



Diocese of Toowoomba

Catholic Education Office

Team Leader – Human Resources

- Strategic Human Resource Management
- Member of the Senior Leadership Team
- Top level remuneration and working conditions
- Toowoomba location

A significant opportunity

Toowoomba Catholic Education Office employs a large and diverse workforce to manage the operations of its 32 schools and colleges in south-west Queensland. In an era of progress, its strategic human resources function is intent on being at the forefront of contemporary policy and practice in workforce planning and development, staffing and movement and Industrial Relations. This places the Team Leader – Human Resources position, as part of the Senior Leadership team, very much in focus as the architect of well-constructed workforce strategies, solutions and systems that are geared towards current and evolving people and organisational needs.

A substantial professional

Your considerable background in HR management (10 years ideally) will be a real plus in providing support and guidance to business leaders in the delivery of a people strategy that is adaptive to an organisation undergoing change. Building reliance on the HR function as a trusted partner will require clarity, purpose and credibility in the advice provided and the quality and standards of service delivered. From developing capability to attraction and retention of staff, performance management, reward or change programs, you will have a finger on the pulse of everyday operations through the integration of robust and compliant HR policies and processes that will improve service consistency across multiple sites. Your team of HR and payroll staff will welcome your collaborative and developmental leadership style in achieving this outcome.

Important aspects for consideration in the selection process:

- A true understanding of what “HR best practice” looks like, with previous hands-on experience of change management and cultural development
- Rock solid IR skills to handle enterprise negotiation and broader employee relations issues
- Strong skills in overseeing budgets, payroll, HRIS, RTW and knowledge-sharing intranet systems, administrative processes and records management

This is an exciting time for a driven and enthusiastic senior professional to lead the HR charter at Toowoomba Catholic Office Education. If you have the qualifications and runs on the board to steer a clear course of continuous improvement in strategic HR management, please send your application (suitability profile and CV) directly to apply@blueskycareers.com.au. For more information or a fuller Position Description, speak to Roisin Duffy on 07 3229 5981. Job ref: 1576.