

Procedures for applying for positions with the Catholic Education Office Ballarat (CEOB)

Position Title	OH&S Coordinator
Primary Objective	To contribute to the improvement of Occupational Health and Safety in Ballarat Diocesan Catholic schools and injury reduction.
Contract	Full-time ongoing
Salary Range	As per the Victorian Catholic Education Multi-Enterprise Agreement 2018, commensurate with relevant experience and qualifications. Access to salary packaging.
Starting Date	To be negotiated
Applications Close	February 17, 2019 at 4 pm

Applicants need to download the position description and an application form from <https://ceob.edu.au/employment/ceob-vacancies/>

Queries and applications may be directed to:

Mr Michael Trainor, Human Resources Manager
Phone: (03) 5337 7109

Email address for applications: hr@ceob.edu.au

Postal address for applications:

Mr Michael Trainor
PO Box 576
Ballarat Vic 3350



1. Position Description

Please see separate Position Description on the CEOB website for details of the role.

2. Key Selection Criteria

Applicants need to respond to the key selection criteria in their application.

1. Support the ethos, values and mission of Catholic education
2. Qualifications in Occupational Health and Safety
3. Demonstrated experience (5 + years), Occupational Health and Safety (OH&S) and WorkCover process and practices.
4. Demonstrated ability to develop and deliver training programs in OH&S and Return to Work.
5. Demonstrated organisational skills and the proven capacity lead projects for workplace safety.
6. Highly developed interpersonal and communications skills (written and oral).
7. Demonstrated ability to be able to work well with others in a team environment whilst also working autonomously and efficiently

It is required of the position that applicants have:

- A current Working with Children Check
- A current Driver's Licence.

3. Applying for this Position

The selection and appointment of CEOB staff are conducted according to the policy and procedures of the Diocese of Ballarat Catholic Education Limited (DOBCEL). CEOB personnel will seek to observe those procedures and your confidentiality at all times throughout the selection and appointment process.

We advise that:

- Your application will be acknowledged as soon as it is received.
- You will be informed of the progress of your application after short-listing.
- If selected for an interview, you will be contacted first by telephone and an email confirming this will follow.
- Applications of shortlisted candidates and reports from referees will be held until the end of the current year, at which time they will be destroyed.
- The application and reports from referees for the successful applicant will be held on file by the Catholic Education Office.

We ask that your application for this position observe the following procedures:

- The format for applications is:
 - Personal/cover letter
 - Application form obtained from the CEOB website
 - An evidence-based statement addressing the key selection criteria
 - Curriculum vitae

4. Diocesan Education Vision – informing partnerships

Our Vision

As partners in Catholic education and open to God's presence, we pursue fullness of life for all.

Our Mission

We journey towards this vision through:

- *Proclaiming and witnessing the Good News of Jesus Christ*
- *Ensuring quality learning that promotes excellence and fosters the authentic human development of all*
- *Living justly in the world, in relationship with each other and in harmony with God's creation*
- *Exploring, deepening and expressing our Catholic identity in diverse ways*
- *Enabling each one of us to reflect more fully in the image of God.*

5. Child Protection in the Ballarat Diocese

"The Catholic Diocese of Ballarat is committed to providing a safe and supportive environment for people of all ages, with special concern for children, young people and vulnerable adults." (Diocesan Professional Standards Policy Statement, 2014)

In schools in the Diocese of Ballarat, child safety policy and practices support a proactive role in the care, wellbeing and protection of children and young people, the provision of child safe environments and intervention procedures for responding to abuse and neglect.

Diocese of Ballarat Catholic Education Limited (DOBCEL) child protection policy and CEOB's Child Safety Code of Conduct is held at this <https://ceob.edu.au/publications/child-protection/>

6. CEOB Selection and Appointment of Staff

The Employer of staff in the Catholic Education Office Ballarat (CEOB) is Diocese of Ballarat Catholic Education Limited (DOBCEL).

The Director of Catholic Education is the responsible party in the matter of selection and appointment of CEOB staff. She seeks the recommendation of a selection panel, whenever feasible.

The facilitation of the selection process has been delegated to the Manager Office HR in liaison with the Team Leader.

Appointments are made by the Director of Catholic Education following a process of advertising, shortlisting, interviewing and recommendation by an appropriately constituted interview panel. Proceedings of the selection panel are confidential and no information gained from applicants shall be divulged to any person or organisation outside the manager of the process, the Director and the selection panel.

7. References

Applicants are asked to provide the names and contact details of three referees to be contacted. Referees should include your current employer or an appropriate representative of that employer (for example a current Team Leader).

The selection panel has an obligation to obtain as much credible information as possible about each of the candidates in order to make an informed recommendation. If further references are required, a member of the interview panel will contact you to discuss this.

In seeking information, confidentiality and sensitivity to the applicant's particular situation are carefully observed.

8. Employment Collection Notice

In applying for this position you will be providing the selection panel and the Catholic Education Office Ballarat (CEOB) with personal information. The CEOB can be contacted at 5 Lyons Street South, Ballarat. Phone: (03) 5337 7135.

1. If you provide the CEOB with personal information, for example, your name and address or information contained on your resume, this information will be collated in order to assess your application. If the personal information that is requested on the application form is not provided, the application cannot be considered.
2. Information concerning you may be collected from other parties. This will most commonly be those referees that you have nominated. The interview panel does reserve the right to contact other parties who may be able to assist the panel in its deliberations.
3. You agree that CEOB may store this information until the end of the current year.
4. You may seek access to any personal information that the CEOB holds if you are unsuccessful for the position. However, there will be occasions when access is denied. Such occasions would include those where access would have an unreasonable impact on the privacy of others.
5. The CEOB will not disclose information about you to a third party without your consent.
6. If you provide us with the personal information of others, i.e. contact numbers, we encourage you to inform them that you are disclosing this information to CEOB and why. This information will not be disclosed to third parties and may be stored until the end of the current year.

9. Interviews

Successful applicants will be notified of an interview date and time. For your planning, the interview date has been calendared for the week beginning **Monday 17 February, 2020**.