



HR & Compliance Officer

Position Title	HR & Compliance Officer
Reports to	Business Manager
Department	Administration
Location	All Souls St Gabriels School
Nature of employment	Full-time
Working arrangements	Monday – Friday – times as negotiated 38 Hrs per week
Contact officer	Sophie Urquhart
Phone	07 47871433
Email	Employment@allsouls.qld.edu.au

About All Souls St Gabriels School

All Souls St Gabriels School (ASSG) is an independent, co-educational, Pre-Prep to Year 12 day and boarding school in the Anglican tradition. The School caters to students from across Queensland and the Northern Territory and is located in Charters Towers, 130 km south-west of Townsville. Charters Towers is an established regional education hub hosting several well-regarded boarding schools.

ASSG is committed to providing a safe, supportive and values-driven learning environment and actively promotes child-safe standards in accordance with the Child Safe Organisation Act 2024.

Position Purpose

The HR & Compliance Officer is responsible for the effective delivery of human resources and compliance functions at All Souls St Gabriels School.

The role provides end-to-end HR support across the employee lifecycle and plays a critical compliance assurance function, supporting the School to meet its legal, regulatory and governance obligations. This includes oversight of employment compliance, staff registration and screening, workplace health and safety obligations, and governance-related compliance frameworks.

The HR & Compliance Officer maintains and administers the School's compliance management system, monitors compliance risks, and supports leaders by providing timely, practical advice and escalation of issues as required.

Our Mission

To nurture young people in the development of their Mind, Body, and Spirit.



Our Vision

Shaping students who seize opportunities and have the skills, knowledge, and desire to contribute, lead, and serve.

Our Values

Integrity – We are honest with ourselves and others; we listen to our conscience to do the right thing.

Respect – We have respect for ourselves and others, history and tradition, and our environment.

Resilience – We are encouraged to extend ourselves, to see every hardship, challenge, and error as a learning experience and an opportunity to grow.

Service – Our school motto, Severe regnare (“To serve is to reign”), inspires us to think beyond ourselves and to consider the needs of others and our community.

We are a school that actively promotes child-safe standards and is committed to upholding the safety and welfare of our young people as required under the Child Safe Organisation Act 2024.

Organisational Relationships

Internal

- Headmaster – escalation point for complex HR matters, compliance risks and breaches
- Business Manager – coordination of HR operations and compliance processes
- Senior Leadership Team – advice and support on HR, compliance and risk matters
- Administration and Support Staff – collaborative operational support
- All Staff – primary point of contact for HR and compliance-related matters

External

- Prospective employees
 - Regulatory bodies and agencies (as required)
 - Recruitment and HR service providers
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What Success Looks Like

- Employment contracts, HR records and workforce processes are accurate, current and fully compliant with industrial instruments and legislation.
 - Staff registrations, checks, certifications and mandatory training are consistently up to date, with no lapses in critical compliance obligations.
 - Injury management and return-to-work processes are timely, compliant and support safe, sustainable outcomes for staff and the School.
 - Workplace relations matters are managed professionally, fairly and in accordance with policy and legislation, reducing risk and supporting positive staff engagement.
 - The School’s compliance management system is actively maintained and used effectively to support legal, regulatory and governance obligations.
 - Compliance risks are proactively identified, monitored and escalated, with no material breaches arising from failures in systems, training or documentation.
 - HR services are delivered efficiently and responsively across the employee lifecycle, contributing to a stable, supported and high-performing workforce.
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Key Accountabilities

Human Resources & Workforce Management

- Contribute to the development and continuous improvement of the School's Human Resource Management framework.
- Support recruitment, onboarding, induction, development and exit processes across teaching, boarding and support staff.
- Provide advice and support on performance management, conduct, workplace behaviour and early intervention strategies.
- Support staff wellbeing initiatives and workforce capability development.

