

ROLE DESCRIPTION

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| Role title: | System Manager: People Services |
| Classification: | Non-agreement |
| Department: | People Services |
| Immediate Manager: | Executive Director (Pro Tem.) |
| Direct Reports | Manager: RWC, Manager: Employee Relations, Strategic Staffing Advisor (Pro Tem.) |

ROLE PURPOSE

The System Manager: People Services (SM: PS) has delegated responsibility to build and sustain productive, respectful and efficient employer-employee relationships at all levels within Catholic Education Tasmania (CET).

The SM: PS is accountable for leading the People Services team to deliver a range of human resources functions including recruitment and staffing, employee relations, volunteer management, child safety and risk, work health & safety and compliance (RWC).

The SM: PS will have a deep understanding of Catholic belief and practice and uphold Catholic principles by personal example, integrity and behaviour. The SM: PS will demonstrate strong communication skills, excellent conflict resolution and negotiation skills, and the proven ability to develop mutually respectful working relationships.

The SM: PC will actively advance the Tasmanian Catholic Educations Office (TCEO) mission to take Jesus Christ to the world by providing quality Catholic education that is:

- Christ-centred
- Student focussed
- Learning for life

ORGANISATION REQUIREMENTS

As a leader in Catholic Education Tasmania:

- You will promote and support the achievement of our distinctive Catholic educational mission
- You must uphold Catholic belief and practice in all the Employee's professional activities and refrain from expressing public opinions or engaging in public activity that, in the reasonable opinion of the Employer, would bring the Employer into disrepute
- You must be familiar with, have an understanding of, uphold and support the implementation of the Archbishop's Charter for Catholic Schools
- You are required to observe Catholic moral precepts, and implement the principles of natural justice and teamwork as you work within the CET school community and archdiocesan system

FUNCTIONS OF THE ROLE

The SM: PC will lead the People Services Team in their delivery of system-wide employee-related services which include:

Team Development

- To build within the PS team a tangible and visible culture of service
- Actively encourage and nurture team member initiatives and workflow innovation
- Provide leadership of the PS team by setting clear work objectives, assessing performance, providing feedback and development, and targeted coaching to build employee capability

Strategic Staffing and Recruitment

- Provide strategic direction and oversight of the employee lifecycle including strategic staffing matters, marketing, recruitment and selection, induction and redeployment of employees

Employee Relations

- Manage complex workplace people issues including, grievances, performance management, employee conduct, mediation, conflict resolution and other disciplinary matters
- Oversee the provision of effective and timely advice and the resolution of industrial matters and oversee the CET Enterprise Agreement strategy, system engagement and negotiations

Role Development

- Provide oversight of contracts of employment and contract variations
- Develop procedures and manage salary reclassification processes

Workplace Health and Safety

- Ensure that the organisation adopts sound risk management policies, procedures and practices across all functions and activities
- Work to mitigate Workers' Compensation liability and risk
- Ensure safety and compliance policies, procedures and practices are consistent with all statutory standards and regulations

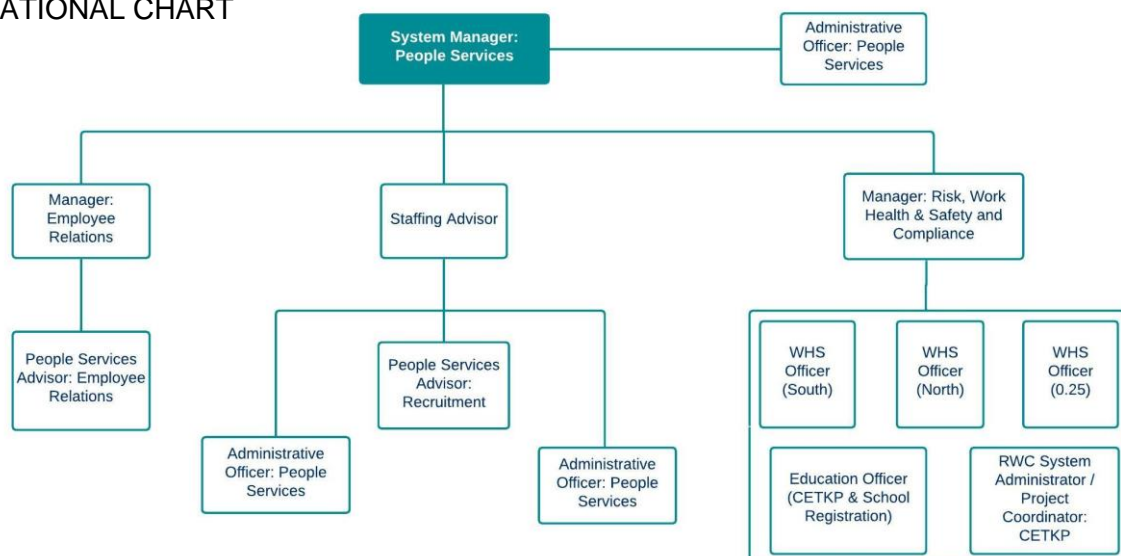
Child Safety

- Oversee and monitor compliance with CET's Child Safe policy and be the first point of contact for all Child Safety matters, mandatory reporting and managing child safety investigations

