



CATHOLIC ARCHDIOCESE  
OF MELBOURNE

## Position Description

<b>Title:</b>	Human Resources Officer
<b>Department:</b>	Human Resources
<b>Location:</b>	East Melbourne
<b>Employment Status:</b>	Permanent, full time
<b>Reports to:</b>	Human Resources Director

### Position Purpose

As a member of the Human Resources (HR) team, the HR Officer plays a vital role in proactively managing HR administration. This includes creating and maintaining documentation and employee records, providing recruitment support, improving HR system functionality and developing HR procedures, while providing first level advice to employees and leaders. The HR Officer ensures confidential HR services that contribute to a productive and positive working environment that supports the HR function's overall strategy.

### Department Overview

Human Resources is committed to supporting the mission and strategic objectives of the Archdiocese by providing comprehensive HR services across the full employee lifecycle. The HR team works closely with key stakeholders, various departments, ministries, parishes and client groups, to ensure that the workforce is equipped, engaged, and supported to fulfil our mission. The HR function is central to maintaining a high standard of service, ensuring that our employees are engaged and experience a positive and effective workplace that is guided by the values of Catholic Social Teaching.

### Organisational Description

Presided over by the Archbishop of Melbourne, the Catholic Archdiocese of Melbourne (CAM) serves as the spiritual home for 1.1 million Catholics, making it the largest Archdiocese in Australia. Rooted in a rich tradition of faith, service, and community, the Archdiocese embraces a diverse and vibrant network of parishes, schools, ministries, and outreach programs, providing pastoral care, education, social welfare, and administrative support to the wider community.

Guided by the Archbishop's key priorities, the mission of the Archdiocese is to renew and strengthen parish life and faith communities, engage and inspire youth and young adults, support the formation of adults and families, and reform Church structures and operating reform. Our commitment is to foster a culture of renewal and missionary discipleship, ensuring that the Church remains a source of hope and transformation in an evolving world.

## Key Accountabilities

The HR Officer will be responsible for providing administrative support across the entire employee lifecycle to members of the HR team as required. As the entry point to HR, this role has accountability for providing accurate documentation, ensuring a positive employee experience and building the HR brand across our internal and external client groups.

Key areas of responsibility include:

- The production of employee documents such as offer letters, changes to terms and conditions, and other employee correspondence as required generated via the HRIS, Employment Hero.
- Assisting the Director, HR Partners, Recruitment and Payroll Officer with HR administrative tasks.
- The efficient management of HR queries via the [hadmin@cam.org.au](mailto:hadmin@cam.org.au) and [recruitment@cam.org.au](mailto:recruitment@cam.org.au) email boxes and attending to the HR central phone number, within established response times.
- Assisting HR Partners and Parishes with various elements of the recruitment and selection process; including posting job advertisements, publishing “vacant roles” within the Catholic network, candidate management, and sitting on the selection panel from time to time.
- Acting as the systems expert and primary administrator for Employment Hero, including proactively implementing platform improvements, template management, administering workflows, on-boarding and off-boarding of employees, managing employee access and updating employment changes.
- Managing the new starter and departing employee process to ensure people have a consistently positive experience both on arrival and departure of CAM. This includes liaising with payroll, facilities and IT, and other support teams.
- Ensuring full compliance with the Working with Children Checks Protocol, National Police Checks Policy and Rights to Work in Australia Checks (VEVO) and other regulatory requirements.
- Management and coordination of new employee induction processes and events including communication, presenters and the induction presentation.
- Coordination of HR events and staff lunches/celebrations as required.
- Support the broader HR team, including coverage for leave; workload support and other project initiatives to achieve the HR strategy.
- Working with payroll to distribute fortnightly journals to Parishes.
- The HR Director may require you to undertake other duties from time to time commensurate with your qualifications, knowledge, experience and ability.
- Takes reasonable care to protect the health and safety of themselves, fellow staff and others in the workplace.

## Job Competencies – (skills)

- An interest in Human Resources, demonstrated by relevant personal development or working towards a tertiary degree in Human Resources.
- Excellent computer literacy, including Microsoft 365 and proficiency in the use of HRIS platforms.
- An interest in understanding the place of technology in HR and being able to proactively suggest ideas to create efficiencies and improve user experience for the HR team and those we provide service to.
- An ability to understand and apply the principles of Industrial instruments such as the FairWork Act, National Employment Standards and various Awards.
- A commitment to impeccable service and quality levels (response times and attention to detail is key).
- Well-developed issue management and problem-solving skills.
- National Police record and Working with Children Checks (essential)

## Personal Competencies – (attributes)

- High level of integrity, honesty and confidentiality, with an awareness and appreciation of Catholic Social Teaching.
- Well-developed interpersonal skills, energy, motivation, initiative and capacity to work in a team environment with minimum supervision.
- Ability to work collaboratively within and across departments, agencies, ministries and parishes of the Catholic Archdiocese of Melbourne and its partners.
- Sound time-management skills and ability to prioritise.
- Excellent interpersonal, verbal and written communication skills.

## Key Selection Criteria

### Qualifications and Experience

- Tertiary qualification in Human Resources, Business, or a related field, or equivalent practical experience demonstrating a strong foundation in HR principles and best practices.
- Proven experience in supporting a Human Resources team across the entire employee lifecycle, including recruitment, onboarding, employee relations, HRIS management, compliance, and offboarding, ensuring seamless HR service delivery.

### HR Knowledge and Application

- Experience in interpreting and communicating HR policies and procedures in response to queries.
- National Employment Standards, Modern Awards, and relevant industrial instruments.
- Expertise in managing onboarding and offboarding processes, ensuring a smooth transition for new and separating employees.

### Technical and Systems Skills

- Proficient in HRIS platforms (e.g., Employment Hero).
- Excellent computer literacy, including Microsoft 365.
- Demonstrated ability to efficiently manage employee data, generate HR reports, and ensure smooth administrative processes.

### Communication and Interpersonal Skills

- Exceptional verbal and written communication skills with the ability to engage stakeholders of the organisation, including employees, leaders, and external partners.
- A high level of interpersonal skills, with the capacity to work collaboratively within the HR team and across the broader Archdiocesan network.

### Service Orientation and Time Management

- A commitment to service excellence, ensuring quick response times, attention to detail, and a positive experience for employees and stakeholders.
- Strong time-management skills, with the ability to prioritise tasks, manage competing demands, and handle confidential information with integrity.

### Cultural and Ethical Competence

- A genuine interest in human resources, commitment to continuous personal development, and a track record of acting with integrity, honesty and confidentiality in all aspects of the role.
- A demonstrated understanding of and commitment to the values of Catholic Social Teaching.

## Position Description Acknowledgement

By signing my contract, I acknowledge that I have received, reviewed and fully understand the position description for Human Resources Officer. 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: Click or tap here to enter text.

Date: Click or tap to enter a date.

Employee Signature: \_\_\_\_\_