



Chancery Office
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POSITION DESCRIPTION

People & Culture Adviser

Department	People & Culture
Reporting Line	Head People & Culture
Key Stakeholders	<ul style="list-style-type: none"> • People & Culture team; • Chancery Staff; • Parishes and Chaplaincy's within the Diocese; • Clergy; • Other Administrative Staff within Chancery; • Other agencies of the Diocese of Parramatta; and • Candidates.
Employment Type	Permanent Full Time
Location	Bethany Centre, Diocese of Parramatta
Employment Conditions	Award Free

ROLE PURPOSE

This position is responsible for establishing and maintaining a culture of collaboration, flexibility, innovation, relevance, responsiveness, and service excellence in relation to working with Chancery employees. This position will provide quality People & Culture services and support to Parishes and other Diocesan agencies and community, in alignment with the culture of the Diocese of Parramatta and Chancery Values. This position will partner closely with Parishes and agencies to build capacity, including providing and/or creating educational resources, tools, and training to empower them to reflect sound People & Culture practices.

Catholic Identity and Mission

As an employee with the Diocese of Parramatta, it is expected that in this role you will be supportive of and promote the mission and vision of the Catholic Church, including participating in staff liturgical and formation opportunities. Additionally, it is expected that during your work, you will promote and be driven by the Chancery values of Collaborate, Respect, Celebrate and Strive.

KEY ACCOUNTABILITIES

People & Culture Adviser Accountabilities

- Provide advice, guidance, and operational and procedural support for People & Culture practices for Parishes, other agencies and all Chancery as required.
- Payroll and Employee Benefits:
 - Implement the end-to-end Employment Innovations Outsourced Payroll Solution, including being the primary liaison for Payroll Partner;
 - Oversee the end-to-end payroll outsourced payroll management process in collaboration with Payroll Partner, including the complete processing and reporting requirements for the Diocese each pay run;
 - Send any pay adjustments to Payroll Partner (i.e.; terminations, salary changes, new



- starters, leave) for Payroll Partner to processes adjustments and calculate payroll;
- Review the payroll report including details on variances, from Payroll Partner then provides further adjustments or approval to Payroll Partner;
- Be point of contact for Chancery employees regarding first level pay queries and confidential assistance with regards to any queries about their pay advice;
- Maintain or create accurate and current personnel records; and
- Manage, coordinate, and educate Chancery employees about, Salary Sacrificing Package benefits.
- Work Health and Safety (WHS):
 - Manage WHS needs for all Chancery, Parishes and Diocesan agencies;
 - In consultation with the Head of People & Culture and the Manager People & Culture, manage active claims and return to work plans including reasonable adjustments where necessary;
 - Provide WHS audit support to Chancery and Parishes in collaboration with People & Culture Team;
 - Maintain robust WHS records;
 - Develop WHS training and associated resources and maintain training records;
 - Deliver WHS training to Chancery and Parishes;
 - Chair the Bethany Centre WHS Committee; and
 - Record, track, and analyse WHS metrics to drive insights and recommendations for policies, processes, and systems.
- Recruitment and Employment Contracts:
 - Assist with the recruitment and selection processes for Chancery vacancies and assist Parishes with recruitment in collaboration with Head People & Culture and the Manager People & Culture; This includes, updating position descriptions, drafting job advertisements and posting advertisements on relevant platforms, shortlisting and conducting interviews in collaboration with hiring managers, issuing contracts of employment;
 - Seek authorisation for new / renewed or varied employment contracts for new and existing employees;
 - Draft new / renewed or varied employment contracts for new and existing employees, in collaboration with the Manager People & Culture;
 - Conduct recruitment to standards of service KPIs: timeliness, quality of candidates, quality of standard for the overall process;
 - Curate a talent pool of quality candidates and associated candidate record system; and
 - Record, track, and analyse recruitment metrics to drive insights and recommendations for policies, processes, and systems.
- Build engagement and capacity (including creation of People & Culture kits and other resources) for Parishes and other agencies as required;
- Work in close collaboration with the People & Culture Administration Support with end-to-end employee lifecycle including coordination of new employee equipment and onboarding requirements including ensuring all personal details are captured correctly;
- Support People & Culture and other Diocesan teams with projects and initiatives where required;
- Maintain EAP and ensure managers/employee utilisation where applicable; and
- Engage in continuous learning and contribute positively to a collaborative and respectful team environment aligned with the Chancery values and culture of the Diocese of Parramatta.



