

HR ADVISOR

<p>REPORTS TO HR Business Partner</p>	
<p>ORGANISATIONAL SUMMARY The Diocese of Maitland-Newcastle serves the people of the Newcastle, Hunter and Manning regions which have a population of some 160,000 Catholics. Through its parishes, pastoral groups, and its agencies of Catholic Schools, CatholicCare, St Nicholas Early Education and other agencies the diocese provides faith, spiritual, pastoral, educational, social welfare, and community development. The Diocese employs approximately 3,500 staff across its parishes and agencies.</p>	
<p>VISION To live the joy of the Gospel and share it with the world.</p>	
<p>MISSION In 1992-93, the diocesan community resolved to embrace and promote Vatican II's understanding of the Church's mission contained in the following: <i>The Church, because it is the People of God and the Body of Christ enlivened by his Spirit, is called to be a sign and instrument of communion with God and of unity among all people (LG1). The Church exists to promote the Kingdom of God on earth (LG5). This it does by proclaiming Christ – the Good News of God's love for all people – and by working in the world for justice, peace and reconciliation. We are called to live out the commandment of Jesus: 'Love one another as I have loved you' (Jn 15:12).</i></p>	
<p>PRIMARY PURPOSE The purpose of this position is to provide quality advice and guidance to stakeholders across the Diocese alongside the HR Business Partners to add value to organisational operations. The incumbent commits to working within Work Health and Safety guidelines and Code of Conduct at all times whilst in the employ of the Catholic Diocese of Maitland-Newcastle.</p>	
<p>KEY ACCOUNTABILITIES</p>	
<p>KEY PERFORMANCE AREA Industrial and employee relations</p>	<p>KEY TASKS</p> <ul style="list-style-type: none"> • Provide support to HR Business Partners by managing low-level workplace investigations and providing IR assistance in more complex investigations • Act as a point of contact for and triage IR enquiries from Diocesan agencies • Assist HR Business Partners with disciplinary matters including collation of documentation and process management • Action and advise on IR provisions applicable under various industrial instruments and Fair Work provisions

	<ul style="list-style-type: none"> • Provide advice to stakeholders on IR and ER processes including performance management, leave management and employee provisions • Research and report on key IR issues relevant to Diocesan agencies • Act as a point of contact for the intake of employee grievances and other matters • Maintain a high level of professionalism and confidentiality at all times in regard to own personal brand and employee information
Generalist HR delivery and support	<ul style="list-style-type: none"> • Assist in the development and facilitation of training across Diocesan agencies (e.g. Fair Treatment training) • Assist with HR projects and initiatives as required • Coordinate monthly HRBP reporting • Analyse and provide proactive advice to stakeholders on key workforce reporting metrics • Assist HR Business Partners and HR Coordinator on generalist HR matters
<p>QUALIFICATIONS</p> <p>Essential</p> <ul style="list-style-type: none"> • Bachelor degree of Human Resources Management (or current enrolment in working towards) • Current Class C Driver's Licence • Working with Children Check • National Criminal History check clearance <p>Desirable</p> <ul style="list-style-type: none"> • Experience in delivering and/or developing training on HR matters 	
<p>SKILLS AND EXPERIENCE</p> <ul style="list-style-type: none"> • Experience in an entry level position in a HR generalist role with exposure to generalist HR matters • Strong interpersonal skills with the ability to explain matters to a broad range of stakeholders • Demonstrated ability to interpret industrial agreements and provide advice to stakeholders • Strong analytical skills and experience in reporting on key HR metrics to value add • Experience in managing employee relations matters across the employee lifecycle • Demonstrated ability to be flexible and meet deadlines in an environment with competing priorities • Demonstrated ability to use technology to add value to business operations • Demonstrated resilience and emotional intelligence • Demonstrated ability to maintain a high level of professionalism, confidentiality and discretion 	

KEY RELATIONSHIPS (EXAMPLES)	
INTERNAL	EXTERNAL
HR Business Partners	Regulatory bodies
HR Coordinator	Advisory bodies
Wider HR team	Training providers
Employees within agencies	Suppliers as required
<p>SUCCESSION PLANNING</p> <p>Positions which could succeed to this role:</p> <ul style="list-style-type: none"> • HR Coordinator • Talent Partner 	
<p>LEGISLATIVE AND RISK REQUIREMENTS</p> <p>Occupants must:</p> <ul style="list-style-type: none"> • Abide by the laws of the Commonwealth of Australia and NSW and the policies of the Catholic Diocese of Maitland-Newcastle. • Report, as soon as practicable to the Head of Human Resources, any criminal action taken against them, or civil action that may have an impact of the reputation of the Catholic Diocese of Maitland-Newcastle or may lead to a conflict of interest; • Take reasonable action to understand and familiarise himself/herself with the Catholic Diocese of Maitland-Newcastle's policies and procedures, including those relating to the expected Code of Conduct and confidentiality. • Not take advantage of their role at the Catholic Diocese of Maitland-Newcastle for personal gain; <p>Take responsibility for their own health, safety and wellbeing and that of other employees, clients, contractors and visitors in the Catholic Diocese of Maitland-Newcastle workplaces, understanding that all employees have a duty of care toward one another.</p>	
<p>EXPECTED EMPLOYEE BEHAVIOUR</p> <p>Employees must:</p> <ul style="list-style-type: none"> • Treat all people with respect, sensitivity, courtesy, understanding and compassion • Embrace diversity and difference in those they serve or with whom they work • Promote personal growth, ongoing professional development and develop both in themselves and others • Commit themselves to effective professional working relationships with colleagues and clients • Through the exhibition of justice and fairness in relationships and service, promote proper working conditions and also recognise when injustice, unfairness and abuse occurs in the workplace and respond appropriately • Exhibit transparency, accountability and act responsibly in the use of Church resources • Provide professional and competent service • Comply with relevant legislation and directives • Be mindful of privacy principles and manage information accordingly 	
Signature of Incumbent:	Date: Incumbent's Name:

Position Description Last Reviewed	Next Review is due on
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