

Role Description – People & Wellbeing Officer

Position title:	People & Wellbeing Officer
Main purpose of the role:	Continuously improve staff culture and wellbeing, employee relations and staff management.
Responsible to:	The Principal
Responsible for:	The People & Wellbeing Officer develops and refines PW policies and procedures and assists in their implementation. The People & Wellbeing Officer will help identify workable solutions in employee relations matters and improve People & Wellbeing systems in accordance with legislative and industrial relations requirements and Human Resources and Wellbeing best practice.
<p>Key result areas:</p> <p>Knowledge, skills, experience and personal characteristics</p> <ul style="list-style-type: none"> ● Human Resources qualifications and/or demonstrated experience in a staff-related role ● Understanding of HR practices, legislation and current issues for teachers and administration staff including immigration and visa processes ● Demonstrated knowledge of contemporary recruitment practice ● High level ICT skills ● Excellent organisation skills, keen attention to detail, ability to prioritise and excellent time management skills ● A commitment to staff wellbeing and professional growth ● Strong problem solving skills, excellent administration and project management skills ● Discretion, ensuring confidentiality ● Positive disposition ● Ability to work autonomously, independently or collaboratively ● Professional demeanour, demonstrated ‘can-do’ attitude and enthusiasm ● Excellent active listening, negotiation and presentation skills ● Competence to build and effectively manage interpersonal relationships at all levels of the College ● Commitment to serving the staff of the College <p>Staff Wellbeing</p> <ul style="list-style-type: none"> ● Encouraging and improving connectedness with God, others and ourselves ● Participate in the staff wellbeing and social committee ● Building a culture of help-seeking that includes all staff ● reviewing and implementing strategies, structures and processes to minimise work-related stressors ● Providing resources to help staff build their sense of self-efficacy ● Ensuring staff receive appropriate recognition for their work ● Providing clear lines of referral to the Employee Assistance Provider (EAP), union representative, wellbeing representative and external agencies ● Support staff opportunities for individual growth and personal development <p>Position Description Recruitment and Selection</p> <ul style="list-style-type: none"> ● Development of Position Descriptions, advertisements and selection criteria in consultation with the relevant members of staff 	

- Handling staff and candidate enquiries in a professional, sensitive and confidential manner and referring them to the Principal when appropriate
- Organisation of employee selection processes including advertising placement (online), short listing, interviews and demonstration lessons, notifications to unsuccessful candidates, preparation of related documentation and correspondence, background reference checking, preparation of employment contracts
- Maintenance and ongoing development of the employment section of the school website to deliver contemporary recruitment practice

Induction and Orientation

- Organisation, maintenance of records and implementation of tasks associated with staff induction processes for all staff including casual staff, student teachers, volunteers, sport coaches, music tutors, and bus drivers
- Organisation of induction/orientation events
- Development of the package of information for new staff
- Maintenance of the database of staff information and liaison with the relevant people for new staff members'
- On-going support for new staff through regular meetings in their first year, both individually and as a group.

Retention

- Provide initial intervention in IR and HR issues, specifically by assisting school managers with HR matters including:
 - Proactive advice to identify areas for improved staff management practices
 - Support and guidance to managers in the management and investigation of grievance/disciplinary matters and assist with mediation
 - Assist staff to resolve HR queries or concerns including interpersonal conflict
 - Oversee mandated training for staff (WPHS, CPR, 1st Aid, Child Protection)
 - Distribution of information to staff in relation to salary agreements and awards, entitlements, provisions
 - Preparation of annual letters of appointment for each member of staff
 - Staff wellbeing assisted through the EAP counselling service

Maintenance and HR Administration

- Oversight and promotion of staff policies and programs
- Policy development, preparation of presentations and reports (including WGEA report and workers compensation)
- Preparation of staff documentation and correspondence as required. • Organizational flow charts

Separation

- Organisation of the staff exit process and related documentation.

And

- Support for the ethos of the School
- Other related duties as advised by the Principal.

Statement of responsibility:

The work of the Human Resource Officer will be consistent with the College's mission statement; CLEAR values; Code of Conduct for employees; and published policies, procedures and practices.

