1. **POSITION DESCRIPTION**

Position Title: HR Partner – Parish

Department: Human Resources

Location: East Melbourne

Employment Status: Permanent Full time – flexible options can be negotiated

Reports to: Director, Human Resources

Date: October 2024

1. **POSITION PURPOSE**

The HR Partner works in a fast paced, high volume, front line position partnering with Clergy, Parish staff and volunteers to provide effective HR advice and quality HR services.

Reporting to the Human Resources Director, the HR Partner works with guidance to deliver timely, accurate and informed services. The HR Partner maintains an in-depth understanding of the Parish renewal strategy to support the provision of relevant and constructive advice and support services.

The position is a generalist and requires an understanding of legislation, employee relations, and the design of people management processes to support the delivery of Parish and Mission services. Key to enhancing Parish operations is the ability to adapt to and support implementation and utilization of HR systems, consistent resources and automated processes.

The HR Partner acts proactively to lead and support regular and routine cyclical HR activities as well as responds to Parish needs adopting a professional, informed and principles-based approach.

1. **ORGANISATIONAL DESCRIPTION**

Presided over by the Archbishop of Melbourne, the Archdiocese comprises around 1.1 million Catholics, and is the largest Archdiocese in Australia with a wide variety of people, cultures and ministries, providing services and support including pastoral, educational, social welfare and administrative support to 207 parishes and over 333 schools.

Under the guidance of four key priorities outlined by the Archbishop, the works and activities of the Archdiocese are oriented towards a missionary focus to address the ongoing needs of: Local Communities; Families; Youth and Young Adults; and the Poor and the Broken.

This is achieved through a pro-active engagement in the sharing of Mission; a reaching out in Gospel boldness; operating in an agile and responsive mindset; identifying and embracing what is fruit bearing in our works; understanding the outward focus and call of being missionary disciples; and being mindful of good stewarding in terms of time, talent and gifts.

1. **KEY ACCOUNTABILITIES**

Under the direction of the HR Director, undertake a range of diocesan and parish employment activities, including but not limited to:

1. Develop and implement exemplary human resource and workplace management policies and practices in parishes which further the Church’s mission.
2. Guide Parish Priests in recruitment, retention, formation and development of parish employees and ensure mandatory compliance in line with legislation and regulations.
3. Provide high quality policy and practical advice to parishes on a range of HR management and associated issues.
4. Lead and support change management initiatives in parishes to meet organisational objectives, build capability and increase capacity.
5. Develop and nurture relationships in parishes to build engagement and high performing employees.
6. Mediate and resolve Parish employee relations issues; conduct thorough and objective investigations when necessary.
7. Ensure employment compliance with legal requirements pertinent to the day-to-day management of Parish employees; collaborate with the legal department when necessary.
8. Provide support to the Human Resources Director as required.
9. Work in collaboration with all internal CAM teams supporting Parishes to promote compliance with guidelines and policies of the Archdiocese.
10. Support internal stakeholders to enhance Stewardship service to Parishes.
11. Build and manage the Parish HR Resource Centre.
12. Drafting and updating position descriptions and policies as required.
13. Other duties as required that support the HR team and outcomes to deliver on our strategies
14. Takes reasonable care to protect the health and safety of themselves, fellow staff and others in the workplace.
15. **KEY SELECTION CRITERIA**
16. Degree qualified in HR, ER or related field, or equivalent work experience.
17. An understanding of contemporary human resource management issues at both a conceptual and technical level.
18. An understanding of Parish operations and requirements
19. Ability to use initiative, discretion, manage competing priorities and deadlines with an emphasis on accuracy and attention to detail.
20. Ability to analyse data and evaluate adequacy and effectiveness of HR policies and procedures.
21. Well-developed organisational skills with the ability to prioritise multiple assignments.
22. Strong oral and written communication skills and highly developed interpersonal skills.
23. Demonstrated ability to build rapport, trust and confidence with staff and Clergy at all levels.
24. The ability to apply careful judgement, discretion and attention to detail to all tasks and interactions.
25. Ability to develop and maintain positive relationship with key staff and external providers.
26. **JOB COMPETENCIES**
* A demonstrated aptitude for human resource management work generally.
* An understanding of contemporary human resource management issues and a willingness to further develop relevant knowledge and skills.
* Well-developed issue management and problem solving skills.
* Capability to coach parish priests and parish staff to achieve change management initiatives.
* Ability to work independently with opportunity to express creativity.
* Sound time-management skills and ability to prioritise.
* Ability to multi-task and work quickly and efficiently.
* Good organisation skills including high level of attention to detail, quality and accuracy.
* Ability to work collaboratively within and across departments, agencies, ministries and parishes of the Catholic Archdiocese of Melbourne.
* Excellent computer skills, knowledge of Human Resources Systems and demonstrated skills in database management and record keeping
* A demonstrated aptitude for payroll.
* National Police record and Working with Children Checks (essential)
1. **PERSONAL COMPETENCIES**
* Energetic and highly motivated with initiative and capacity to work in a team environment but also work with a minimum of supervision.
* A willingness and capacity to learn and grow in the role, to work with a spirit of generosity and make a positive contribution to the mission of the Church.
* High level of integrity, honest and confidentiality, with an awareness and appreciation of Catholic Social Teaching.
* A current driver license and the capacity to attend events outside of standard work hours from time to time.
1. **INTEGRITY IN OUR COMMON MISSION**
2. **POSITION DESCRIPTION ACKNOWLEDGEMENT**

I have received, reviewed and fully understand the position description for HR Partner – Parish. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_