

POSITION DESCRIPTION

POSITION TITLE:	Project Manager
SECTION:	Human Resources, Organisational Services
REPORTS TO:	Human Resources Manager
CLASSIFICATION:	Professional Officers' TCE03
AWARD:	Townsville Catholic Education Office Enterprise Agreement 2019-2023
LOCATION:	Townsville Catholic Education Office

OUR ORGANISATION

Townsville Catholic Education (TCE) supports 29 schools within the Diocese, located throughout a diverse region including urban and rural environments extending to Mount Isa to the west, Proserpine to the south and north to Ingham. TCE provides a diverse range of education choices including primary, secondary and Prep-to-Year 12. Each setting provides a high educational standard in a caring and a stimulating environment. The Diocese has a growing Indigenous education program and some of our schools offering both boarding and day-student facilities.

TCE employs in excess of 2,500 teaching, professional and ancillary/support employees to fulfil our mission of providing quality educational services through our Catholic school communities. A Catholic education involves much more than simply teaching the educational basics. It encourages students to embrace Catholic values and faith while providing them with an excellent education and diverse life experiences that will prepare them to be a contributing member of the community in their adult lives.

The proud reputation Catholic schools enjoy within the Diocese today is based on the strong tradition built by religious orders who found Catholic Education in the Townsville Diocese in 1872.

Please visit our website for additional information <https://www.tsv.catholic.edu.au/>

OUR SYSTEM VISION

"The promotion of the human person is the goal of the Catholic school"

THE CATHOLIC SCHOOL ON THE THRESHOLD OF THE THIRD MILLENNIUM, 1998

OUR VALUES

JESUS TEACHES US:

COMMUNITY

The greatest commandment Jesus teaches us is to Love God, Love others.

(John 13)

LOVE

Love is the core value of the Gospels.

(John 4:7-19)

PROMOTING LIFE IN ABUNDANCE

God wants us to live life to the full.

(John 10:10)

INCLUSION

God invites all to live in God's love, including those that might be excluded by society.

(Luke 19:1-10)

RECONCILIATION

Jesus' supreme act of love in dying on the cross reconciled humankind to God.

(Luke 15:11-32)

HOPE

We can all hope for the fullness of glory with God because God is faithful to His promises.

(Luke 24:33-35)

JUSTICE

Jesus lives the virtue of justice rendering to all of us a message of living for others even unto death.

(Matthew 23:31-46)

LIBERATION

God frees us from all evil if we trust in God and live our life in God.

(Luke 4:18-21)

COMPASSION

In Jesus' life of love we witness the compassion of God - his acts of mercy towards others.

(Luke 10:30-37)

ABOUT THE ROLE

Reporting directly to the Human Resources Manager, you will provide support across a broad range of human resources and payroll functions. You will contribute to manage effective development control and compliance of TCE employees. You will also have a key role in identifying continuous improvements as well as assisting with the roll-out of approved projects.

KEY ACCOUNTABILITIES

- Lead quality assurance projects related to TCE's Human Resources and Payroll function.
- Design implementation plans and conduct reviews of HR functions, including the delivery of any corrective actions.
- Liaise with internal and external stakeholders on TCE's behalf with professionalism and transparency.
- Interpret, apply and provide considered advice on the application of Enterprise Agreements, Policy and Legislation relating to the HR and payroll.
- Analyse complex data and provide results and remedial recommendations based on the outcome of analysis if any.
- Draft and deliver reports showcasing impeccable attention to detail, with high level communication skills (both oral and written).
- Exercise good judgement, particularly when making recommendations to decision makers
- Perform role with the highest regard to confidentiality and discretion
- Work collaboratively with other members of the HR team including payroll, to identify and implement performance improvement activities.

STATEMENT OF RESPONSIBILITY

The carriage of the role will always presume the role-holder's responsibility to act cognisant of, and in harmony with, the Mission and Purpose of Catholic Education and Catholic Education policies.

The employee will be expected to abide by the *Statement of Principles for Employment in Catholic schools*, the *Staff Code of Conduct* and other Diocesan guidelines.

Employees will maintain appropriate confidentiality, sensitivity and empathy in the execution and management of all matters.

Employees will demonstrate a willingness and acceptance to initiate and participate in relevant training and professional development opportunities.

Each employee is responsible for ensuring his/her health, safety and wellbeing and is expected to not willingly place at risk the health and safety of one's self or others.

Employees will:

- Adhere to Work Health and Safety instructions
- Promote a commitment to safe work practices
- Be familiar with workplace incident, hazard and accident reporting and emergency procedures
- Take reasonable action to avoid, eliminate or minimise risk and hazards
- Utilise personal protective equipment
- Participate in the development of a safe and healthy workplace
- Seek information and advice as necessary and comply with instructions.

