



Position Description

Position Title	Human Resource (HR) Advisor
Organisation	Sandhurst Catholic Early Childhood Education and Care Ltd
Function	Early Childhood Education and Care
Location	Bendigo or Tatura
Remuneration	\$90,000 (Annual rem excluding superannuation)
FTE	1.0
Status	Ongoing
Reports to	General Manger: Business Services

Our Organisation

Sandhurst Catholic Early Childhood Education and Care Ltd. (SCECE&C) is an established entity responsible for six Early Childhood Education and Care Centres managed through the Early Childhood Education and Care Unit. SCECE&C are an incorporated company constituted by the Bishop of Sandhurst and is a subsidiary company of Catholic Education Sandhurst (CES) Limited, who is its Member, and it is governed by an independent Board of Directors.

SCECE&C Ltd.'s Vision is to create high quality environments which are authentically Catholic, where each child and family is accompanied on their journey of development, supported by the pastoral ministry of our Church as embodied in our Sandhurst communities

SCECE&C Management Unit

The Early Childhood Education and Care Unit acts as the management arm of SCECE&C Ltd and has the responsibility for the organisational, administrative, support and service matters related to Early Childhood Education and Care settings within the Catholic Diocese of Sandhurst.

Position Summary

The Human Resources (HR) advisor plays a pivotal role within SCECE&C Ltd, acting as a versatile and knowledgeable resource in various HR functions across the business.

Responsibilities include being the primary point of contact for HR inquiries, monitoring shared email inboxes, providing HR and advice, ensuring policy implementation, and staying compliant with legislative changes. Additionally, the incumbent will support safety culture, coordinate recruitment, and maintain personnel records.

Statement of commitment to Child Safety

We are committed to child safety. We want children to be safe, happy and empowered and have zero tolerance of child abuse. We understand our legal and moral obligations to treat all concerns seriously and to report allegations and concerns about a child/ren's safety and wellbeing to authorities.

We are committed to the cultural safety of all children including Aboriginal children, children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

Key Responsibilities

Human Resources advice and support	• Act as a primary point of contact regarding HR-related inquiries. • Monitor and respond to queries within shared email inboxes. • Provide HR advice, training and support as required including but not limited to employment contract support, • Provide guidance and support on matters such as conflict resolution, performance issues, disciplinary actions, and workplace accommodations. • Ensure that HR policies, procedures, and practices are effectively implemented and consistently applied. This includes assisting with policy development, communicating policy changes to employees, and providing training to managers and staff on HR-related topics. • Monitor legislative changes and ensure that employment and working conditions are compliant. • Provide guidance and support on the Performance Review process and professional learning plans for staff. • In conjunction with relevant managers and staff, provide support, coaching and advice with any employee grievances and/or complaints
Occupational Health and Safety	• Support a safety culture embracing, advocating for OH&S initiatives by actively driving and promoting the SCECE&C Ltd OH&S compliance requirements and improvements. • Support and implement OH&S policies, procedures, and documentation in collaboration leadership to ensure these policies comply with relevant local, state, and National regulations. • Support risk assessments and conduct regular on-site facility audits to ensure OH&S compliance. • Collaborate with facility management, staff, and other relevant parties to promote a culture of safety and continuous improvement across the SCECE&C Ltd group. • Communicate safety policies, procedures, and any relevant updates effectively to all relevant parties. • Prepare and manage return to work plans, including calculating and managing payments.
Recruitment, Onboarding and Orientation	• Coordinate the end-to-end recruitment process including advertising, candidate screening, interviewing, and onboarding and inducting new employees.

	• Collaborate with leadership to identify workforce staffing needs and attract qualified candidates to fill vacancies. • Facilitate the onboarding process for new employees, ensuring that they have the necessary information, resources, and support to transition smoothly into their roles. • Coordinate orientation sessions, assist with paperwork completion, and provide guidance to new employees on policies and procedures.
Record Management	• Ensure personnel and recruitment records are accurate and maintained accordance with best practice and legislative requirements. • Maintain systems and electronic filing systems for recording and storing information and documenting procedures in order to enable efficient retrieval of information as required. • Work collaboratively with other SCECE&C Ltd employees to communicate any new processes or the use of any new systems. • Make recommendations to modify and/or adapt existing processes to improve efficiency of recruitment and selection practices.
Legislative Compliance	• Understand all applicable awards, legislation and industrial agreements and ensure these are interpreted correctly and applied appropriately for SCECE&C Ltd. • Identify any legislative issues and or contraventions and escalate as required.
Reporting and Reviews	• Conduct classification and remuneration reviews and analysis as required, in support of the Chief. • Prepare reports, presentations, statistical analysis, and other documents as required or requested. • Undertake workplace investigations
Ad hoc projects	• Assist the chief and broader SCECE&C Ltd team to complete any ad hoc projects as required including initiatives in Recruitment, OH&S and ER. • Create and present information to SCECE&C Ltd services as required and requested.

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 SCECE&C Ltd Policies and Procedures

- It is expected that all employees 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 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.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have responsibility to supervise/lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure 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.
- Depending on the role some employees will be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training prior to commencing employment with SCECE&C Ltd.

Compliance with Child Safety Legislation

- We are 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 SCECE&C 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 or VIT registration. SCECE&C 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	• Bachelor of Management (Human Resources) or equivalent, or extensive experience in the HR field. • A current unrestricted Australian Drivers License. • National Police Record Check, or willingness to obtain prior to commencement.
	Knowledge and Experience	• Experience in Human Resources / OH&S. • Experience in employment contract generation. • Knowledge of OH&S legislation and compliance. • Understanding of industrial instruments including Modern Awards and Enterprise Agreements.

	Commitment to Catholic Education	• Demonstrated commitment to / understanding of Catholic Faith with an understanding and willingness to work within the Catholic ethos, traditions, and practises of the Diocese of Sandhurst.
	Commitment to Child Safety	• Willingness to undergo and provide a current and satisfactory National Police check and Working with Children's Check, Ability to demonstrate an understanding of appropriate behaviours when engaging with children.
	Skills and Attributes	• 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. • Proven ability to prioritise own workload and to use sound judgement, managing competing demands and delivering high quality outcomes. • Demonstrated high levels of attention to detail and organisational skills. • Demonstrated high level of communication skills. • Demonstrated ability to analyse and interpret data with the ability to produce a variety of reports on key findings and provide recommendations. • Demonstrated ability to identify, develop and improve effective process improvements.