

Position Description

POSITION DETAILS

Position Title	Head of People Processes & Systems
Functional Unit	People & Culture
Nominated Supervisor	Chief People Officer
Relevant Industrial Instrument	Common Law
Date of Review	22 June 2026

DIOCESE OF SALE CATHOLIC EDUCATION LTD

The Diocese of Sale Catholic Education Limited (DOSCEL) is committed to the mission of the Catholic Church through the provision of high-quality, inclusive education across Catholic primary and secondary schools in the Diocese of Sale. Guided by Gospel values, DOSCEL supports school communities to nurture students academically, spiritually, socially, and emotionally, fostering a love of learning and a deep sense of belonging.

DOSCEL exists to enable vibrant, faith-filled communities of learning, where students are empowered to thrive and reach their full potential. Through leadership, collaboration, and stewardship, DOSCEL ensures that all schools are supported to deliver excellence in teaching, uphold Catholic identity, and respond to the diverse needs of their communities.

OUR VALUES

Integrity – We dialogue, discern, and journey together; embracing difference, inviting contribution, respecting the dignity of the individual and showing empathy as we harness the power of our collective contribution.

Inclusion - We uphold honesty, transparency and ethical behaviour in all our practice. We are committed to meeting our obligations to relevant educational authorities and to being principled in our decision-making, fostering trust and respect within the broader educational community.

Excellence - We constantly aspire to and move toward a better place, leading change in the world with hope, courage and compassion.

POSITION PURPOSE

The Head of People Processes & Systems is responsible for leading the mapping, maintenance, optimisation, redesign, and implementation of people processes and systems across talent acquisition, employee services, workforce planning, and DOSCEL Office payroll functions. The role works collaboratively across teams and stakeholders to ensure people processes and systems are efficient, integrated, compliant, and aligned with organisational objectives.

Leading a multidisciplinary team, the incumbent is accountable for maintaining and continuously improving people processes and systems, ensuring compliance with legislative and regulatory requirements, enhancing service delivery, and driving innovation, data integrity, and operational excellence across the employee lifecycle.

POSITION RESPONSIBILITIES

Leadership and Project Team Management

- Provide visionary leadership to the talent acquisition, employee services and DOSCEL Office payroll teams, ensuring alignment with DOSCEL goals and fostering a culture of mission centred collaboration, innovation, and continuous improvement.
- Implement effective coaching and development strategies to enhance team performance and cultivate a high-performance mission aligned culture.
- Oversee and support relevant divisional and business projects, ensuring alignment with the broader workforce strategy.
- Map internal processes and procedures, identifying opportunities for optimisation, and set benchmarks and metrics for recruitment campaigns and project outcomes.

Remuneration and Benefits Management

- Develop, implement, and optimise a comprehensive remuneration framework that aligns with our DOSCEL Enterprise Bargaining Agreement (EBA) descriptors and organisational design objectives.
- Oversee the accurate and timely management of salary reviews, allowances, and executive compensation, providing analytical insights on remuneration best practices and models.

Workforce Strategy

- Formulate and execute a robust workforce acquisition and growth strategy aligned with DOSCEL values and goals, encompassing initiatives to attract, retain, and develop a diverse and high-performing workforce.
- Lead recruitment campaigns, prioritising candidate experience and strategic sourcing.
- Streamline recruitment and assess viability of options for efficiency and cost effectiveness.
- Drive continuous improvement in talent acquisition (recruitment) processes and maintain a pipeline of top talent.

- Conduct regular compliance audits to address gaps and ensure adherence to employment laws.
- Develop a streamlined employee services process for efficiency and compliance ensuring a seamless employee experience from pre-hire to payroll onboarding.
- Manage visa and associated processes for recruitment of talent in international arenas if required.

People Systems Integration and Reporting

- Assess the current state of Human Capital Management (HCM) systems and recommend future paths for alignment and integration as a part of the Information Systems (IS) review.
- Lead the seamless integration of HCM systems, ensuring data accuracy and efficiency in organisational structures and interfaces.
- Generate timely and accurate reports, including statutory reporting and people metrics, through collaborative efforts with stakeholders.

Stakeholder Engagement & Collaboration

- Build and maintain collaborative relationships with internal and external stakeholders, providing regular updates on project statuses and workforce initiatives.
- Ensure effective communication channels, fostering stakeholder satisfaction and engagement through transparent and timely communication.
- Establish and maintain trusted partnerships with external providers and organisations, ensuring collaborative approaches that align with broader goals.

Continuous Improvement

- Cultivate a culture of continuous improvement within People & Culture teams, encouraging the identification and implementation of opportunities for process optimisation, automation, and efficiency.
- Stay up to date with HCM technology trends to enhance service delivery and drive innovation.

Training and Development

- Develop and implement comprehensive training programs on processes and systems for People & Culture teams, ensuring ongoing capability uplift and skill development aligned with evolving business needs.
- Foster a learning culture to enhance team competencies and ensure alignment with organisational goals.

Risk Management

- Identify and manage emerging risks related to talent acquisition, employee services and remuneration.
- Implement controls and governance measures to mitigate risks, conduct regular risk assessments and collaborate with relevant teams to address potential issues effectively.

Occupational Health and Safety

- Comply with DOSCEL OHS policies and procedures.

- Take reasonable care for personal health and safety.
- Report hazards, incidents, and near misses promptly.
- Support a culture of safety and wellbeing across DOSCEL workplaces.

SKILLS AND EXPERIENCE

Key Selection Criteria

- A commitment to the ethos, values and mission of Catholic education.
- A commitment to Child Safety.
- Demonstrated experience in successfully leading and managing multidisciplinary talent acquisition, employee services and payroll teams, fostering a high-performance culture, and providing effective coaching and guidance.
- Strong leadership experience with the ability to engage, partner and influence stakeholders at all levels, leading a transformation agenda in a change environment.
- Demonstrated experience in maintaining high levels of compliance with employment laws, industry regulations, child safe environments and internal processes, and ability to identify and manage emerging risks, implement controls, and conduct audits to ensure compliance.
- Proven expertise in driving successful talent acquisition initiatives, including recruitment campaigns, strategic sourcing, and the ability to attract, develop, and retain top talent in a competitive market.
- Extensive experience in remuneration and benefits management, including the development and implementation of remuneration frameworks, executive compensation, and the ability to provide analytical advice on best practices.
- Strong proficiency in HCM systems integration, managing people metrics, dashboards, and compliance with statutory reporting requirements, with a track record of ensuring accurate and timely reporting.
- Demonstrated experience in maintaining high levels of compliance with employment laws, industry regulations, child safe environments and internal processes, and ability to identify and manage emerging risks, implement controls, and conduct audits to ensure compliance.
- Proven ability to develop and implement comprehensive workforce strategies aligned with organisational objectives, showcasing strategic thinking, and ensuring a sustainable and adaptable workforce model.

Desirable

- Relevant tertiary qualifications in Human Resources field or related discipline.
- Experience in education, health, or faith based for purpose (not-for-profit) sectors.
- Mercer job evaluation accredited.

CHILD SAFETY STATEMENT

DOSCEL is deeply committed to ensuring the care, safety, and wellbeing of all children and young people in Catholic schools. We recognise our responsibility to provide a safe, inclusive, and nurturing environment where every child can learn, grow, and thrive.

Successful applicants will be subject to child safety screening processes and must hold or be willing to obtain a current Working with Children Check and relevant police check as a condition of employment.