



Onboarding Roadmap FOR NEW EMPLOYEES

Name:

Start date:

Department:

Manager:

Welcome to the Anglican Diocese of Perth

I am delighted to welcome you to the Anglican Diocese of Perth!

As a member of our lay staff, you play an important role in supporting the ministry, operations, and governance of the Anglican Church across Perth and large parts of Western Australia.

I hope you will find your work here meaningful and collegial, and that you feel supported as you settle into your role. We value the skills, experience, and perspective you bring, and we look forward to the contribution you will make as part of our community.

This onboarding roadmap contains important information to support you as you begin your journey with us. It provides a clear overview of the onboarding process, including what to expect on your first day, as well as during your initial weeks and months with the Diocese. Following this roadmap will help you settle in smoothly, understand expectations early, and get up to speed as efficiently as possible. Please use the checklist to track your progress as you complete each step.

Should you have any questions at any stage, please don't hesitate to reach out to your manager, Human Resources, or your colleagues. We are all committed to ensuring you have the best possible start and feel supported to succeed in your role and contribute to the Diocese's goals.

Thank you for choosing us as your employer. I look forward to working with you and sharing in the exciting journey ahead, and I wish you every success as you begin your time with us.



Keith Stephens

Diocesan Secretary and Executive Officer

1 Onboarding Responsibilities

1.1 Your manager's responsibilities

- Desk space is set up.
- Ensure you meet relevant people and inform your team and key contacts about your appointment as a new employee.
- Ensure you are fully oriented to the PDT and inducted into your role.
- Be available to answer your questions.

1.2 Your responsibilities

- Attend any relevant 'fill-in' sessions promptly if any part of the onboarding process is missed for any reason.
- Maintain an appropriate level of self-driven learning.
- Ask questions if unsure.

1.3 HR, Payroll and InFocus ICT responsibilities

- Ensure all documentation is correctly processed promptly.
- Ensure all required equipment is available for your first day, and a system log-in has been organised.

2 Onboarding Roadmap

2.1 Pre-Start

Before your first day of employment with the PDT, you would have already received your employment contract and all relevant new starter paperwork. If you have not already returned all of this information, please contact HR at HR@perth.anglican.org to finalise your paperwork.

2.2 First Day

Action	What You Need to Know	Completed (✓)
Receive an orientation to your site and facilities, including WHS orientation with the WHS rep (if applicable).	Your manager will conduct the orientation and introduce you to the WHS rep for your location (if applicable)	☐
Meet/speak to HR and complete any outstanding paperwork.	Call or email HR if not located in the main office – HR@perth.anglican.org Tel: 08 9425 7200	☐
Familiarise yourself with the Diocesan's confidential EAP service provided by Converge International	Contact 1300 687 327 Email: eap@convergeintl.com.au	☐
Contact InFocus ICT for any ICT issues	Make a note of the number and email. InFocus ICT Support support@infocusict.net Tel: 08 6424 8000	☐
Get to know your workspace, log into the computer, set up email, open programs, printing.	The email signature will be set up by InFocus ICT.	☐
Your manager will show you the drives on the computer, where to save your work and where to access team files and documents for better document control. Your manager will also show the timesheet recording and leave application via Human Force.	Please ensure that: • You are clear on where to save your work. • You clock in and clock out when arriving and leaving work via the Human Force app. • Any leave applications are submitted through the Human Force app.	☐

2.3 Onboarding Team Responsibilities (First Day)

Church House

Stakeholder	Responsibilities	Completed (✓)
Manager or WHS Representative	Site orientation.	☐
HR	Employment contract and new starter paperwork.	☐
InFocus ICT	Contact if any issues with the ICT setup.	☐

Site-Based

Stakeholder	Responsibilities	Completed (✓)
Manager or WHS Representative	Site orientation.	☐
Manager	• Distribution of assets/desk space. • Human Force - timesheet, applying for leave, roster etc.	☐
HR (completed by phone/Teams)	Employment contract and new starter paperwork.	☐
InFocus ICT	Contact if any issues with the ICT setup.	☐

2.4 First Week

Action	What You Need to Know	Completed (✓)
Complete the online programs assigned to you via Tribal Habits within one week of commencing your employment.	• WHS • Respect at Work • Safe Ministry (external online provider)	☐
Your manager will walk through the different departments, programs and services that PDT provides. If based at Church House, meet with the Diocesan Secretary and Executive Officer and other new employees.	Refer to the website to assist with information regarding the Anglican Church and different business areas.	☐
Review the position description with your manager and clarify responsibilities and requirements. Learn about the team and other team roles.	Participate in any team or individual meetings set by your manager.	☐
Ensure you are familiar with all policies, procedures and forms relevant to your role.	All policies and procedures are available on the website Policies for Lay Employees (perth.anglican.org) The applicable policies are: • Policy 1 Lay Employees - General • Policy 1.1 PDT - ICT Network Use • Policy 1.2 Lay Employees - Fitness for Work • Policy 1.3 Lay Employees - Gifts and Bequest • Policy 2 Work Health and Safety • Policy 2.1 Respect at Work • Policy 23 PDT Delegation of Authority and Authority Limits • Policy 40.1 Safe Ministry Screening and Training • Policy 40.3 Child Safety and Wellbeing • Policy 41 Risk Management	☐

Action	What You Need to Know	Completed (✓)
	• Policy 42 Privacy • Policy 43A Diocesan Archives • Policy 45 Accessibility • Policy 46 Environmental Sustainability If you are a senior lay employee, the policy below is applicable: • Policy 23 PDT Delegation of Authority and Authority Limits	
Enter any calendar reminders, appointments or events that are required in your role.		☐
Meet with your manager to debrief on your first week of employment with PDT.	Opportunity to ask questions and follow up on anything outstanding.	☐
Follow up on any ICT, assets or other requirements outstanding.	Via your manager and InFocus ICT.	☐

2.5 First Three Months

Action	What You Need to Know	Completed (✓)
Learn about any delegated authorities specific to your role.	Refer to Policy 23 – PDT Delegation of Authority and Authority Limits.	☐
Obtain regular feedback from your manager before your three-month probationary review (at 12 weeks). Document support meetings correctly.	Meetings and informal feedback discussions are arranged with your manager.	☐
Learn more about PDT and other areas of organisation (e.g. visit other sites, speak to other teams).	If applicable.	☐
The three-month probation review is to be completed by you and your manager.	The form can be obtained from HR.	☐

2.6 Six to Twelve Months

Action	What You Need to Know	Completed (✓)
Recommended to attend and support PDT events where possible.	Check with your manager for any upcoming events.	☐
Meet with your manager to discuss and complete your six-month probation review. Review of KPI's and role requirements.		☐

2.7 Ongoing

The career development of a new employee is an ongoing process. Therefore, it is very important to seek regular feedback from your manager. You can also provide feedback to your manager and team and let them know your interests and areas that you would like to pursue and contribute to.

Discuss training needs with your manager and identify ways and processes that can improve your and your team's performance.

3 Employee Learning and Development

3.1 General Information about Learning and Development at PDT

Your learning and development plan is designed to build upon your existing experience, expertise, and knowledge. While much of your learning at PDT will come from on-the-job experiences, from the feedback you receive, and is developed from your relationships with other people, PDT encourages external training opportunities, such as workshops and courses as appropriate from time to time.

External training requests must go through your manager.

4 Happy Onboarding

It's great to have you on board! Again, if you have any questions, please don't hesitate to ask your manager, your team members, or HR, and they'll be happy to help.