POSITION DESCRIPTION

POSITION: HR Administrator

ORGANISATIONAL UNIT: Professional Services Team

POSITION STATUS: Part-time, Ongoing 0.43 FTE, Term-time only
9.30am – 3.00pm Tuesday, Wednesday, Thursday* (16 hours per week, excluding breaks)
*Hours are negotiable for the successful candidate

KEY RELATIONSHIPS: This position reports to the Director of Human Resources in the first instance. All positions at the School ultimately report to the Principal.

PRIMARY FOCUS: The role of the HR Administrator is to provide administration support to the Director of Human Resources across a range of functions, including recruitment, employee agreements, policy review and development, HR project support and more.

DATE: February, 2018

CAMBERWELL GIRLS GRAMMAR SCHOOL – EDUCATING TOMORROW’S WOMAN

Our Vision
A leader and innovator in the education of girls, dedicated to fostering a passion for learning and building a more just and sustainable world.

Our Mission
A Christian school in the Anglican tradition, inspiring girls in their love of learning and nurturing compassionate leaders with global mindsets.

Our Values
We welcome students of all faiths and cultures, educating them to see wisdom through intellectual inquiry, service learning and spiritual growth, honouring the values of integrity, commitment, respect, hope and courage.

Our Strategic Pillars
- Inspired Learning
- Global Citizenship
- Development of the Whole Person
- Leadership in Educational Practice
- Connected Community
- Operational Excellence

Our Motto
‘Utilis in Ministerium’ (Useful in Service)
CAMBERWELL GIRLS GRAMMAR SCHOOL - CHILD SAFETY COMMITMENT

All students who attend Camberwell Girls Grammar School (CGGS) have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at, or is engaged by CGGS in child-connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and/or linguistically diverse backgrounds and those with a disability.

STAFF OBLIGATION TO CHILD SAFETY

All staff at Camberwell Girls Grammar School (CGGS) take an active role, and are well informed of their obligations, in relation to Child Safety under Ministerial Order No. 870 “Child Safe Standards – managing the risk of child abuse in Schools”. The CGGS Child Safety Commitment is incorporated into the School’s employment cycle from recruitment and reference checking to induction, 6 and 12 monthly performance reviews and regular Professional Learning. Employment at CGGS is subject to school policies including the Child Safety Policy, Child Safety Code of Conduct and Mandatory Reporting Policy being read, understood and adhered to.

CHILD SAFETY EXPECTATIONS FOR PROFESSIONAL SERVICES STAFF

Professional Services staff, including the HR Administrator, must ensure that a child safe working environment is provided at all times. Every interaction that a professional services staff member has with a CGGS student must be conducted with child safe standards in mind, having understanding for the CGGS child safe policies and procedures. This specifically relates to all student interactions in the office, classroom, outdoors, other School buildings, excursions, events, camps and parent involvement activities.

KEY INTERNAL CONNECTIONS

Reporting directly to:
- Director of Human Resources

Associated Relationships
- Principal
- Chief Financial & Operating Officer
- Finance Manager
- Risk & Compliance Manager
- Personal Assistant to the Principal
- Professional Services Team
- School Management Team
- Junior and Senior School Teaching Staff

KEY DUTIES & TASKS

1. **Recruitment & Selection**
   - Coordination of the end to end recruitment process of the School:
     - Post ads to www.seek.com.au, newspapers, School website etc.
     - Forward applications to relevant selection panel members
     - Initial shortlisting of candidates for final review and selection by the Director of Human Resources
     - Print CVs / applications for selection panel members
     - Coordinating interviews
     - Prepare for interviews – printing CVs, interview guides etc.
     - Manage candidate communications e.g. email / phone unsuccessful notifications
Offers

- Preparation of contracts of employment and accompanying paperwork
- Provide general administration support duties as required e.g. employment packs, assisting managers with CV’s and access to candidate information etc.
- Coordinate replacement temporary casual staff as necessary, including contacting temporary agencies to fill ad-hoc internal requirements
- Prepare start and end of term staff movement reports

2. Generalist HR administration

- Filing / scanning of HR documents
- Responding to internal HR administration queries
- Maintaining a range of HR documentation including employment documentation, briefs, guides, policies and procedures, organisation charts, templates etc.
- Prepare letters and other general correspondence e.g. variation letters, statement of service etc.
- Preparation and ongoing maintenance of position descriptions
- Maintaining and updating HR policies and procedures as and when required
- Support the Director of Human Resources with the coordination of the Probation Review process
- Working with Director of Human Resources to manage employee changes which include transfers of positions, change of hours etc.
- Oversee the creation and maintenance of HR employee files for all Professional Services and Teaching Staff
- Providing accurate and timely general administrative HR support to the Director of Human Resources
- Assist with HR engagement and culture activities as requested

3. Leave Management

- Manage staff leave request process, including:
  - Ensuring adequate leave accrual balances are available
  - Coordinating the approval of leave requests
  - Communicate leave approval outcomes to staff eg. Letters, emails etc
  - Advising relevant management staff of approved leave periods
  - Advising Director of Human Resources of associated recruitment requirements and timelines
- Monitor and reconcile staff absences with leave forms
- Answer leave queries from staff
- Prepare term holiday leave planner

4. Induction & Onboarding

- New starter documentation/packs – create, prepare and distribute
- Creation of HR employee files – soft and hardcopy
- Liaising with relevant departments (IT, Property etc.) to ensure the new starter is first day ready
- Liaising with managers regarding the Induction into the team / department / role – ensuring a smooth introduction to the School

5. HR Reporting

- Assist the Director of Human Resources with the coordination and completion of relevant HR survey processes
- Prepare data as required for monthly HR reports
6. Other duties as appropriate to the position
   - There may be occasions where the HR Administrator will be required to complete tasks in addition to those listed above. This will require flexibility of hours to accommodate working across both School campuses and evening events.

KEY SELECTION CRITERIA

Essential Criteria:
   - A minimum of 1-2 years proven experience in a HR administration (generalist) role
   - Prior experience in managing end to end recruitment processes
   - Understanding of employment legislation, HR principles and best practices
   - Professional, strong and effective communication skills, both written and oral
   - Excellent computer skills including advanced skills in Microsoft Office programs, such as Word, Excel, PowerPoint and Outlook
   - Able to interact proactively with staff at all levels including management
   - Conceptual, analytical and problem solving skills
   - Well-developed organisational and administrative skills, including:
     - strong attention to detail
     - demonstrated ability to set priorities and meet deadlines
     - the ability to complete several tasks concurrently
     - maintain documentation and record keeping
   - Demonstrated effectiveness in contributing to a small team
   - Proactive, self-starting, able to initiate action and influence events
   - Adaptable and receptive to new ideas

Desirable Criteria:
   - Experience in an educational-sector work environment will be highly regarded.

QUALIFICATIONS

Essential Criteria:
   - Completed or working towards a tertiary qualification in Human Resource Management, Business or Industrial Relations
   - Working with Children Check
   - National Criminal Record Check

Desirable Criteria:
   - First Aid qualification

KEY PERSONAL ATTRIBUTES
   - Loyalty to the School, students and staff, and commitment to the promotion of continuous improvement and a positive and supportive School culture.
   - The ability to be discreet and maintain confidentiality, whilst cultivating credibility and honesty.
   - The ability to work collaboratively in a team.
   - The ability to be self-motivated, to work autonomously and be proactive.
   - Highly organised and resourceful.
   - Positive and flexible attitude.
- Enthusiasm and energy.
- Attention to detail.
- A warm and friendly disposition, with a calm, tactful and diplomatic approach.
- Commitment to achieving best practice.
- High standard of personal presentation.
- Alignment with the School Values.

PROFESSIONAL EXPECTATIONS
All staff at CGGS are expected to:

- Demonstrate commitment to Ministerial Order No. 870 “Child Safe Standards – Managing the risk of child abuse in schools” and CGGS Child Safety Code of Conduct
- Have a shared responsibility for risk identification of child abuse, and be well-prepared in how to respond to child safety concerns
- Be responsive and maintain respectful communications and collaborative relationships with the CGGS community
- Adhere to and implement all safe work practices and procedures in accordance with the CGGS Occupational Health & Safety policy, Workplace Health & Safety policy and Manual Handling policy
- Work safely and report any hazards in accordance with school procedures
- Model exemplary ethical behaviour and exercise informed judgments in all professional dealings
- Attend staff meeting/s as scheduled each term
- Meet expectations as set out in the CGGS Staff Handbook

EXPRESSIONS OF INTEREST
All applications should be sent via email to:

Erin Colwell/Fiona Lear
Director of Human Resources
employment@cggs.vic.edu.au

CLOSING DATE
Thursday 8 March at 5.00pm
(Applications received after the closing date will not be considered)

N.B. This position description is not intended to represent the entirety of the position nor is it intended to be all-inclusive. CGGS reserves the right to modify this position description in consultation with the incumbent from time to time depending on the operational ne