

Advisor, People & Culture

Position Description

About Catholic Education Commission of Victoria (CECV)

CECV is the peak body for Catholic education in Victoria. Established in 1973 by the Archbishop of Melbourne and the Bishops of the Ballarat, Sale and Sandhurst dioceses, it plays a vital role in ensuring that every Catholic school in Victoria has a voice in state and national matters.

CECV receives and distributes funding from state and federal governments for Catholic schools, provides strategic leadership and planning, and ensures proper governance in Catholic education statewide.

It is responsible for sector leadership in education integrity and governance, and has a Memorandum of Understanding to act as a Review Body for Catholic schools with the Victorian Registration and Qualifications Authority (VRQA). As a Review Body, CECV supports, reviews, and monitors the compliance of Catholic schools with all registration, reporting and other requirements under relevant laws. It is committed to supporting Catholic Schools to ensure compliance as required.

CECV is currently engaged in a significant organisational redesign. The overriding objective of this process is to establish a robust and sustainable CECV for the future.

Why work with us

As the peak body for Catholic education in Victoria, CECV provides employees an opportunity to help shape the future of Catholic education across the state. The renewed CECV will offer flexible working, a central city office location, competitive remuneration with generous benefits (including tax-advantageous salary sacrifice options), and defined opportunities for career development and progression. These benefits combine with our commitment to work life balance and the support of an established employee assistance program to make CECV an employer of choice.

About the role

As Advisor People & Culture (P&C) you will be responsible for delivering core HR services and recruitment activities. You will also be at the forefront of providing support and assistance across a wide range of HR projects, helping to establish and run recruitment, training and HR administration.

Initially, you will report to the Transformation Office manager and work alongside the Transformation Office project team to support the recruitment and onboarding of CECV's staff. In addition to delivering core HR services and activities you will have the opportunity to work with a senior HR adviser to develop, improve and implement processes that span the entire end-to-end employee lifecycle.

Over time your role will become part of the established P&C/HR function with broader people and employee relations responsibilities. You will continue to have responsibility for delivering core HR services and opportunities to contribute to a range of HR-related projects.

As the ideal candidate, you thrive in a dynamic environment, are customer-focused, have great attention to detail, and an ability to develop and maintain administrative processes.

Position Title	Advisor, People & Culture
Reports to	Manager, Transformation Office
Location	Melbourne / East Melbourne
Option working from home	Hybrid role
Employment Type	1.0 FTE 6 months fixed term position, possibility to extend
Remuneration	65.000\$ - 80.000\$ + super

Key responsibilities of the role

- Work with managers to coordinate and facilitate end-to-end recruitment
- Effectively coordinate all documentation and onboarding for new employees
- Support the development, improvement, implementation and communication of people and culture policies, procedures, forms, templates and standard letters
- Review, establish and maintain effective administrative and personnel filing systems
- Maintain employee records, update people and culture databases, and prepare reports as required
- Assist the Manager, People & Employee Relations, and Manager, Transformation Office with any relevant projects

Key selection criteria

- **Self-management** – ability to work independently and maintain attention to detail while balancing a wide variety of responsibilities
- **Flexibility** – ability to work in a dynamic, fast paced environment, with an evolving role and changing priorities
- **Technology** – proficiency with Microsoft Office programs and willingness to learn and master human resource information systems and talent management systems
- **Relationships** – an ability to build constructive, professional relationships with people across the organisation, communicate clearly and maintain confidentiality
- **Service orientation** – ability to maintain focus on providing timely, accurate support and advice, maintain confidentiality, and build continuous improvement into the provided HR services
- **Expertise:** ability to interpret Enterprise Agreements, Workplace Agreements, Fair Work, and Industry Awards

Skills, qualifications, and pre-requisites

Qualifications	<ul style="list-style-type: none"> • Cert IV OR Bachelor's degree in Human Resources Management or related field (preferred)
Previous Experience/s	<ul style="list-style-type: none"> • 2+ years of experience in a generalist HR role • Prior project experience is advantageous

<p>Organisational values</p>	<p>A commitment to the organisational mission, vision and values of Integrity, Respect and Excellence and to the ethos, values, and mission of Catholic education, including alignment with CECV Child Safety standards.</p>
<p>Other requirements</p>	<ol style="list-style-type: none"> 1. An understanding of and commitment to the safety, wellbeing, and protection of children, requiring that you: <ol style="list-style-type: none"> a. Must hold and maintain a current Victorian Working with Children Check or be eligible to receive same upon joining the organisation. b. Alternative to holding a WWCC and NCHC, CECV will accept evidence and continued maintenance of a full and current Victorian Institute of Teaching (VIT) registration. 2. You must also undergo and receive a clear National Criminal History Check (NCHC) upon employment and during your employment with CECV. All employees are required not to have been charged with, nor found guilty of any offence which would be incompatible with employment with CECV. 3. A willingness to take reasonable care of your health and safety in the workplace and also the health and safety of others who may be affected by what you do or do not do.