



Support Services Coordinator

Purpose of the Role

The Support Services Coordinator will develop and implement human resources strategies and initiatives and other logistical support aligned with the Operational Plans of Callan Services National Unit (CSNU) and The Strategic Plan for The Network of Callan Services for Persons with Disabilities. This will be done in collaboration with the Director of Program and others within the CSNU Leadership Group.

The role will bridge management and employee relations by addressing disputes, concerns and creative initiatives surfaced by staff members and coordinate the recruitment and selection process and the development and management of a staff professional development strategy.

The role will also develop and implement other strategies to provide to provide the support needed by those implementing programs.

Responsibilities

Mission

Develop an understanding of the values, philosophy and mission of the Catholic Church and Edmund Rice Ministries within the Christian Brothers Oceania Province, and a readiness to build the services of Callan Services National Unit (CSNU) on these foundations.

Develop and foster an organisational culture by working collaboratively with others within Callan Services National Unit on and for programs that reach out directly or indirectly to persons with disabilities and others on the margins of society. This will be done in a way that protects and promotes respect of human dignity and rights, provides equality of opportunity, reflects cultural and ethnic diversity and contributes towards empowering and enabling these people to reach their full potential.

Scope of the Position

The role of the Support Services Coordinator involves delivering human resources services for all staff positions within CSNU. In due course the Human Resources Coordinator will also contribute to further coordination of the professional development of officers of other institutions within The Network of Callan Services for Persons with Disabilities.

The other aspects of the role apply to the implementation of the program of CSNU only.

Service Delivery

HR & Support Services

- Development and implementation of a Human Resources Policy with appropriate guidelines and strategies, that is aligned with CSNU Operational Plans, the Strategic Plan of The Network of Callan Services for Persons with Disabilities and that ensures compliance with statutory legislation and all other CSNU Policies
- Developing and implementing a process for the strengthening of management and employee relations by transparently addressing challenges and possibilities that surface between management and all other staff members
- Coordinating the recruitment and selection process within the guidelines established within the Human Resources Policy
- Working with Spiritual Formation Officers, the CSNU Leadership Group and the total staff to develop a positive working environment that reflects the values of CSNU
- Developing and managing a performance appraisal system that supports staff members to provide a highly professional level based on the Statement of Purpose of The Network of Callan Services
- Implementing a continuous assessment of training needs of all staff members and working with the CSNU Leadership Group to implement training and monitoring processes that develop the knowledge, skills, attitudes and motivation of all staff members in a way that is aligned with Operational Plans of CSNU
- Working with the CSNU Leadership Group to regularly review and establish the most critical areas of need for support services to support program implementation
- Developing and implementing responses to the support service needs and evaluating the impact of the responses
- Reporting to CSNU management as required with appropriate narrative and data and with recommendations as requested

Asset Management

- Development of an assets register for all past and future acquisitions by CSNU, disaggregated by funding source and type.
- Develop & manage the assets with respect to risk, cost control, governance, compliance, and performance objectives.
- Assist the Business Manager with the proposal of an Asset Management Strategy and its review and revision on a regular basis
- Plan and implement an asset life cycle strategy to ensure assets can support the optimum level of service within the financial realities within which CSNU functions
- Work collaboratively with CSNU staff members who have technical expertise with the acquisition, deployment, utilization, tracking, security, and final disposition of CSNU assets.
- Review and confirmation of asset registration.