

CatholicCare NT Role Description

Position Title		Talent & Engagement Officer
Position Number		CC2583
Salary		Base Salary SCHADS Grade 4 Plus superannuation guarantee, 17.5% leave loading and salary packaging option
EFT		Full time 38 hours per week
Location		Darwin City
Commencement		ASAP
Completion		Ongoing (subject to funding)
Last Reviewed		NEW POSITION

1. Program Description

CatholicCare NT (CCNT) is a not-for-profit organisation committed to building safe, respectful, and empowered communities across the Northern Territory. We provide a diverse range of social services that support individuals, families, children, schools, and communities, many of whom live in remote or very remote areas. Guided by our values of respect, honesty, courage, connection and fairness, we work in partnership with local communities, with a strong commitment to Aboriginal and Torres Strait Islander peoples and cultures.

The Human Resources (HR) Department supports this mission by delivering high-quality, culturally responsive, and legally compliant HR and Work Health and Safety (WHS) services across the organisation. The HR team provides trusted advice and practical support to staff and leaders in all aspects of the employee lifecycle, including recruitment, onboarding, wellbeing, safety, development, and performance.

Operating within a values-based framework, the HR team ensures that people practices align with CCNT's strategic goals, organisational policies, program guidelines, and relevant employment legislation. Our work is central to enabling a safe, inclusive, and engaged workforce, supporting staff across urban, regional, and remote locations to thrive in their roles and deliver impactful services to the communities we support.

2. Purpose of the Position

The Talent & Engagement Officer plays a critical role in delivering consistent, high-quality support across the organisation, with a focus on the entire employee lifecycle. From recruitment and onboarding through to development and departure. This role focuses on attracting great talent, fostering engagement, and ensuring our people feel supported and connected to the mission of the organisation.

Working as part of a team of eight, this role requires a proactive individual who can confidently manage their responsibilities/portfolio independently while also aligning closely with established processes, frameworks, and team practices.

This role is designed to ensure a cohesive and unified approach across all Talent & Engagement functions. The Officer will collaborate closely with the other team members to ensure work practices are consistent, transparent, and easily transferable—enabling effective backfill, cross-support, and shared accountability. A strong emphasis is placed on team cohesion, mutual support, and the ability to adapt seamlessly to meet the collective needs of the team and organisation.

The role does not include industrial or employee relations responsibilities.

3. Organisational Relationships

Works under general direction and reports to the General Manager HR Strategy & Development. Supervises other staff and/or works in a specialised field.

4. SCHADS Grade 4 Characteristics

- Work under general direction in functions that require the application of skills and knowledge appropriate to the work. Generally, guidelines and work procedures are established.
- Application of knowledge and skills, gained through qualifications and/or previous experience in a discipline.
- Contribute knowledge in establishing procedures in the appropriate work-related field.
- May be required to supervise various functions within a work area or activities of a complex nature.
- May involve a range of work functions, which could contain a substantial component of supervision.
- May be required to provide specialist expertise or advice in their relevant discipline.
- Requires a sound knowledge of program, activity, operational policy, or service aspects of the work performed with a function or a number of work areas.
- Require skills in managing time, setting priorities, planning, and organising their own work and that of lower classified staff and/or volunteers where supervision is a component of the position, to achieve specific objectives.
- Expected to set outcomes and further develop work methods where general work procedures are not defined.

5. Key Responsibilities and Performance Standards

5.1 Talent Acquisition & Onboarding

- Apply your knowledge to select the most appropriate and effective channels for sourcing candidates including use of social media and other direct methods. This includes responsibility for the career's website and contributions to social media accounts with multimedia and posts.
- Coordinate end-to-end recruitment processes including job ads, candidate communication, interviews, and background checks.
- Prepare employment contracts and manage onboarding administration.
- Collaborate with managers to ensure a smooth, welcoming onboarding experience aligned with our culture and values.

5.2 Employee Lifecycle Coordination

- Maintain accurate employee records and documentation in the HRIS.
- Support performance review processes and professional development tracking.
- Coordinate staff movements such as promotions, contract extensions, and offboarding.

5.3 Engagement & Culture

- Coordinate and participate in careers expose and other recruitment-related events.
- Coordinate staff engagement initiatives such as surveys, recognition programs, and wellbeing activities.
- Support internal communications to keep staff informed and connected.