Compliance & Risk Management

- Act as the central coordinator for the School's compliance management framework.
- Monitor compliance with relevant legislative and regulatory frameworks, including:
 - Industrial relations and Fair Work legislation
 - Child Safe Organisation Act 2024 and related standards
 - Teacher registration and Working with Children (Blue Card) requirements
 - Workplace Health and Safety legislation
 - Privacy and records management obligations
- Identify, document and escalate compliance risks, breaches or control gaps to the Headmaster and Senior Leadership Team.
- Support compliance reporting, assurance activities, audits and regulatory reviews as required.
- Maintain the School's compliance registers and support the maintenance of the School Hazard and Risk Register.
- Advise the Headmaster and Senior Leadership Team of legislative or regulatory changes and their implications for policy and practice.

Injury Management & Workplace Health and Safety

- Coordinate injury management and return-to-work processes in accordance with WorkCover Queensland requirements.
- Ensure notifiable incidents are reported in line with legislative obligations.
- Support the WH&S Officer and WH&S Committee to ensure compliance with WHS legislation, policies and procedures.
- Assist with monitoring WHS training completion and documentation.

Policy, Documentation & Communication

- Develop, review, document and disseminate HR and compliance policies, procedures and guidelines.
- Prepare sensitive and complex written material including reports, briefs, policies and compliance documentation.
- Promote clear communication and staff awareness of HR and compliance obligations, deadlines and requirements.

General Duties

- Attend meetings and whole-school events as required.
 - Support specific projects of a technical or specialised nature.
 - Act as a professional role model within the School community.
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Human Resources Administration

Recruitment & Appointment

- Coordinate and administer end-to-end recruitment processes, including:
 - Preparation and review of Position Descriptions
 - Advertising roles through appropriate channels
 - Supporting shortlisting and interview processes
 - Ensure all candidates experience a professional and respectful process
 - Conducting and documenting referee checks
 - Verifying qualifications, registrations and mandatory checks
 - Preparing contracts, letters of appointment and employment documentation
 - Coordinating pre-commencement and onboarding requirements

Onboarding & Staff Data Management

- Maintain accurate staff records across HR and School systems.
- Create and maintain secure, compliant personnel files.
- Coordinate system access, identification and induction requirements.
- Monitor and follow up missing or incomplete staff documentation.

HR Records, Compliance & Assurance

- Maintain accurate records relating to contracts, employment status and Positions of Added Responsibility.
- Ensure compliance with external portals and regulatory reporting requirements.
- Monitor legislative and award changes and advise on implications for School practices.
- Ensure HR and compliance records are audit-ready at all times.

Induction

- Coordinate induction for new staff, relief staff and student teachers.
- Assign and monitor completion of mandatory training, including child safety.
- Escalate non-compliance in accordance with School procedures.
- Continuously refine induction processes to align with best practice and School values.

Workplace Health & Safety obligations

- Comply with all WHS policies, procedures and directions.
- Take reasonable care for personal safety and the safety of others.
- Participate in safety training, consultation and hazard reporting.
- Report hazards, incidents, injuries and near-misses immediately.
- Complete mandatory WHS training annually.

Extent of Authority

- No financial delegation
 - Manages one's own time and tasks with minimal supervision
 - No supervision of other staff.
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Key Challenges

- Maintaining compliance in a complex and changing regulatory environment.
- Balancing high-volume operational HR delivery with compliance oversight and assurance responsibilities.
- Ensuring accuracy and consistency across multiple systems and data sources.
- Managing sensitive and high-risk people matters with discretion and sound judgement.
- Driving staff compliance without direct line authority.
- Supporting leaders with practical, risk-aware advice on complex workplace matters.
- Embedding a culture of accountability, child safety and compliance aligned with the School's mission and values.

Ideal Candidate

Mandatory Requirements

- Current Queensland Blue Card (Working with Children Check).
- Legal right to work in Australia.
- Significant experience in HR roles, preferably within a school or similar complex environment
- Demonstrated experience managing confidential matters and representing an organisation professionally and responsively.

Skills & Capabilities

- High-level administrative and organisational skills.
- Strong drafting, editing and documentation capability.
- Sound understanding of HR legislation, compliance frameworks and risk management principles.
- Ability to interpret legislation and translate requirements into practical processes.
- Strong attention to detail, professional judgement and capacity to escalate issues appropriately.

ACKNOWLEDGEMENT

I have read, understand and agree to perform the duties and responsibilities set out in this position description.

Signature of employee:

Date: