



# Catholic Education Office, Diocese of Sale

## Executive Manager: Industrial Relations/Human Resources

The Diocese of Sale covers the Gippsland area, with 36 primary and 7 secondary schools between Narre Warren in the West and Orbost in the East. These schools are served by the Catholic Education Office, Diocese of Sale (CEOSale) which is located at 6 Witton Street, Warragul, approximately 90-minutes' drive from the Melbourne CBD. The Office has a staff of approximately 60, who provide a wide range of leadership and support services to schools.

With the establishment of a new entity to operate and manage the schools, there is a requirement to establish a new senior executive role in Industrial Relations/Human Resources.

### Selection Criteria:

The successful applicant will be required to demonstrate:

- A commitment to the ethos, values and mission of Catholic Education.
- Awareness of and compliance with CEOSale *Child Protection and Safety Policy* and *Child Safety Code of Conduct*, and any other policies or procedures relating to child safety.
- Demonstrated senior experience working in Industrial Relations and Human Resources at an executive level.
- Well-developed interpersonal skills.
- Excellent communication skills.
- Demonstrated understanding of all aspects of the Industrial Relations/Human Resources functions, preferably in the education sector, as detailed in the duties including all statutory obligations.

### Tenure:

The appointment is full-time and ongoing.

Commencement date will be 13 November, or by negotiation.

### Salary and Benefits:

- The salary will be \$180,000+ (Negotiable).
- Four weeks' annual leave is provided.
- A vehicle is provided as part of this position.
- Salary packaging arrangements are available to staff of the Catholic Education Office, Diocese of Sale (CEOSale).

### Conditions of Employment:

- The appointment will be subject to a satisfactory National Police Record Check and Working with Children Check.
- Employment is conditional upon compliance with the CEOSale *Child Protection and Safety Policy* and *Child Safety Code of Conduct*, and any other policies or procedures relating to child safety.
- A current Victorian Driver's licence is required.

### Applications:

- Enquiries may be directed to Mr Paul Velten, Deputy Director, Business Services, (03) 5622 6681 or email [pvelten@ceosale.catholic.edu.au](mailto:pvelten@ceosale.catholic.edu.au)
- A Position Description, Application Form, Confidential Referee Assessment Form and other relevant information may be downloaded from the CEOSale website [www.ceosale.catholic.edu.au](http://www.ceosale.catholic.edu.au)
- Three confidential referee assessments are required.
- Please return the completed Application Form, together with your letter of application and a copy of your Curriculum Vitae by **Friday 15 September 2017**.

Applications should be marked to the attention of Mrs Bernie Myors – Executive Assistant to the Director and addressed to:

**Ms Maria Kirkwood**  
**Director of Catholic Education**  
**Catholic Education Office**  
**PO Box 322**  
**WARRAGUL VIC 3820**

Email: [director@ceosale.catholic.edu.au](mailto:director@ceosale.catholic.edu.au)

**Closing Date: Friday 15 September 2017**

*The Catholic Education Office Sale promotes the safety, wellbeing and inclusion of all children.*