5.4 HR Systems, Compliance & Administration

- Ensure personnel files, contracts, and policies are current and compliant.
- Update and maintain organisation chart on a fortnightly basis
- Support administrative processes related to Criminal History Checks, Ochre Card (Working with Children Clearance), and Driver's Licence compliance to ensure ongoing organisational and legislative requirements are met.
- Support the generation of HR reports, metrics, and insights for internal stakeholders.
- Contribute to process improvements and documentation of HR workflows.
- Support internal audits and compliance with HR-related policies and procedures.
- Become a proficient user of the Martin Logic, HR3 and /or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

5.5 Behavioural Capabilities

- Strong organisational skills with a high degree of drive to deliver successful outcomes to your stakeholders.
- Adaptability and flexibility to accommodate changing demands and provide responsive service to meet stakeholder needs.
- Well-developed problem-solving skills, demonstrated initiative and sound judgement

5.6 Participate in Supervision and Evaluation activities by:

- entering accurate data and case notes in line with program requirements
- providing reports and feedback as requested
- actively participating in evaluation activities
- attending supervision to reflect and review case management practices as per CatholicCare NT policy

5.7 Safeguarding Children

Our organisation takes child protection seriously, and as an employee/volunteer of CatholicCare NT, you are required to meet the behaviour standards outlined in our Safeguarding Children and Young People Policy (ORG/SP/P030). You will have received a copy of this policy as part of your induction. You can also access a copy of this policy via the Intranet.

All staff are to provide a service in line with our safeguarding children policies and procedures and are required to report any concerns of abuse and neglect toward children and young people to the relevant authorities as per policy and procedure. Any criminal charges or convictions received during the course of employment/ volunteering that may indicate a possible risk to children and young people must be reported to the relevant Line Manager within forty-eight (48) hours.

6. Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of the position and must demonstrate the following personal attributes:

- Compassion, empathy, sense of justice and tolerance
- Demonstrated organisational fit with ability to work within a culture and values framework
- Team player with ability to work with others in a spirit of trust, respect, reflection, and accountability
- Adaptable with resilience to work in difficult situations and willingness to work beyond the role description when required
- Ability to represent CCNT in a culturally appropriate and professional manner at all times

7. Work Conditions

The position is located in a busy, open area office, however, by nature the role it may require occasional after-hours work/ weekend work as approved by the GM HR to attend expos & events. This is balanced by equivalent time off through the week, so that the total hours per fortnight does not exceed the normal 76 hours. CCNT

8. Selection Criteria

- 1) Prerequisites
 - I. relevant four year degree with one year's relevant experience;
 - II. three year degree with two years of relevant experience;
 - III. associate diploma with relevant experience;
 - IV. lesser formal qualifications with substantial years of relevant experience; or
 - V. attained through previous appointments, service and/or study, an equivalent Grade of expertise and experience to undertake a range of activities.
- 2) Experience in working independently and as part of a team in a fast-paced administrative office environment.
- 3) Strong/ efficient administrative competency with MS Office.
- 4) Experience with databases and extrapolating data.
- 5) Proven ability to handle high volumes of work, prioritise workloads and meet agreed timeframes.
- 6) Exceptional eye for detail
- 7) Strong interpersonal and communication skills including candidate care and stakeholder engagement, both internal and external.
- 8) Demonstrated cultural competency, particularly in working with Indigenous people

9. Special Conditions

- 1) Must be an Australian Citizen or have unlimited work rights within Australia.
- 2) This position is subject to a satisfactory criminal history check that must demonstrate that you have not had inappropriate dealings with children or been charged or convicted of a domestic violence offence.
- 3) Valid NT Drivers Licence and Ochre Card.
- 4) This position requires you to apply for a Working with Children Clearance/Ochre Card prior to your employment commencement date and send us receipt of payment. This will be at your own cost.
- 5) If you have resided in an overseas country for 12 months or more in the past 10 years, this position requires you to complete an International Criminal History check (ICHC) prior to your employment commencement date. The outcome of the initial screening check must be satisfactory.
- 6) This position is classified as a mandatory worker position for the purpose of directions issued by the NT Chief Health Officer.
- 7) Six-month probation period.
- 8) Non-smoking working environment.
- 9) The contact details of at least two referees are required.
- 10) Evidence of qualification attainment will be required.
- 11) Aboriginal people are strongly encouraged to apply.