



POSITION DESCRIPTION

Position: Human Resources Officer

Classification: ATO Level 5

Reports to: Director of Corporate Services

Tenure: Ongoing, 1.0 FTE

Reporting to the Director of Corporate Services, the Human Resources Officer will provide effective, compliant human resources advisory and administrative services to stakeholders in accordance with relevant legislation and policies, and in line with College directives. The role is responsible for providing HR advice and support to managers and supervisors on the most appropriate way to apply processes, policies and legislation to ensure that the most suitable and effective action is taken. You will support leaders with HR processes including (but not limited to) end to end recruitment, employee changes, employee entitlements and training and development.

This position will provide high quality customer service, building strong working relationships across the College and with external stakeholders.

KEY RELATIONSHIPS: Director of Corporate Services, Finance Manager, Compliance Officer, Staff and Principal

The outline of this role is as follows:

1. MAIN RESPONSIBILITIES

- Implement HR policies, systems, processes and activities consistently across the organisation
- Provide timely, accurate and professional advice to employees and management in the application of HR Policies and Procedures
- Coordinate and administer the Recruitment & Selection processes and programs, including placement of job advertisements, position descriptions, and preparation of all relevant documentation
- Assist Senior Leaders in the implementation of the recruitment processes
- Participate in recruitment selection panels, for roles advertised internally and externally (as required)
- Coordinate the Induction process, including core business and HR inductions for staff as appropriate
- Ensuring that performance management and grievance resolution processes are appropriately documented and prepare draft documentation for review by Principal and Director of Corporate Services as required
- Maintain human resource data bases to ensure correct recording of all staff and employment related information as required
- Process all leave requests and timesheets for casual and contract staff
- Maintain term time staff wage annualisation

- Prepare statistical and government payroll information as required, i.e. Census, Financial Questionnaire, Fringe Benefit Tax Return etc...
- Reconcile all leave accruals
- Process end of contract, resignations, retirements and redundancies in accordance with the relevant Enterprise Agreement, Awards, provisions and entitlements
- Prepare Statements of Service
- Manage Portable Long Service Leave and Personal Leave Claims
- Manage TOIL, Work Cover and personal leave days
- Assist with preparation of HR metric data reports as required
- Coordinate and maintain the Human Resources personnel filing systems
- Ensure strict confidence in regard to all Human Resource issues.
- Maintain up-to-date employment documentation for all employees
- Provide a consistent contact point for Human Resource related enquiries
- Monitor relevant legislation to ensure that the College's HR practices meet requirements
- Assist in regular review, development and implementation of HR related systems and documentation, to maintain compliance and achieve industry best practice
- Attend to staff enquiries
- Provide in-house training and workshops to communicate HR requirements
- Positively foster a performance based and collaborative work culture
- Other duties as required

2. SELECTION CRITERIA

Essential

- Model and maintain the Catholic and Mercy ethos and traditions of the College
- Relevant tertiary qualification or substantial experience in human resources support
- Technical knowledge of relevant workplace legislation and modern business practices, with experience providing quality HR advice
- Excellent communication skills, including demonstrated ability to communicate human resource advice and concepts clearly
- Excellent problem-solving skills and tenacity to obtain a successful resolution to issues
- Demonstrated ability to interpret and apply legislation
- Demonstrated interpersonal skills to facilitate interaction, cooperation and trust
- Advanced level of IT skills, including Microsoft suite (Word, Excel, Outlook and Internet)
- Ability to set priorities, organise workloads and meet deadlines
- High attention to detail and ability to prepare documentation accurately
- Demonstrated ability to maintain confidentiality at all times

Desirable

- Knowledge and experience with Synergetic Payroll
- Capacity to maintain professional relationships with organisations on behalf of the College

3. TERMS OF EMPLOYMENT

- 4 weeks annual leave
- Working with Children Check (WWC) required
- National Criminal History Check (as issued by the Department of Education WA)

Date Reviewed: Nov 2021