

JOB DESCRIPTION



POSITION

Education Support Officer-Administration

Title

Human Resources Advisor (1.0)

Summary of Purpose of Position and Its Responsibilities

The Human Resources Advisor will report to the Principal. They are responsible, with the Principal, for the development and implementation of excellence in Human Resources Practice within SPW.

Terms & Conditions of Employment

- This is a 1.0 Permanent position, commencing Term 1, 2018, working for 44 weeks per year.
- The position of Level 6 Education Support Officer (or higher - classification will be dependent upon qualifications, skills and experience) is subject to the terms of the School Assistants (Non-Government Schools) Award.
- The hours/days of work are negotiable with Principal, however it is expected that the person will work daily (5 days a week) during school terms and in some school holidays.
- The level of remuneration is established by reference to the Award, and is subject to change from time to time in accordance with the St Peter's Woodlands Enterprise Agreement.
- Permanent employment in this position is conditional upon the satisfactory completion of a three-month probationary period and satisfactory Police Clearance check.

Reporting and Working Relationships

The Human Resources Advisor is directly accountable to the Principal.

Key Responsibilities / Duties

EMPLOYMENT

- Develop and implement the SPW Recruitment Policy
- Develop Job Descriptions for all SPW positions
- Coordinate all recruitment selection and onboarding practices
- Oversee all contracts, letters of appointment and follow up feedback
- Ensure that all appropriate employee data is compiled in accordance with statutory requirements, eg Teacher Registration, Mandatory Notification, First Aid, Fire Training
- Ensure that complete personnel files are maintained in collaboration with the Finance Office, and an effective Human Resources Information System is developed and maintained
- Ensure, in collaboration with those concerned, that new and returning staff members are provided with an induction process that is appropriate to their role at SPW
- Assist Principal/Business Manager to provide essential staff data when required, eg surveys
- Undertake all staff exit interviews

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- Assist in the process of sourcing appropriate short term replacement staff
- Coordinate the timely implementation of employment reviews, including yearly performance reviews and probation, for ALL staff

EMPLOYEE RELATIONS

- Advise the Principal on all Human Resource matters, including the interpretation and application of Awards and other Industrial Agreements
- Assist the Principal in dealings with Staff Unions, other representative groups and with Industrial Relation matters
- Facilitate the Enterprise Agreement process

REMUNERATION AND BENEFITS

- Provide the Principal and Business Manager with accurate information and necessary advise in regard to the remuneration levels
- Assist the Principal and Business Manager to evaluate applications for salary and other remuneration increases (i.e. reclassifications) and leadership roles (ie AST, Lead Teacher etc)
- Monitor staff movements, leave applications and long service leave accruals and develop appropriate databases and record keeping processes.

WORKPLACE SAFETY / COMPLIANCE

- Ensure that the school complies with regulatory requirements in regard to the provision of safe workplace
- Coordinate Staff Return to Work Programs in close liaison with the Principal
- Chair the WH&S Committee to ensure that:
 - The school develops and implements appropriate Workplace Health, Safety and Welfare practices
 - Staff are aware of relevant Work Health and Safety Policy and Procedures
- Manage volunteer processes and records
- Oversee the development and implementation of appropriate SPW Emergency Procedures
- Oversee effective implementation of child protection practices and policies
- Oversee entire first aid procedures and practices

A. Person Specification

1. Essential Skills and Abilities

- Demonstrated highly developed written and verbal communication skills
- Demonstrated experience in building effective relationships with stakeholders and working collaboratively to achieve business outcomes
- Ability to deliver quality outcomes according to competing deadlines
- Strong attention to detail, planning and organisational skills

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- Demonstrated problem solving skills
- Demonstrated ability to maintain confidentiality in ALL circumstances
- Demonstrated ability to manage your own time independently and effectively
- Demonstrated ability to present positively and confidently at all times
- Demonstrated ability to apply sound judgment to communication and HR related matters and exercise initiative
- Strong understanding of general HR principles and compliance
- Demonstrated intermediate level skills in the use of the Microsoft Office Suite
- A willingness to contribute to the Christian ethos of the School

2. Essential Experience

- Proven experience or broad knowledge in Human Resources and Workplace Health and Safety

3. Desirable Experience

- 3-5 years experience in a Human Resources position
- Worked in an Independent School environment
- Experience with Maze

4. Desirable Qualifications

- A tertiary qualification in Human Resources, Business, commerce or other relevant area of study
- Mandatory Notification Certificate or the Willingness to undertake the same
- Current DCSI Police clearance or the willingness to undertake the same

Signed & Accepted by:		Dated:	
Employee Name:			
Signed by Principal:		Dated:	
Principal Name:			