDUCATION?

REFEREES

In order to make an informed decision on your suitability for the position, Catholic Education will require to speak to referees that you nominate. A referee is a person that can provide us with detail in respect to your work ethic, **safe guarding children**, experience and competency. Please list two referees, including a line manager in your most recent position. For teaching positions, you must include a line manager in your most recent education position, eg Principal. A Church Representative/Religious or Clergy reference is defined as a Parish Priest, Bishop or member of a religious order. We reserve the right to request an additional referee if we believe a person has not been fully forthcoming.

Referee 1 (Line Manager)

Name:

Position:

Organisation:

Mobile:

Email:

Referee 2 (Employer)

Name:

Position:

Organisation:

Mobile:

Email:

Referee 3 (Church Representative)

Name:

Position:

Organisation:

Mobile:

Email:

Referee 4 (Other Professional)

Name:

Position:

Organisation:

Mobile:

Email:

EMPLOYMENT HEALTH DECLARATION

If you are successful in securing an interview with Catholic Education, you will be required to complete an Employment Health Declaration. The purpose of this declaration is to ensure that you are fully able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your health or safety.

WORKING IN THE DIOCESE OF CAIRNS

The Catholic school system is an integral part of the Church. The Catholic Diocese of Cairns extends from Cardwell in the south, west to the Northern Territory border including the Atherton Tablelands, and north to gulf country, Cape York Peninsula and the Torres Strait Islands. With the exception of schools in Weipa, Cooktown and Thursday Island, all schools and colleges are within two hours driving time from Cairns.

Catholic Education Services is the Diocesan education office. Leadership and strategic management of the system of schools is the responsibility of the Executive Director of Catholic Education Services, who is the employer of all Catholic Education staff in the Diocese. Further information about Catholic Education in the Diocese of Cairns is available from the website: www.cns.catholic.edu.au

EMPLOYMENT REQUIREMENTS

Any appointment to a teaching position with Catholic Education in the Diocese of Cairns is subject to the appointee demonstrating appropriate qualifications and registration with the Queensland College of Teachers Registration. Any appointment to a non-teaching position with Catholic Education in the Diocese of Cairns is subject to the appointee holding a valid Working with Children Blue Card unless the appointee is a registered Health Practitioner performing within their professional area. It is an offence for a restricted person to start or continue working or volunteering in restricted employment. For more information, please visit [Blue Card Services](#).

Employment is conditional upon the appointee demonstrating eligibility of Working Rights on Australia.

Catholic Education has zero tolerance for abuse. All employees have a responsibility for promoting and safeguarding the wellbeing of children and young persons that they responsible for coming into contact with.

Employment is conditional upon the acceptance of the Statement of Principles for Employment in Catholic Education and for teaching position the attainment of Accreditation to Teach Religion in a Catholic School. To view the Statement of Principles, visit www.cns.catholic.edu.au and click on Employment / Agreements, Schedules & Awards.

EMPLOYMENT COLLECTION NOTICE

In submitting this application for employment you agree that you will not seek access to references provided by third parties or to confidential notes or reports made by us relating to your application for employment. We seek your agreement in this regard to ensure that referees are not inhibited from providing complete and accurate references as to your suitability for the position.

In applying for this position and submitting your application for employment you will be providing Catholic Education Services with personal information, for example your name, address and information contained in your resume. We will collect and record this information in order to assess your application. To view Catholic Education's Privacy Policy, visit www.cns.catholic.edu.au and click on About/Privacy. Your records will be kept on file for a three-month period only pending your employment within the Diocese.

DECLARATION

I agree to the conditions of the Employment Collection Notice. I understand that I have a duty to disclose sufficient information to enable a prospective employer to make a properly informed decision about my employment. I declare that the information I have provided in this application is true and correct at the time of submission. I have read, understood and accept that the Statement of Principles referred to above are contractual obligations underpinning employment with Catholic Education - Diocese of Cairns.

Signature:

Date:

Please indicate how you became aware of this vacancy:

CES Website

Facebook

Teacher on Net

SEEK

Catholic Jobs Online

Newspaper: Please specify:

Other: Please specify:

POSITION TITLE:	Human Resources Officer
SECTION:	Human Resources Administration
REPORTS TO:	Manager - Human Resources Administration
CLASSIFICATION:	Remuneration in accordance with the <i>Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland</i> (Available at www.cns.catholic.edu.au) CCEO level 4 \$69,995 to \$79,100
AUTHORISATION:	Executive Director

CATHOLIC EDUCATION SERVICES – DIOCESE OF CAIRNS

Catholic Education Services – Diocese of Cairns (CES), consists of thirty (30) schools including twenty (20) primary schools, two (2) Prep to Year 12 Colleges and eight (8) secondary Colleges, which includes a Special Assistance College with campuses in Cairns, Cooktown, and Edmonton. All schools, except the dual campus Our Lady of the Sacred Heart School, Thursday Island and Hammond Island, Weipa and Holy Spirit College, Cooktown and Edmonton campus', are within a two-hour drive of Cairns.

