



# Role Description

## HR Officer

### Position Details

**Position Title** HR Officer

**Section/School** College **Department** Human Resources

**Supervisor** Director of Human Resources (HR)

### Approvals

**Employee Name** \_\_\_\_\_

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Role Purpose

To support the Director of HR with the provision of high-quality HR administration, support and advice for the College and its subsidiary businesses, throughout all employee lifecycle stages including recruitment, onboarding, record keeping and separation.

Key Accountabilities	Measures
<ul style="list-style-type: none"><li>End to end Recruitment and Selection process</li></ul>	<ul style="list-style-type: none"><li>Stakeholder feedback</li><li>Proficient, timely and efficient</li><li>Effective monitoring and responding to phone and email enquiries</li><li>New starter employment paperwork</li></ul>
<ul style="list-style-type: none"><li>HR Administration</li></ul>	<ul style="list-style-type: none"><li>Quality, accurate and orderly electronic and physical employee records</li><li>Data input accuracy</li><li>Personnel record maintenance</li><li>Accurate Employment Contracts, variations, employee letters and employee correspondence</li><li>Regular and timely reports</li><li>Streamlined processes</li></ul>
<ul style="list-style-type: none"><li>HR Support and Advice</li></ul>	<ul style="list-style-type: none"><li>Quality of HR advice and data collation</li><li>Ability to support Director of HR in day-to-day functions</li><li>Accurate and timely interpretation of EA and Awards</li></ul>



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Key Accountabilities	Measures
<ul style="list-style-type: none"><li>HR Projects, initiatives and systems</li></ul>	<ul style="list-style-type: none"><li>Project deadlines</li><li>Stakeholder feedback</li><li>Best practice, currency and knowledge</li><li>Proactive and timely</li></ul>

### Role Responsibilities

This role will:

1. Coordinate recruitment and selection processes including advertisements, role descriptions, applicant screening, booking interviews, preparing interview packs, advising unsuccessful candidates, new starter packs and inducting new employees.
2. Draft relevant employment documentation and correspondence including contracts, variations, maternity leave, and other employee requests.
3. Provide human resources support and advice on HR policies and procedures and the interpretation of the enterprise agreement and relevant awards.
4. Assisting in the development and implementation of HR projects, initiatives and systems.
5. HR Administration duties including:
  - Tracking staff movements such as variations, promotions, leave, remuneration and benefits, terminations and other employee lifecycle activities via tracking spreadsheets;
  - Filing and archiving of all employee records, according to policy and legal requirements;
  - Assist in collating information for monthly reporting and the annual WGEA report;
  - Reviewing documentation, policies and procedures to ensure compliance with legislation;
  - Organise and maintain the Director of HR's diary, including scheduling appointments;
  - Responding to general queries
6. Perform other duties, as required

### Organisation Chart





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### Role Dimensions and Relationships

The HR Officer reports to the Director of HR and has a high level of accountability in the day-to-day performance of duties. The HR Officer has key relationships with:

- The Director of HR
- Employees of the College and subsidiary businesses
- Employment applicants relating to responding to queries, managing employment processes and correspondence
- External bodies in relation to HR and recruitment

### Special Requirements and Working Conditions

The HR Officer will be based on the Genesis Christian College Campus and may be required to attend outside of normal work hours.

This position is **Part Time, Term Time** (with some school holiday periods).

All members of staff at Genesis Christian College are expected to:

- Convey to the public a positive image of the College
- Contribute to a pleasant, safe and enjoyable working environment
- Abide by the Code of Conduct explained in the College's Child Protection Policy
- Comply with Workplace Health and Safety instructions, policies and procedures
- Participate in staff training and development activities, to assist in the achievement of organisational and individual/work goals
- Attend meetings and functions relevant to the position and as required
- Abide by the College Privacy Policy and ICT User Agreement
- Abide by the non-smoking policy of the College
- Hold a valid Blue Card or registration with QCT
- Provide as far as is reasonably practicable, a healthy and safe environment for staff and students including:
  - Regular monitoring of the workplace/classroom
  - Active reviewing of procedures to ensure all work is performed in a safe manner
  - Provision of adequate instruction to staff/and students to allow them to perform their work/activities in a safe manner
- Perform other duties from time to time, as required



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### Person Specification

#### Education/Certification/Relevant Experience

- Tertiary qualifications in Business, Human Resources, and/or Industrial Relations or a combination of qualifications and relevant experience
- Intermediate word and excel or higher
- Minimum 2 years' experience working within a generalist Human Resources role
- Experience within the education industry would be desirable
- Eligibility for a Working with Children Suitability Card (Blue Card)

#### Demonstrated Ability

The HR Officer must demonstrate:

- Commitment to Jesus Christ and the philosophy and aims of an Independent Christian School
- Christian character and the ability to support others
- Strong interpersonal skills, including diplomatic verbal and written communication capabilities
- High level of emotional intelligence
- Reliable, flexible, professional and proactive approach to work
- Understanding of contemporary Human Resources issues and trends
- Knowledge of relevant legislation and ability to interpret Awards and Enterprise Agreements
- Problem-solving and decision-making aptitude
- Discretion at all times and an understanding of the sensitive and confidential nature of the role
- Accuracy and a high level of attention to detail

#### Critical Competencies

<b>Communication</b>	Present written records clearly and verbally communicate and listen effectively
<b>Planning and Organising</b>	Demonstrate high level organisational skills and the ability to manage competing demands to meet deadlines
<b>Rapport</b>	Maintain goodwill and dialogue to achieve College outcomes
<b>Empathy</b>	Recognise and respond appropriately to needs and feelings of others involved in the delivery of department services
<b>Persuasion</b>	Use appropriate methods, skills and styles to allow others to understand and adopt ideas or concepts
<b>Judgement</b>	Reach sound conclusions based on available information and careful reasoning Generate viable options and alternatives within the departmental domain
<b>Team Work</b>	Act to build and maintain cooperative and productive relationships to achieve College and departmental goals and objectives
<b>Flexibility</b>	Display appropriate change responses, techniques or approaches to situations or problems in order to achieve College and departmental goals and objectives.
<b>Confidentiality</b>	Maintain confidential communications at all times



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