ESSENTIAL REQUIREMENTS OF THE POSITION

Qualifications Licences and Competencies

- Tertiary Qualifications in HR, ER, Business or related field;
- Current Drivers Licence;
- Current Working with Children Check Clearance.

Skills and Experience

- Demonstrated minimum 5 years' experience in a generalist People & Culture role with the ability to resolve issues effectively;
- A thorough understanding of the Catholic Church, its mission, and its unique challenges and opportunities;
- Ability to interact effectively with multiple and diverse stakeholders;
- Ability to build and maintain relationships and work confidently with people at all levels;
- Sound understanding in employment regulatory frameworks, interpreting enterprise agreements, employee conditions of employment, and other industrial instruments;
- High level communication skills (written and oral);
- Proven track record in the positively designing and implementing change management processes;
- Demonstrated understanding of change management and ability to personally adapt to a changing environment;
- Experience in developing and conducting training;
- Excellent record management skills;
- Demonstrated experience in conflict resolution and negotiations that require high level communication and planning to achieve successful outcomes;
- Sound knowledge and practical application of legislative requirements and regulations relevant to the position;
- Interpersonal skills, to positively build effective working relationships, drive engagement, motivate staff and influence culture;
- Substantial time management and organisational skills with the ability to work to tight deadlines and deliver under pressure;
- Demonstrated focus on outcomes and emphasis on exceeding customer/client expectations;
- Significant commitment to client services and accountability for their performance;
- Ability to operate with discretion and maintain strict confidentiality; and
- Demonstrated knowledge and skills across MS Office Suite (Outlook, Word, Excel, PowerPoint, Publisher).

The Diocese of Parramatta is a modern working environment that requires the agility of staff to respond to the changing needs of our communities. The Diocese may amend the duties and responsibilities of staff in accordance with changing circumstances and business needs.

The Diocese of Parramatta is a child safe organisation and is committed to providing child safe communities that recognise and uphold the dignity and rights of all children, young people, and vulnerable adults.

The Diocese of Parramatta is respectful and accepting of individual differences and is committed to embracing diversity and treating all people with dignity. In all that we do in the course of our work, the Diocese of Parramatta acknowledges the traditional custodians of the lands in which the Diocese of Parramatta sits, the land of the Darug and Gundungurra people.



Acceptance

I, _____, have read and understood the expectations as set out in this position description.

Signature of Employee

Signature of Witness

Name of Employee

Name of Witness

Date

Date

Chancery Values



**Grounded in the Gospel values,
we are Ambassadors of Christ.**



The Parramatta Way of Safeguarding is to...



Act with Justice, and state that we have a zero tolerance for any form of abuse or harm to children or any person

Act with justice and ensure that laws and obligations are upheld, and safety is paramount

And it is to

Love tenderly, as we accept all who come to the Diocese of Parramatta from all walks of life, cultures, and abilities

Love tenderly, as we accept any person for who they are and where they are at in their lives

Love tenderly, as we look after and prioritise children and care for those who may be in a difficult situation or at risk of harm for whatever reason

Love tenderly, as we are servants of the Church, and our role is to walk beside you and support you

And acknowledge

The traditional custodians of the land in which the Diocese of Parramatta sits - the Darug and Gundungurra people

The lifelong trauma of abuse victims and those failures of the Church to protect children and all adults at risk

The diversity of many cultural groups that reside in Parramatta creating a kaleidoscope of diversity and beliefs that are valued and respected

And celebrate the talents and gifts of the community and families of all abilities

And promote

The principles of Catholic social teaching of dignity, respect, association, participation, support for the vulnerable, solidarity, stewardship, subsidiarity, equality and the principle of the common good.

*"This is what the Lord asks of you: only this, to act justly, to love tenderly and to walk humbly with your God."
(Micah 6:8)*

