HUMAN RESOURCES OFFICER

Recruitment & Training

Catholic Schools Office Lismore are recruiting for a Human Resources Officer who will be responsible for providing the end to end recruitment to support Parish School Communities and other CSO staff as well as assist the human resources function in the development and training of leaders in school communities.

This is a very important role within the organisation as you will be responsible for the advertising, selection and recruitment processes including testing and referencing of applicants. You will play a key role in the development and delivery of core managerial skills as well as the ongoing development and delivery of the on-boarding and induction process for CSO.

We will call upon your previous experience in HR to be able to define roles and responsibilities as well as update policies and procedures for employment and your experience in the delivery of training programs. You must be also able to incorporate this with the teachings of the Catholic Church including the Church's mission.

Criteria:

- Tertiary qualifications in Human Resources Management or other qualifications which are considered equivalent.
- Minimum of 5 years in Human Resources Management role with at least 2 years as a recruitment specialist is desirable.
- Some experience in developing and delivering training programs.
- Ability to effectively undertake the on-going review, development and implementation of appropriate Human Resources policies and procedures.
- Knowledge of freedom of information and privacy legislation, and any other legislation likely to impact on the operation of the function and recruitment activity.
- Highly developed skills in oral, written and interpersonal communication.
- Demonstrated adherence to the teachings of the Catholic Church by conduct and lifestyle, including witness to the Church's mission.

To apply for this position go to:

www.catholicschoolsoffice.recruitmenthub.com.au

Job reference code: 1849741