CES is committed to building communities of learning that provide a safe, nurturing and academically challenging environment for all students.

Leadership and strategic management of the system of schools is the responsibility of the Executive Director of Catholic Education. Through a team of professionals the Executive Director manages and facilitates a number of significant and particular delegations which include:

- Support of the mission of the Church as delivered through Catholic Education
- Support of schools by providing services that strengthen school capacity
- Provision of leadership and forward planning to develop organisational capability
- Distribution to schools of government allocated funds and their accountability
- Monitoring of quality of schools and compliance/accountability with requirements of governments, Church and parents
- Within limits, provision of some centralised, specialised student services, where this is the most effective and efficient approach

PURPOSE OF THE ROLE

This role is predominately responsible for Human Resource Administration with the ability to provide backup support to assist with payroll processing. The main purpose of the Human Resource duties is to provide administrative support across a wide variety of HR operational processes including recruitment and selection of relief employees, probation, induction, and appraisal processes of CES employees and School Leadership employees and to provide support in the application of organisational procedures and policies. The role holder may also assist with providing payroll support that assists with the preparation and processing of fortnightly wage payments, general payroll data maintenance and other general payroll functions as required.

This position works closely with internal and external stakeholders to effectively contribute towards the achievement of the organisation's Strategic Direction.

The Human Resource Officer reports to the Human Resources Administration Manager for day to day activities and works in collaboration with all HR team members.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Typical duties performed may include, but are not limited to:

General

- Maintain currency of knowledge with regards to the Enterprise Bargaining Agreement, employment legislation and human resources policies and practices
- Provide accurate and timely HR advice to Managers and employees in accordance with the Enterprise Bargaining Agreement, employment legislation and human resources policies and practices
- Exercise judgement and discretion when interpreting and applying legislation and escalate complex issues to the Human Resources Manager
- Establish and maintain effective working relationships with internal and external stakeholders
- Contribute as an effective team member by sharing information, supporting and assisting colleagues in a proactive manner
- Respond to emails received via the HR email account either directly, or forward relevant emails to the appropriate HR team member for action, in a timely manner
- Review employment documentation relating to new appointments, variations to existing appointments, leave applications and other HR entitlements and processes, to ensure compliance with the enterprise agreement and internal procedures. Where there is missing information or compliance issues, follow this up directly with the school/college or line manager
- Forward compliant documentation to the Diocesan Personnel Office (Payroll) for processing, ensuring that pay run deadlines are adhered to
- Liaise with the Diocesan Personnel Office to exchange information and resolve employment related issues
- Set up new employees in the employee management system
- Create and maintain employee electronic files
- Audit and review HR administration processes when required and provide recommendations
- Perform other duties as directed by the Human Resources Manager

Employment suitability registrations

Monitor currency of employment suitability registrations

- Monitor expiry for Queensland College of Teachers, Working with Children Blue Cards and other professional registrations and update registrations as required
- Identify expired registrations and follow up with schools in a timely manner

Relief Teachers

Manage the recruitment and selection processes for relief teachers

- Maintain up to date knowledge of policies and procedures relating to recruitment practices
- Respond to enquiries and requests for information regarding relief teacher recruitment in a manner which shows sensitivity, confidentiality and professionalism
- Ensure relief teacher commencement documentation complies with eligibility requirements and internal procedures. Ensure documentation is processed in a timely manner
- Request referee reports and review suitability of relief teachers based on the references provided
- Prepare correspondence including notification of successful and unsuccessful applications
- Update and distribute the list of current relief teachers to Principals on a weekly basis
- Conduct regular audits of the relief teacher list and seek feedback from Principals regarding relief teacher performance to ensure continued suitability
- Liaise with Diocesan Personnel Office on a quarterly basis to review breaks in service for relief teachers and action as required
- Create and maintain electronic files for relief teachers
- Escalate complex matters to Human Resources Manager

Leave Reporting

Monitor annual leave and long service leaves balances for all CES and school based positions

- Escalate excessive leave balances to Directors of School Effectiveness and the Executive Director when required

Years of Service Report

Monitor years of service for all CES and school based staff

- On a yearly basis run a report to identify staff who have completed 20 and 30 years of service and advise the Executive Director