ABOUT YOU

Experience

- Minimum of 5 years' experience in a Human Resource or Payroll position
- Experience with project management frameworks

Skills

- Demonstrated ability to interpret and apply the provisions of awards, legislation, guidelines, policy and procedure
- Exceptional administrative skills with the ability to maintain a commitment to compliance and integrity of processes
- Strong interpersonal skills including communication, negotiation and problem solving with capacity to interact effectively with a broad range of stakeholders.
- Ability to effectively manage conflict and change

Attributes

- Self-motivation with a can do attitude
- Ability to work under pressure and triage conflicting deadlines in a busy environment
- Capacity and willingness to work both effectively in a team and autonomously when required
- A commitment to diplomacy when dealing with matters of a sensitive and confidential nature
- Respect for the confidentiality of employee's personal information and records
- Ability to build rapport quickly and establish positive working relationships with school leaders throughout the Townsville Diocese.

Mandatory Criteria/Professional Registration/Other

- Minimum tertiary qualifications at Diploma level or equivalent qualifications/experience relevant to the position
- Minimum of 5 years' experience in a Human Resource or payroll function
- Intermediate to advance user of MS suite especially excel
- Current Driver's Licence
- Ability to travel from time to time within the Catholic Diocese of Townsville
- Ability to perform the physical requirements of the role in a safe manner.

It is a requirement of this role that you are fully vaccinated against COVID-19. Please note proof of vaccination (MyGov Medicare Vaccination Certificate or Medical Certificate) will be required as a pre-commencement document.

Desirable Criteria

- Certificate IV in Human Resources or higher
- Previous experience with iChris or other HR/payroll systems
- Professional membership or willing to attain membership with The Association of Payroll Specialists and/or Australian Payroll Association.

Some employees may be subject to pre-employment medical assessments during the selection process. Depending on the nature of the position, it may be necessary for successful applicants to be immunised against certain preventable diseases in order to minimise the risk of transmission.

HOW YOU WILL BE ASSESSED

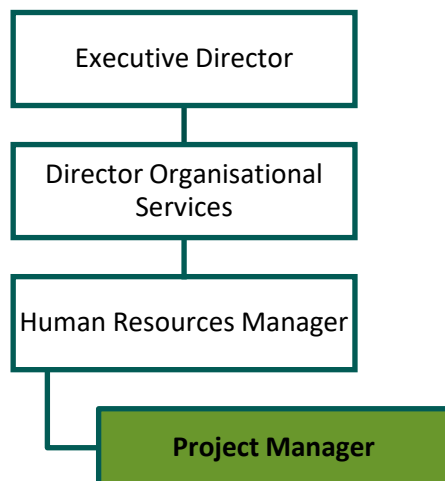
How we do things is as important as what we do, therefore you will be assessed on your ability to use your experience, knowledge, skills and competencies confidentially with good judgement and wisdom.

You will be assessed on your ability to demonstrate the following four capabilities – Personal, Professional, Relational and Organisational within context to the key accountabilities identified above.

Capabilities	
Personal	Professional – Knowledge and Understanding
Engages in self-reflection	Is aware and responsive
Gives witness to personal faith and commitment	Integrates a Catholic stance in area of responsibility
	Supports and engages change processes
Displays a sense of self-efficacy and personal identity	Demonstrates appropriate styles of decision making
Displays intuition as well as logic and reason	Inspires a collegial purpose and vision
Projects confidence, optimism and resilience	Supports efficient and robust structures and systems
Demonstrates honesty and integrity	Focuses on core outcomes and accountabilities
Demonstrates ethically responsible behaviours	Engages in workplace learning and relevant professional development
Is morally courageous	Operates with a commitment to sound educational focus
Demonstrates a commitment to personal spiritual growth	Operates with a spirit of service and professionalism
Displays imagination and vision	Develops moral purpose
Integrates work and personal life	Demonstrates capacity to provide professional support
Engages with the Catholic culture	
Is culturally sensitive	
Social and Interpersonal	Organisational
Is relationally adept	Gives priority to the Church's mission in education
Is emotionally mature	Engages in future thinking, aware of the big picture
Is guided by the spirit and teachings of the Gospel	Supports organisational capacity to respond to contemporary and future needs
Communicates with confidence	Avoids imposing old paradigms on new realities
Is authentically present	Supports a growth promoting workplace
Displays a trusting disposition	Exercises committed and ethical stewardship
Supports collaborative and productive working environments	Contributes to organisational sustainability
Engages in positive politics	Supports a sharing organisational culture that focuses energies and talents
	Operates in fidelity to Catholic social teaching and environmental responsibilities

REPORTING & OTHER RELATIONSHIPS

The Project Manager is accountable to the Human Resources Manager. The Project Manager consults and liaises with other TCEO personnel, Principals in schools, and other Diocesan staff/committees, where appropriate.



ACKNOWLEDGEMENT

I have read, understood and acknowledge the scope and responsibility of the position outlined in this position description.

Employee Name: _____

Signature: _____ **Date:** _____