Collaboration with Payroll

- Collaborate in the records management function to ensure quality employee records management services are maintained to the highest standard
- On-boarding for employees

ORGANISATIONAL CHART



ROLE RELATIONSHIPS

| Internal | External |
|--|---|
| Executive Director | Archbishop |
| Deputy Executive Director | Principals and Business Managers |
| TCEO Leadership Team and Service Teams | CET Employees |
| CECT and Governance Boards | IEU Vic / Tas |
| TCEO Staff | Board of Teacher Registration Tasmania |
| Archdiocese of Hobart Senior Staff | External Service Providers |
| | Diocesan and State Catholic Education Commissions and Offices |

PERSONAL CAPABILITIES

- An in-depth understanding of and commitment to the mission and objectives of Catholic education
- High level of emotional maturity / intelligence and proven ability to effectively lead and manage a team
- Demonstrated experience providing strategic direction and leadership in matters relating to human resources, recruitment, employee relations and RWC
- Demonstrated higher-order critical thinking, problem solving and innovative approaches to employee related matters
- Exceptional communication and time management skills and the ability to develop and maintain effective professional relationships

EVIDENTIARY REQUIREMENTS

Qualifications and Registrations

Essential

- Tertiary qualifications in Human Resources, Industrial Relations or relevant field and extensive relevant experience
- Current and satisfactory National Police Check
- Valid Registration to Work with Vulnerable People
- Current Motor Vehicle Licence
- Accreditation A: Accreditation to Work in a Catholic School (or willingness to work towards)

Desirable

- Post-graduate qualifications in relevant field or extensive relevant experience
- Membership with the Australian Human Resources Institute (or similar)

Role Requirements

- Travel intrastate and interstate is required on a regular basis
- Frequent driving of a motor vehicle

ENVIRONMENTAL CONDITIONS AND PHYSICAL DEMANDS

The System Manager: People Services role is located in a busy, open area office and is subject to constant interruptions and frequent communications with others whilst undertaking tasks that require attention to detail and high levels of accuracy. The System Manager: People Services uses a variety of information and communications technology, office equipment and resources. The role will involve frequent sitting and standing and require fine motor and control skills, auditory and visual functions. Some lifting of supplies and materials may be required from time to time.

APPENDIX 1 - STANDARD ROLE REQUIREMENTS FOR ALL POSITIONS

Team effectiveness and collaboration

- Develop positive relationships and work collaboratively with colleagues and other members of the CET community to enhance student outcomes
- Maintain constructive and professional behaviour and respect for all persons at all times
- Maintain a positive attitude towards new and challenging ideas and approaches
- Attend, as required, meetings as convened by management and senior staff
- Respect and protect staff, student and family privacy and confidentiality

Personal effectiveness

- Demonstrate integrity and meet the standards of conduct expected within a Catholic organisation.
- Participate in goal-setting processes and respond to opportunities for growth to improve knowledge and practice
- Overcome obstacles and recover and learn from setbacks through self-development
- Participate in staff learning programs and attend appropriate professional learning (PL) opportunities when required
- Seek and apply constructive feedback from Line Manager/s to improve knowledge and practice

Resources and organisation

- Plan and organise workflow to accomplish established objectives
- Utilise software packages, including word processing, maintain email and electronic records and databases
- Use relevant office equipment including photocopiers, shredders and printers as required
- Use CET property, resources and technology in a proper and safe manner in accordance with appropriate standards, policies and procedures
- Consider the environment and minimise waste

Safety and compliance

- Exercise responsibility required in accordance with Work, Health and Safety legislation, including:
 - taking reasonable care of your own health and safety and that of other people who may be affected by your acts or omissions at the workplace
 - contributing to safe systems of work
 - promoting a culture of safety in the workplace
- Create a safe and welcoming learning environment for children and young people which is compliant with legislative and organisational Child Safe requirements
- Undertake relevant Catholic Education Accreditation requirements associated with the role
- Adhere to the requirements of the role in accordance with the professional standards expected of Catholic Education Tasmania and comply with all organisational policies, procedures, codes, guidelines and applicable laws