



Catholic Archdiocese of Adelaide

POSITION DESCRIPTION

POSITION TITLE	Human Resources Advisor
AGENCY/DEPARTMENT/ PARISH	Human Resources
TEAM	Human Resources
LOCATION	Diocesan Office
REPORTS TO	Manager, Human Resources
TENURE	Full-time

PRIMARY OBJECTIVE OF THIS POSITION

The Human Resources Advisor will contribute to the ongoing development, implementation, support and monitoring of the broad range of Human Resource support services for management, staff, clergy religious and Parishes, in accordance with the Archdiocesan Strategic Plan.

KEY WORKING RELATIONSHIPS

- Manager, Human Resources
- HR Advisor
- Diocesan Centre Managers and staff
- Parish Priests
- Parish staff

KEY RESPONSIBILITIES

- Provide high level support to the Manager in all aspects of the recruitment process. This includes preparation of position descriptions, screening of applications, background checks, participating as an Interview Panel Member or Chair of the Interview Panel.
- Provide advice and guidance to Managers and Parish Priests on all employee relation matters including performance and disciplinary issues, conflict resolution, policy interpretation, award interpretation and employment related legislation.
- Coordinate staff training for Diocesan employees. This includes overseeing the Peoplestreme modules and its ongoing administration.
- Review Contract terms and conditions.
- Update/monitor Diocesan Internal Portal.
- Coordinate the end of probation and annual performance and development review process.
- Conduct and monitor exit interviews and provide the Manager, Human Resources with regular reports and recommendations for any follow up action, if required.
- Coordinate the ongoing development and monitoring of Diocesan Policies and Procedures.

- Support and abide by the aims, objectives and policies of the Catholic Archdiocese of Adelaide.
- Maintain and protect the confidentiality of Archdiocesan information at all times.
- Undertake any other work requirements as requested by the Manager, Human Resources.

PERSON SPECIFICATION

- A commitment to the Catholic ethos
- Qualifications in Human Resources
- Demonstrated experience in a similar HR role
- A sound understanding of current employment legislation and industrial relations
- High level skills in policy review and implementation of policies
- Well-developed skills in problem solving and conflict resolution
- High level communication skills, both written and oral
- Excellent organizational skills and time management skills
- A working knowledge of Work Health and Safety legislation
- A flexible approach
- Advanced IT skills

OTHER CONDITIONS

- A current driver’s licence and access to own transport are essential.
- It is a requirement that a Working with Children Clearance of all staff is undertaken prior to employment and is updated regularly in accordance with Archdiocesan policy. Employment is conditional on a successful Working with Children Clearance.
- Abide by the provisions of the *Safeguarding Children and Young People Policy* and Best Practice Guidelines.
- Attend training in Child Safe Environments: Reporting Abuse and Neglect within three months of commencement.
- Contribute to the Archdiocese of Adelaide’s Work Health and Safety policies and programs by:
 - understanding employee rights and responsibilities under the Work Health and Safety Act 2012,
 - meeting the requirements of the Work Health and Safety policies and programs,
 - participating in Work Health and Safety training programs.
- During your employment you are required to observe all policies and procedures. These have been established to ensure that we meet the ethical, quality and industrial standards necessary for a high level of professionalism.

Print name	Signature	Date
EMPLOYEE:		
MANAGER:		