



## Position Description

### INTRODUCTION TO OUR COLLEGE

Our college commenced in January 2001 in functional facilities provided by Parklands Christian Church. Each year we continue to grow in student numbers, class levels offered, facilities and resources. We see the day when over 1200 students will come on our site each day. The College is divided up into 7 areas, these being: Little Learners Early Learning Centre (6 weeks – school age), Lower Primary (Prep-3), Upper Primary (4-6), Middle School (7-9), Senior College (10-12) and Outside School Hours Care (Prep – 12).

<b>POSITION TITLE:</b>	Human Resource Officer
<b>CONTRACT:</b>	Permanent, Full-Time
<b>REPORT:</b>	Business Manager
<b>DEPARTMENT:</b>	Business
<b>HOURS OF DUTY:</b>	5 days per week / 38 hours per week (1.00 FTE) NB: some responsibilities throughout the year may fall outside of normal work hours.
<b>PROBATION PERIOD:</b>	6-month probation as per EBA
<b>LOCATION:</b>	Parklands Christian College, Park Ridge, QLD

### POSITION PURPOSE AND OBJECTIVES

The Human Resource Officer develops and refines policies and procedures relevant to all recruitment, from hiring to offboarding. The Human Resource Officer will help identify workable solutions in recruitment matters and improve recruitment systems. The Human Resources Officer will also help identify workable solutions in employee relations matters and improve HR systems. These tasks will be conducted in accordance with legislative and industrial relations requirements and Human Resources best practice.

### KEY RESPONSIBILITIES AND PERFORMANCE INDICATORS

The Human Resource Officer is responsible for the hiring, onboarding, and offboarding of College Staff. This includes:

#### Hiring

- Use the Hiring Process Flow chart and Recruitment Request Forms to efficiently manage this aspect of the role.
- Ensure Position Descriptions are accurate and up to date by collaborating with Managers.
- Work with Managers to ensure that the best method of recruitment is identified both internally and externally, including looking for ways to ensure our advertisements/on-line campaigning is professional and competitive.
- Oversee the organising of the screening, interviewing, communication to applicants, background checks. All this needs to be done in a manner that provides the candidate with a positive first impression of the College. This also includes collaboration with Managers throughout the hiring process and ensuring they have resources for interviews.
- Maintenance and ongoing development of the online 'HR Recruitment Portal', as well as the 'Employment Section' of the College website.

#### Onboarding

- Use the Onboarding Flow Chart to efficiently manage this aspect of the role, in conjunction with the HR Onboarding Portal.
- Preparation of employment contracts in consultation with Managers.

- Ensuring all necessary paperwork has been sent to candidates and returned prior to their start date.
- Collaborating with Payroll, IT and Student Services to ensure they are well informed of all new staff. This includes updating the 'New/Departing Staff Checklist'.
- Organising and delivering Induction meetings with all new staff, including casuals, student teachers, volunteers, sports coaches and music tutors.
- Working with marketing/media to put together Induction Packs that offer relevant, high-quality information and resources, to help set them up for a good start.
- Work with WHS Officer on sending through/following up mandatory online training within two weeks of starting, and annually ongoing, including WHS, CPR, First Aid, Child Protection
- Work with School Principal on finalising a Staff Handbook, ready for 2025.
- Organisation of professional and engaging Orientation events at the start of each year.
- Ensure that Managers have details on when Probations reviews are due in the 3- and 5-month period, and they have access to resources that allow them to effectively coach and support new staff in their probation period and ongoing in their first year of employment with the College.

#### Offboarding

- Use the Offboarding Flow Chart to efficiently manage this aspect of the role, in conjunction with the HR Offboarding Portal.
- Respond to resignation letters and add to the New/Departing Staff Checklist
- Ensure payroll are informed of the resignation date as soon as possible.
- Issue Statements of Service
- Arrange exit interviews with outgoing staff
- Collaborate with outgoing staff and IT to ensure Colleges resources are returned.

**The Human Resource Officer is responsible for HR administrative tasks, including assisting managers with probation, performance management and assisting employee retention. This includes:**

- Provide professional and compliant resources and proactive advice assist with improved staff management practices
- Support and guidance to Heads of School, Principal and Business Manager in ensuring grievance/disciplinary matters and mediation are handled in a manner that aligns with Fair Work practices.
- Assist staff to resolve HR queries or concerns, including interpersonal conflict, in a professional and fair manner.
- Oversight and promotion of staff policies and programs. This includes encouraging managers to include this as part of their regular professional development with their staff teams.
- Assist with policy development, preparation of presentations and reports as directed by the College Executive team.
- Preparation of staff documentation and correspondence e.g. Staff Handbook, Organisational Flow charts, ensuring HR Letter Templates are compliant etc.

#### Other

- Provide information to the Principal and Business Manager once a month for Board Reports.
- Assist with other HR requests as advised by the Principal or Business Manager.

### **CORPORATE RESPONSIBILITIES**

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

**All non-teaching staff are required to observe the following corporate accountabilities:**

### **General requirements**

- 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 and [EBA](#).
- 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 Guidelines](#).

### **Mandatory requirements**

As per our [Student Protection Policy](#), Parklands Christian College is committed to the safety and wellbeing of children and young people. We believe every child's social, emotional and spiritual wellbeing matters deeply to God.

## **PERSONAL ATTRIBUTES**

### **Qualifications/Certifications**

- Qualifications relevant to the Human Resource Officer role and/or demonstrated experience.
- Current Senior First Aid / CPR certificate or we can assist you to obtain
- Current Working with Children Check or willing to obtain one prior to start

### **Skills**

- Understanding of HR practices, legislation and current recruitment issues impacting the education sector.
- Demonstrated knowledge of contemporary recruitment practice.
- Excellent written communication and technology skills
- Highly developed interpersonal and verbal communication skills.
- Strong organisational and documentation skills, with the ability to establish work priorities and work to deadlines with minimal supervision.
- Good analytical skills with the ability to communicate simply and clearly as you will liaise with various school departments.

### **Abilities**

- Demonstrated ability to implement and improve recruitment systems within the College.
- Demonstrated ability working collaboratively in a busy environment to achieve daily goals.
- Demonstrated ability to manage and allow for some flexibility around simultaneous projects and needs, at times with short notice.
- Ability to interact professionally and effectively with stakeholders.
- Ability to use initiative to problem-solve and forward plan.
- Ability to use discretion, tact and maintain confidentiality.

**Drafted by:** Alison Kingdom **Date:** 07/11/2024

**Approved by:** Charlotte Kruger **Date:** 08/11/2024