Accreditation Reporting

Maintain accreditation data for school based positions

- As requested run reports to identify accreditation expiry dates and accrued accreditation hours for Accreditation to Teach and Accreditation to Teach Religious Education and provide data to Identity and Outreach Department
- Update expiry dates for accreditation

Support CES and Schools in the effective use of the iLearn professional learning system

Monitor the completion of Mandatory Training by all CES staff and school based employees

- On a monthly basis run a report to identify incomplete training and advise line managers and school leadership
- Provide system training to the Learning Administrators, School Representatives and Facilitator roles, including refresher training as required
- Provide support and advice for the iLearn professional learning management system to multiple end users (learning administrators, facilitators, school representatives and learners) in response to routine and complex technical issues through the iLearn help desk
- Investigate inconsistencies and issues in order to establish software problems or data entry errors. Report to BCE if required.
- Update and maintain 'how to' user guides
- Participate in knowledge transfer with other HR team members in relation to the administration of iLearn
- Monitor and report on expired sessions and advise learning administrators and school representatives so that sessions are finalised to capture of all staff professional learning, Australian Professional Standard for Teachers and Teacher Accreditation
- Monitor the use of the iLearn professional management system to ensure the consistency, quality and integrity

WorkCover and Return to Work

Provide back-up support to Injury and Illness Coordinator in relation to processes for work related and non-work related injury and illness

- Respond to enquiries and requests for information regarding the WorkCover and Return to Work process in a manner which shows sensitivity, confidentiality and professionalism
- Review and interpret medical reports in order to make recommendations regarding work capabilities
- Maintain appropriate communication with injured workers during the WorkCover and Return to Work process
- Liaise with Medical practitioners and WorkCover as required
- Develop and/or review return to work plans where specialist advice is not required
- Maintain illness and injury records for each employee

Payroll Processing and System Maintenance

Provide back-up support for payroll officers when required

- Input new employee data entry and setup
- Process contract and employee data variations
- Process coding and entry of time sheets
- Process coding and entry of manual leave applications
- Run daily exception reports as per checklist
- Process increments and back payment adjustments
- Produce employee statement of service documents



Meetings

Provide administrative assistance to the Human Resource Manager

- Take meeting minutes
- Log action items from team meetings

GENUINE OCCUPATIONAL REQUIREMENTS

- Facilitate the prevention of child harm by recognising and responding appropriately
- Accountable and responsible for ensuring professional behaviour
- Ability to cope with own emotions and behaviour effectively
- Ability to comply with legislation and professional regulations to reduce the risk of harm to self and others
- Ability to maintain an appropriate level of confidentiality
- Ability to communicate in English both verbally and in writing to meet necessary standards with respect to clarity, accuracy and professionalism appropriate to the position
- Ability to locate appropriate and relevant information from multiple sources and convey, integrate and implement knowledge in practice
- Ability to prioritise workloads and manage multiple tasks with competing timelines
- Ability to accept responsibility for own work
- Intermediate to advanced skills in Microsoft Office applications necessary to demonstrate the required range of skills and tasks
- Competent use of digital technologies necessary to demonstrate the required range of skills and tasks

Physical requirements of the position:

- Work is normally performed in a typical interior office and/or classroom environment
- Manoeuvring within the office/school environment appropriate to the position
- Frequent use of telecommunication and electronic equipment
- Ability to travel to schools within the Diocese

MANDATORY QUALIFICATIONS AND REQUIREMENTS/SELECTION CRITERIA

- Unless an exemption applies all staff are required to hold a current Working With Children Blue Card will apply
- Current drivers licence
- A strong demonstrated commitment to the objectives, vision and ethos of Catholic Education
- Promote child safety at all time

GENERAL

- Tertiary qualifications at Certificate level or equivalent qualifications relevant to the position is desirable or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position
- Previous payroll processing experience in a medium to large organisation is desirable

RELATED DOCUMENTS

- Statement of Principles for Employment in Catholic Education
- Code of Conduct for Employees of Catholic Education



- Catholic Employing Authorities Single Enterprise Collective Agreement Diocesan Schools of Queensland

ADDITIONAL INFORMATION

The incumbent will need:

- An in-depth understanding of and commitment to the mission and objectives of Catholic Education in the Diocese of Cairns
- A sound working knowledge of the Catholic Education context and an appreciation for Catholic Education issues.

EMPLOYEE ACCEPTANCE

The employee's signature signifies an understanding and acceptance that the content contained herein and forms an integral part of their employment terms and conditions.

I have read and acknowledge receipt of this Position Description:

Employee Name: _____

Signature: _____ **Date:** _____