General Requirements and Responsibilities

All non-teaching staff at Parklands Christian College are required to:

- Demonstrate a commitment to spiritual and moral practices consistent with Biblical principles.
- Be in agreement with the Statement of Faith as stated in the Parklands Christian College Constitution.
- Support and implement the College Mission Statement, policies and procedures, core values and commitment to Workplace Health & Safety.
- Maintain confidentiality and professional responsibility.
- Maintain a degree of flexibility in working hours from time to time as required for the position.
- Accept that the College reserves the right to modify the position to meet its operating needs.
- Assist and relieve in other positions from time to time.
- Undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or delegate.
- Practice and demonstrate good grooming and presentation as per the College Staff Dress Policy.

Scope of the position:

Christlikeness (Mission/Ethos)

A member of the Administrative Team at Parklands Christian College has a personal relationship with Christ that forms the basis by which they serve, understanding of and commit to supporting and enhancing the mission and ethos of Christian Education within the school by:

- Actively supporting and enhancing the faith life and values of the school.
- Establishing positive relationships with team members and colleagues.
- Enhance College culture
- Implement reflective practices for improvement

Learning (Professional Learning)

A Member of the Administrative Team at Parklands Christian College is a lifelong learner and commits to maintaining professional knowledge and skills and participating in the school renewal processes by:

- Evaluating processes and procedures and participating in professional development.
- Maintaining and demonstrating knowledge of relevant accounting and administrative standards, practices and skills
- Maintaining a high level of accuracy and timeliness relevant to their role & areas of expertise including child protection and policy application.

Regularly engaging in collaborative processes through which they share knowledge with colleagues.

Excellence (Professional Practice)

A Member of the Administrative Team at Parklands Christian College demonstrates effective practical and professional skills which supports the development and maintenance of administrative and accounting procedures:

- Explain, interpret and promote our College CLEAR Values, and embedding these in systems and practices that ensure their longevity and relevance
- Contributing to a nurturing environment which is person-centred, supportive, cooperative and aligned with relevant staff & wellbeing policies, documents and practices.
- Proactively and collaboratively engaging in professional renewal practices to enhance administrative outcomes and improve the College's effective ability to care.

- Working collaboratively with the Finance Team and other staff members in contributing to the professional life and improvement of the school.

Attitude (Professional Responsibilities)

A Member of the Administrative Team at Parklands Christian College demonstrate a proactive approach to **protecting** and **enhancing** culture that produces confidence and reflects Christ-like attitudes and actions by:

- Communicating and demonstrating effectively the “way we do things” at Parklands
- Communicating effectively “how we want to be and act like Christ” (Christlikeness) at Parklands
- Actively promote a Christian Worldview

Respect (Professional Engagement)

A Member of the Administrative Team at Parklands Christian College respects, fosters and develops appropriate professional relationships with staff, parents, carers and the wider school community by:

- Valuing and supporting the distinctive role of parents and carers as partners in the learning and teaching process.
- Encouraging and supporting the involvement of the school and students in the life of the church.
- Engaging the wider community, where appropriate, in student care & wellbeing programs.
- Supporting, as appropriate, the involvement of the school in special events and celebrations.

Professional Responsibilities - Annual Checklist

The annual checklist below is a list of **professional responsibilities**. This list is not exhaustive, but should prove useful as a guide for professional practice, and for reflection.

- **Wellbeing**
 - Instrumental member of the wellbeing committee
 - Staff connection events
 - Monitor & evaluate partner and support organisations services
- **Reflective Practices for Improvement**
 - Regular check-ins with the Principal
 - Professional Conversations
 - Half Yearly Conversations
 - Annual Self Review
- **Reports**
 - Contribute to:
 - Principal’s Annual Report
 - Staff Professional Development
 - Staff Retention/Separation
 - Wellbeing
 - Wellbeing Committee Report
 - Monthly Board Report
 - Staff & Wellbeing
 - Legal
 - College Annual Report
 - Various data
 - Annual Operations Plan (AOP)
 - 5 Yearly Annual Review (Accreditation)
 - Various data

■ Weekly Operations Meetings

- **Recruitment, Induction and Separation**
- **Database**
 - Staff Professional Development
 - Staff Retention/Separation
 - Critical Incidents
- **Professional Development** (personal)
 - 20 hours of CPD
 - Staff Meetings
 - Master Classes (optional)
- **Special Events & Community**
 - Fete
 - Carols
 - Awards Evenings (optional)
 - Devotions
 - Other