

Role Description

DIOCESE
OF
BALLARAT
CATHOLIC
EDUCATION
LIMITED



CATHOLIC EDUCATION BALLARAT

POSITION TITLE: Employee Relations Consultant
TEAM LEADER: Manager: Employee Relations
TEAM: People and Development
CLASSIFICATION: Education Officer
DATE: November 2024

Organisational Tradition and Context

Diocese of Ballarat Catholic Education Limited (DOBCEL) is a company limited by guarantee, created to govern 57 schools located across Western Victoria. DOBCEL and its administrative arm, Catholic Education Ballarat (CEB) work together to support the leadership of all Catholic Primary and Secondary schools, to promote Catholic identity, to deliver quality learning, provide effective stewardship and nurture respectful and trusting relationships with the community.

The Executive Director of Catholic Education Ballarat acts with a delegation from the Bishop of Ballarat to organise, administer, support and service all matters related to DOBCEL Schools and Catholic Education Ballarat.

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.

Role Purpose

This role works undertakes a range of duties, either autonomously or as part of a team to ensure P&D provides a high quality Employee Relations services to DOBCEL. Whilst it has key areas of focus, the role will also support the broader team in times of high workload or priorities.

This position has the following key focus areas:

- Employee Relations
- Injury Management and Return to Work Coordination (WHS)
- Compliance, Systems and Reporting
- Major/Minor Projects

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

Key Responsibilities

It is not the intention of this role description to limit the scope or accountabilities of the position but to highlight the most important aspects. The accountabilities described may be periodically altered in accordance with changing organisational needs and capabilities and classification.

Under the guidance of the Manager: Employee Relations (MER), the key responsibilities of the role are:-

Employee Relations

- Build positive and professional working relationships with a broad range of stakeholders to minimise risk of adverse outcomes related to employees and the workplace.
- In consultation with MER manage complaints and grievances.
- Provide accurate ER advice related to the correct application of industrial instruments, policies and procedures or other relevant legislation/regulations or guidelines as they relate to DOBCEL.
- Conduct onboarding and offboarding procedures for CEB staff and facilitate exit interviews, as required. Provide exit interview data to MER for discussion and or any actions required.
- Work professionally with unions and other stakeholders on matters to maintain a professional relationship so that effective outcomes are reached on behalf of DOBCEL.
- Assist schools effectively manage performance related matters as required through the preparation and provision of supporting documentation when required.
- Work with the ER Team to create and deliver training on Employee Relations matters to both Schools and CEB.

WHS & Injury Management and Return to Work

- Provide a positive and proactive return to work experience for injured workers by engaging with all stakeholders effectively.
- Support managers and principals through the provision of accurate advice and actions related to the injury management process.
- Undertake a range of administrative duties that promote effective and efficient outcomes for RTW activities and work health and safety such as incident reporting to Worksafe.
- Work with WHS Specialist on implementation of training initiatives.
- Undertake general duties associated with Workers Compensation and Injury Management.

Compliance, Systems and Reporting

- Lead initiatives that create effective systems of work to provide accurate information such as HR Dashboards, HR reports, Incident reporting.
- Ensure staff data and records are kept up to date.

Projects

- Take a lead role in the implementation of the Aurion Project as required. This will include being on the project team.
- Support Enterprise Agreement implementation as required, or requested by MER or ADP&D.
- Participate in other HR improvement projects as required or requested.

General

- Work collegiately with other team members to ensure all activities are completed as required. Support the broader P&D team with other duties during times of high workload, specific projects or absences.
- Undertake a range of general duties associated with the role to ensure the good and running of the department.
- Attend meetings as required, displaying a positive attitude and willingness to engage in activities and broader team goals.
- Take a proactive approach to maintaining professional development to ensure personal knowledge and capabilities remain well developed and contemporary.

Key Selection Criteria (Skills, Capabilities and qualifications)

To be successful in this role, the employee needs to demonstrate the following:

- Tertiary qualifications in Human Resources or a related discipline.
- Minimum 5 years in a generalist human resources professional role.
- Experience in managing return to work activities (preferred).
- Experience in HR Systems Administration (preferred).
- Demonstrated experience providing advice, coaching, and support to managers.
- Proven experience in providing a high level of customer service to both internal and external stakeholder.
- Contemporary knowledge of industrial and workplace relations, employment law, enterprise agreements and awards.
- Experience in proactively managing employee issues and grievances including investigations, reports.
- Well-developed problem-solving skills and ability to apply critical thinking to resolve issues.
- High developed interpersonal skills with the ability to influence and advocate successfully and work well with others.
- Previous experience completing projects successfully and on time.
- Able to work autonomously demonstrating excellent time management skills, ability to prioritise workload and meet deadlines.
- Highly developed communication skills both written and verbal.
- Well-developed ICT skills and experience with using general IT systems, data bases and HR programmes/software.

Clearances and other Essential Requirements

The following are requirements for this position:

- a commitment to work within and align to the DOBCEL Vision and Mission.
- National Police Check or be prepared to undergo this check.
- employee Working with Children Check (if not VIT registered) or be prepared to undergo this check
- current Victorian Driver's Licence.

Responsibilities of all Catholic Education Ballarat Employees

Safeguarding of Children and Young People

All DOBCEL employees must:

- conduct themselves in accordance with the DOBCEL Safeguarding Children and Young People Code of Conduct and the CECV Commitment to Child Safety.
- take all appropriate action to reasonably protect children and young people, including being aware of all mandatory reporting obligations.

Health and Safety

DOBCEL is committed to providing a work environment that is safe and free of risks to health.

To achieve this all employees must:

- take reasonable care for their own health and safety and the safety of others.
- provide all relevant information regarding any medical condition that may require Emergency Services to be called; or that could impact on their ability to perform their duties.
- not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace.
- report all hazards and incidents as required.

Partnering and Communication

All employees have a responsibility to demonstrate positive and effective communication.

To achieve this all employees must:

- promote a culture of partnering and collaboration.
- ensure appropriate and professional language is demonstrated in every interaction.
- provide timely support to maintain teamwork.
- maintain effective and professional relationships with all internal and external stakeholders.

Performance and Professional Development

All employees have a responsibility to undertake continuous professional development.

To achieve this all employees must:

- participate in regular team meetings as required.
- develop individual action and development plans, aligned to organisational and role priorities.
- participate in performance review processes as required.
- complete all mandatory training required as an employee of DOBCEL.
- comply with all expected professional expectations and codes of conduct as outlined by DOBCEL or the relevant regulatory and professional body.
- continuously update knowledge appropriate to the role.

Policy

- All employees are expected to comply with and demonstrate a positive commitment toward upholding all DOBCEL policies, procedures, and work instructions.