

ROLE	HR Services Manager/ Workforce Manager
REPORTS TO	Head of HR, Risk & WHS
TEAM	HR, Risk WHS
DIRECT REPORTS	4
EMPLOYMENT TYPE	Full-time Permanent
LOCATION	Bathurst Office

PURPOSE OF THE ROLE

Reporting to the Head: HR, Risk and WHS, the role of the HR Services Manager/Workforce Manager is to provide a high level of human resource advice and lead a team of HR Services and Talent Acquisition Officers to deliver human resource transactional services and lead continuous improvement initiatives across Catholic Education Diocese of Bathurst and system of 33 schools.

CATHOLIC IDENTITY AND MISSION

- 1. Actively promotes the Vision and Mission of Catholic education in the Diocese by:**
 - Strengthening the role of Schools as instruments of evangelisation
 - Modelling the values inherent in Christ's teaching, with particular emphasis on the dignity of the individual
 - Building collaboration and stewardship in the leadership and management of the system of schools, recognising the complementary roles of pastors, parents and teachers in the ministry of Catholic education

KEY AREAS OF ACCOUNTABILITY

- 1. Provide a high level of human resource advice, and lead a team to deliver human resource services, including:**
 - a. Workforce Planning**
 - i. Manage HR Service & Talent Acquisition Team and develop capabilities of team members
 - ii. Transactional data provision to in-house payroll team and outsourced payroll provider
 - iii. Management of HRIS systems, employment contract management and high-volume roster changes.
 - iv. Analyse and report on workforce trends, staffing needs, skills shortages and performance data to provide insights and improve efficiency
 - v. Managing complex queries and complaints
 - vi. Provide advice to Head of HR, Risk & WHS regarding workforce availability and staffing models
 - vii. Input into policy and processes associated with human resource services
 - viii. Training and education of key stakeholders in human resource services
 - ix. Interpret and apply provisions of industrial instruments and CEDB policy

- b. Talent Acquisition & Recruitment**
 - i. Lead end-to-end recruitment and talent acquisition processes across the organisation including workforce metrics, recruitment, turnover, vacancy rates, and workforce demographics.
 - ii. Support graduate, scholarship, trainee, and early career workforce initiatives.
 - iii. Develop contemporary attraction strategies to source high-quality candidates.
 - iv. Build talent pipelines for critical and hard-to-fill positions.
 - v. Oversee recruitment systems, advertising, onboarding, and candidate experience.
 - vi. Ensure recruitment practices align with legislative, child protection, and organisational requirements.
 - vii. Partner with leaders to support effective selection and appointment processes.
 - viii. Promote employer branding initiatives to strengthen organisational reputation and workforce attraction
- 2. Undertake project and development work associated with the provision of HR, including:**
 - a. Review current HR processes to ensure efficiency, compliance, transparency, and maximise opportunities for automation.
 - b. Identify a range of metrics to monitor human resource service provision, with a view to continuous improvement and skill development of HR Services team members.
 - c. Identify opportunities for additional human resource services that align with the Catholic Education Diocese of Bathurst strategic direction.
- 3. Advise and Support Schools and the CEDB team**
 - a. With the CEDB staffing committee and support the Head of HR, Risk & WHS in lead the annual staffing process for schools
 - b. Manage staffing appointments to ensure schools remain within the staffing allocation and allocated budget
 - c. Support and advise Principals in regard to recruitment, staffing allocations and appointment processes
 - d. Review, develop and manage contract renewal processes for CEDB staff and school leaders
 - e. Review and develop induction and exit processes
- 4. Networking and Liaison**
 - a. Work closely with:
 - i. Members of the broader HR, Risk, WHS team;
 - ii. All members of the CEDB team office team and
 - iii. School Principals and managers across the system of schools
 - iv. Catholic agencies of the Diocese of Bathurst
 - v. Foster productive relationships with fellow team members, internal clients, internal stakeholders, and outsourced providers such as Empower and PageUp.
- 5. Other Duties**
 - a. Other duties as directed from time to time that are consistent with the experience required of, and qualifications required for the role

EXPERIENCE AND QUALIFICATIONS

Essential Criteria

- Diploma of Human Resources Management
- Hold a valid Working With Children Check (WWCC) for the duration of employment
- Membership of the Australian Human Resources Institute (AHRI)
- Experience managing a human resource information system

- 5 years experience in human resource management
- Proven ability to influence stakeholders
- Proven ability to have difficult conversations and provide timely feedback

Desirable Criteria

- Tertiary qualifications in Human Resources, Business, or a related field
- NSW Drivers License
- Membership of the NSW Industrial Relations Society
- Understanding of the Mercer Framework

Inherent Requirements and Work Environment

Compliance Checks

- Working with Children Check (WWCC)
- Referee checks, one of which must be your most recent employer

Work Environment

- Fast-paced office environment
- Occasional travel and overnight stays

Physical Demands

- Frequent keyboard use
- Frequent telephone use

Work Health and Safety

- Take reasonable care of your own health, wellbeing and safety
- Comply with CEDB, WHS, Injury Management and Wellbeing policies and systems, including statutory obligations, so far as you are reasonably able.
- Model a positive safety culture to maintain a safe work environment and encourage others to do the same.
- Report hazards in the workplace, assist with assessments and safety control implementation

I acknowledge that I have been provided a copy of this position description and understand the requirements of the role.

Sign here: