



CATHOLIC ARCHDIOCESE OF MELBOURNE

1. POSITION DESCRIPTION

Position Title:	Human Resources Partner (Catholic Diocese of Sandhurst)
Department:	Human Resources
Location:	East Melbourne / Sandhurst (Bendigo)
Employment Status:	Permanent, Full Time
Reports to:	Director, Human Resources, Catholic Archdiocese of Melbourne
Review date:	June 2024

2. POSITION PURPOSE

The Human Resources (HR) Partner works in a fast paced, high volume, front line position partnering with Clergy, Parish staff and volunteers to provide effective HR advice and quality HR services.

Reporting to the HR Director, the HR Partner works with guidance to deliver timely, accurate and informed services. The HR Partner maintains an in-depth understanding of the priorities of Catholic Diocese of Sandhurst (CDOS) to support the provision of relevant and constructive advice and support services. To ensure success, the HR Partner will build and maintain strong relationships with the leadership of CDOS which requires regular attendance in the Bendigo based office. While hybrid work arrangements are available the percentage split between office and remote is to be negotiated with CDOS leadership.

The position is a human resources generalist and requires an understanding of legislation, employee relations, and the design of people management processes to support the delivery of Parish and Mission services in the Sandhurst diocese. Key to enhancing Parish operations is the ability to adapt to and support implementation and utilisation of HR systems, consistent resources and automated processes.

The HR Partner acts proactively to lead and support regular and routine cyclical HR activities as well as responds to Parish needs adopting a professional, informed and principles-based approach.

3. ORGANISATIONAL DESCRIPTION

Presided over by the Archbishop of Melbourne, the Archdiocese comprises around 1.1 million Catholics, and is the largest Archdiocese in Australia with a wide variety of people, cultures and ministries, providing services and support including pastoral, educational, social welfare and administrative support to 207 parishes and over 333 schools.

The Catholic Diocese of Sandhurst grew to its present size of 40 parishes, 43 primary schools, 12 secondary schools and 3 specialist schools. The CDOS covers an area of 45,196 sq km and is home for 93,803 Catholics; 9,277 primary students, 8,707 secondary students, 55 priests, 50 religious sisters and 5 brothers.

This is achieved by pro-active engagement in the sharing of Mission; a reaching out in Gospel boldness; operating in an agile and responsive mindset; identifying and embracing what is fruit bearing in our works; understanding the outward focus and call of being missionary disciples; and being mindful of good stewarding in terms of time, talent and gifts.

4. KEY ACCOUNTABILITIES

Under the direction of the HR Director and in collaboration with the CDOS Leadership, undertake a range of chancery and parish employment activities, including but not limited to:

1. Develop and implement exemplary human resource and workplace management policies and practices in Sandhurst chancery and parishes to further the Church's mission.
2. Partner with diocesan leaders and parish priests to provide guidance in the recruitment, retention, formation and development to ensure mandatory compliance in line with legislation and regulations of parish employees and volunteers.
3. Provide high quality policy and practical interpretation and advice to parishes on a range of HR management and associated issues.
4. Develop and nurture partnerships through human resources to bridge the divide between management, parishes and employees
5. Consult regularly with clergy and provide guidance when appropriate
6. Mediate and resolve employee relations issues; conduct thorough and objective investigations when necessary
7. Ensure employment compliance with legal requirements pertinent to the day-to-day management of parish employees; collaborate with the legal department when necessary
8. Provide support to the Human Resources Director and Human Resources team including working closely with Payroll.
9. Work in collaboration with all internal CAM and Sandhurst teams supporting parishes to promote compliance with guidelines and policies of the diocese.
10. Support internal stakeholders to enhance the service provided to parishes
11. Development and management of a parish resource centre for CDOS
12. Drafting and updating position descriptions and policies as required
13. Other duties as required that support the HR team and outcomes to deliver on our strategies
14. Takes reasonable care to protect the health and safety of themselves, fellow staff and others in the workplace.

5. JOB COMPETENCIES

- Degree qualified in HR, ER or related field, or equivalent work experience
- An understanding of contemporary human resource management issues at both a conceptual and technical level
- Ability to analyse data and evaluate adequacy and effectiveness of HR policies and procedures
- Well-developed issue management and problem-solving skills
- Sound time-management skills and ability to prioritise, multi-task and work quickly and efficiently
- Good organisation skills including high level of attention to detail, quality and accuracy
- Ability to work collaboratively within and across departments, agencies, ministries and parishes of the Catholic Archdiocese of Melbourne and Diocese of Sandhurst.
- An understanding of parish operations and requirements
- Excellent computer skills, knowledge of Human Resources Systems and demonstrated skills in database management and record keeping
- A demonstrated aptitude for payroll
- National Police record and Working with Children Checks (essential)

6. PERSONAL COMPETENCIES

- Energetic and highly motivated with initiative and capacity to work in a team environment but also work with a minimum of supervision.
- Well-developed organisational skills with the ability to prioritise multiple assignments
- Strong oral and written communication skills and highly developed interpersonal skills
- Ability to use initiative, discretion, manage competing priorities and deadlines with an emphasis on accuracy and attention to detail
- Ability to work independently with opportunity to express creativity.
- A willingness and capacity to learn and grow in the role, to work with a spirit of generosity and make a positive contribution to the mission of the Church.
- Demonstrated ability to build rapport, trust and confidence with staff and clergy at all levels
- The ability to apply careful judgement, discretion and attention to detail to all tasks and interactions
- Ability to develop and maintain positive relationship with key staff and external providers
- High level of integrity, honest and confidentiality, with an awareness and appreciation of Catholic Social Teaching.
- A current driver license and the capacity to attend events outside of standard work hours from time to time.

9. OUR WORKPLACE VIRTUES

We are intentional in the way that we work, deliberate in observing the impact we have on others, and mindful to make decisions in alignment with our workplace virtues:

1. **Wisdom:** Blessed are those who see for wisdom, for they shall judge wisely.
2. **Integrity:** Blessed are those who act with integrity, they shall experience inner peace.
3. **Honesty:** Blessed are those who act honestly, they will be trusted by others.
4. **Compassion:** Blessed are those who show compassion, they will receive understanding in return.
5. **Sustainability:** Blessed are those who seek justice for the earth, their descendants shall flourish
6. **Forgiveness:** Blessed are those who are able to forgive, for they will be forgiven.
7. **Generosity:** Blessed are those who are generous, for they shall receive an eternal reward.
8. **Courage:** Blessed are those who have the courage of their convictions, for they are modern heroes and heroines.¹

7. POSITION DESCRIPTION ACKNOWLEDGEMENT

I have received, reviewed and fully understand the position description for HR Partner – Sandhurst. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____

Date _____

Employee Signature _____

¹ Adopted from M. Oliva SJ, *Beatitudes for the Workplace*, Canada, Novalis Publishing Inc., 2009