

POSITION DESCRIPTION

GENERAL SECRETARIAT

POSITION TITLE:	Manager, People and Professional Development
REMUNERATION SCALE:	Grade 6
REPORTS TO:	Chief Operating Officer
FULL TIME EQUIVALENT:	1.0 – 0.7 FTE Ongoing
HOURS PER WEEK:	To be confirmed
LOCATION:	Braddon, ACT
AUTHORISED BY:	Chief Operating Officer
DATE:	14 th of February 2023

Primary Objectives

The Manager, People and Professional Development is responsible for embedding best practice employment relations practices and promoting a positive culture within the Australian Catholic Bishops Conference.

Major Accountabilities

Develop and implement employment and professional development strategies and initiatives aligned with the Conference's overall strategy.

Provision of expert advice in the areas of industrial relations and employee relations.

Promote a positive working environment for all employees.

Develop and maintain best practice employment relations policies, procedures, practices, guidelines and manuals for implementation by the Australian Catholic Bishops Conference.

Manage all stages of the employee lifecycle including recruitment and selection, onboarding, performance management and offboarding.

Manage the Conference's work health and safety systems.

Manage the Conference's Working with Children check register.

Support employee opportunities for professional development and managing the performance enhancement review process.

Serve as a chair or member on various committees or reference groups from time to time.

Financial management and accountability of department budget, including monthly analysis and reporting, budget forecasting and reconciliation.

Organisational Environment

The General Secretariat is mandated by the Australian Catholic Bishops Conference to provide executive support to the Permanent Committee, as well as provide back-office

Australian Catholic Bishops Conference
services to small to medium size Conference agencies and provide a coordination role of agency activities on behalf of Bishops Commissions.

The Manager, People and Professional Development is accountable to the Chief Operating Officer, Australian Catholic Bishops Conference for the efficient operation of the employment relations function.

Risk and Work Health and Safety

Observe safe work practices in accordance with training and instruction given and report any risk to your immediate supervisor. Risks arising in the workplace may be financial, site, task or person specific or related to safety.

Promote and implement work health and safety and risk mitigation processes within your workgroup.

Comply with Conference corporate work health and safety practices.

Identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring.

Participate in the consultative processes provided by the organisation.

Safeguarding

To the extent that it applies to this position:

Comply with best practice for safeguarding of children and adults at risk in accordance with established laws, standards and organisation procedures.

Promote and implement safeguarding training (including induction and ongoing training), safeguarding practices and record-keeping within the agency.

Key Communications

Chief Operating Officer: to obtain advice on general matters related to employment relations and on financial matters.

Conference Directors and Managers: for the provision of support across all matters relating to employment relations.

Finance Team: to obtain administrative support and payroll services.

Deputy General Secretary: to support the professional development of staff in the Secretariat

Accountability (Independence and Influence)

The Manager, People and Professional Development will act as the initial point of contact for all employment related enquiries and will make decisions regarding the day-to-day management of employment relations which fall within the scope of this position.

Australian Catholic Bishops Conference

The Manager, People and Professional Development will consult the Chief Operating Officer (and other Agency Heads) on issues which may require their specific expertise.

The Manager, People and Professional Development will refer all decisions that are outside established policies and procedures to the Chief Operating Officer.

The Manager, People and Professional Development will work with the Deputy General Secretary to support the professional development of staff in the Secretariat.

Job Environment

The position sets organisational objectives in consultation with the Chief Operating Officer and the General Secretariat and determines agency policies and strategies that have a service-wide effect.

Reasoning

The Manager, People and Professional Development will make all decisions about the day-to-day management of the employment relations function within established policies and procedures.

The Manager, People and Professional Development will consult with the Chief Operating Officer on matters outside of their experience and expertise.

The Manager, People and Professional Development will confer with the Chief Operating Officer and Financial Controller about all matters having a potential impact on the budget.

The Manager, People and Professional Development will refer all decisions about the management of projects that are outside the competency of the position to the Chief Operating Officer.

Challenges

Addressing a complex and broad range of issues from a diverse and geographically remote range of employees.

Knowledge, Skills and Experience

A tertiary qualification in human resource management, industrial relations or an associated discipline, including substantial experience in a similar role.

Substantial experience as a human resource / people and culture generalist (ideally 5+ years).

Extensive experience in employee relations matters and a strong working knowledge of legislation and best practice.

Excellent oral and written communication skills.

Strong competency in problem solving techniques and methodologies in a diverse and geographically vast employment environment.

Strong competency in the identification and analysis of issues and trends for policy development.

An understanding of and willingness to work within the mission and identity of the Catholic church.

Demonstrated experience in Microsoft Windows operating systems and Microsoft

Office software applications.

Position Impact

The Manager, People and Professional Development is responsible for an annual budget in the order of \$196,000

The role does not have direct responsibility for other employees.