

## HR COORDINATOR – BUSINESS PARTNERS

<b>REPORTS TO</b> HR Business Partner	
<b>ORGANISATIONAL SUMMARY</b> 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.	
<b>VISION</b> To live the joy of the Gospel and share it with the world.	
<b>MISSION</b> 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>	
<b>PRIMARY PURPOSE</b>  The purpose of this position is to provide administrative support to the HR Business Partner team with the overall objective of adding value to the HR team and organisations supported through the Shared Services model.  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.	
<b>KEY ACCOUNTABILITIES</b>	
<b>KEY PERFORMANCE AREA</b> Operational HR support and delivery	<b>KEY TASKS</b> <ul style="list-style-type: none"> <li>• Act as a contact for general HR enquiries and manage the intake of enquiries generated through the HRBP email inbox. Escalate matters where relevant.</li> <li>• Provide advice and guidance on leave provisions and HRBP process and policies</li> <li>• Administer a broad range of processes across the employee life cycle including parental leave processes, flexible working arrangements, study leave agreements and cessation of employment</li> <li>• Administer and review employee conditions including service length, pay progressions and reclassifications</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide administration support for investigations, including preparation and collation of witness statements as required as well as saving records on the records management system</li> <li>• Act as the primary contact for the student placement administration and coordination for all agencies</li> <li>• Assists in the development and facilitation of training as required (e.g. Fair treatment)</li> <li>• Provides administrative assistance with HR projects as required</li> <li>• Administers HR functions of the Human Resources Information System (once online)</li> <li>• Maintain a high level of professionalism and confidentiality at all times in regard to own personal brand and employee information</li> </ul>
<p><b>Administrative support</b></p>	<ul style="list-style-type: none"> <li>• Coordinates and administers HRBP team meetings</li> <li>• Coordinate the cycle of relevant training on behalf of the HRBP team (e.g. induction)</li> <li>• Provides administrative support to HRBP team including note taking and document collation</li> <li>• Assists in the administration of monthly reporting</li> </ul>
<p><b>QUALIFICATIONS</b></p> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Diploma of Human Resources Management or undergraduate in Business degree or other relevant degree with the view of a career in Human Resources</li> <li>• Current Class C Driver's Licence</li> <li>• Working with Children Check</li> <li>• National Criminal History check clearance</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Bachelor degree of Human Resources Management</li> <li>• Experience working within a HR team</li> </ul>	
<p><b>SKILLS AND EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>• Experience in an administrative role with a focus on excellent customer service delivery</li> <li>• Strong interpersonal skills with the ability to explain matters to a broad range of stakeholders</li> <li>• Demonstrated ability to be flexible and meet deadlines in an environment with competing priorities</li> <li>• Demonstrated ability to use technology to add value to business operations</li> <li>• Demonstrated resilience and emotional intelligence</li> <li>• Demonstrated ability to maintain a high level of professionalism, confidentiality and discretion</li> </ul>	
<p><b>KEY RELATIONSHIPS (EXAMPLES)</b></p>	

<b>INTERNAL</b>	<b>EXTERNAL</b>	
HR Business Partners	Regulatory bodies	
HR Advisor	Advisory bodies	
Wider HR team	Training providers	
Employees within agencies	Suppliers as required	
<p><b>SUCCESSION PLANNING</b></p> <p>Positions which could succeed to this role: Talent Support Officer or other administrative position within the diocese (with a view of a career in Human Resources).</p>		
<p><b>LEGISLATIVE AND RISK REQUIREMENTS</b></p> <p><b>Occupants must:</b></p> <ul style="list-style-type: none"> <li>• Abide by the laws of the Commonwealth of Australia and NSW and the policies of the Catholic Diocese of Maitland-Newcastle.</li> <li>• 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;</li> <li>• 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.</li> <li>• Not take advantage of their role at the Catholic Diocese of Maitland-Newcastle for personal gain;</li> </ul> <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><b>EXPECTED EMPLOYEE BEHAVIOUR</b></p> <p><b>Employees must:</b></p> <ul style="list-style-type: none"> <li>• Treat all people with respect, sensitivity, courtesy, understanding and compassion</li> <li>• Embrace diversity and difference in those they serve or with whom they work</li> <li>• Promote personal growth, ongoing professional development and develop both in themselves and others</li> <li>• Commit themselves to effective professional working relationships with colleagues and clients</li> <li>• 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</li> <li>• Exhibit transparency, accountability and act responsibly in the use of Church resources</li> <li>• Provide professional and competent service</li> <li>• Comply with relevant legislation and directives</li> <li>• Be mindful of privacy principles and manage information accordingly</li> </ul>		
Signature of Incumbent:	Date:	Incumbent's Name:
<b>Position Description Last Reviewed</b>		<b>Next Review is due on</b>

