



### POSITION DESCRIPTION

---

#### HUMAN RESOURCES OFFICER

In a natural, sustainable environment Billanook College aspires to provide an accessible, uniquely caring learning community in which students confidently create and navigate their own learning pathways. We do so with respect and appreciation of diversity, equity, justice and our place in a changing world.

At Billanook, our staff are central to our mission. We aim to recruit and sustain a workforce focused on the shared vision of Billanook College.

#### POSITION OUTLINE

Reporting directly to the HR Manager, the HR Officer is responsible for the coordination of all human resources administrative processes and the maintenance of all related records across the College. The position includes having primary responsibility for the daily coordination of the recruitment process and all associated administration as well as the professional learning process for the College.

**REPORTS TO**      The Human Resources Manager

#### KEY ACCOUNTABILITIES

- Coordinate the recruitment, appointment, onboarding and offboarding processes of employees.
- Maintain HR records to ensure they meet organisation and statutory requirements.
- Assist with daily leave management requests for all employee leave requests and liaise closely with the Human Resources Manager on replacements.
- Assist in compiling data for the completion of reports and compliance documents for government bodies and statutory authorities in a timely and accurate manner.

#### PERFORMANCE EXPECTATIONS

##### HR Advisory

- Provide day to day advice and to all staff on employment terms and conditions, College policies, procedures and systems.

##### Recruitment, Onboarding and Offboarding

- Prepare advertisements and position descriptions for all vacant roles as advised by the Human Resources Manager.
- Keep records of applicants in accordance with Workplace Gender Equality Agency (WGEA) reporting requirements.
- Process candidate applications and share with interview panels to assist with shortlisting.
- Schedule and organise interviews.
- Communicate to unsuccessful applicants.
- Prepare employment contracts for successful candidates for review by the Human Resources Manager.
- Coordinate all administrative matters relating to the onboarding process for all new employees.
- Manage ID tags for new employees in consultation with the IT team and the return of College property of employees exiting the College.



### POSITION DESCRIPTION

---

- Assist with the preparation of Statements of Service and Professional Learning summaries for all exiting employees.

#### **Staffing**

- Prepare written documentation for all staffing changes and employment modifications for review by the Human Resources Manager.
- Process all staff leave requests, including monitoring of balances and liaising with Human Resources Manager regarding the appointment of replacement staff.
- Monitor tenure periods and contract expiration dates.
- Ensure all staff records, including HR records in TASS and Martian Logic, are maintained to meet organisational and legislative requirements.

#### **Policy, Procedure and Compliance**

- Assist with the preparation of data for various compliance reports including the Workplace Gender Equality Report, Victorian Institute of Teaching (VIT) Annual Census, Independent Schools Victoria (ISV) and Association of Heads of Independent Schools of Australia (AHISA) Benchmarking Surveys and other surveys as identified periodically.
- Assist with maintaining up-to-date records of VIT Registrations, Working with Children (WWC) Checks and Criminal Record Checks.
- Maintain records of staff academic qualifications for the Annual Report.
- Use initiative to review and suggest changes for clear and concise HR process documentation.

#### **Compliance Training**

- Support the Human Resources Manager with the provision of administration associated with first aid training for staff.
- Maintain up to date records of staff compliance training in relation to child safety, first aid, anaphylaxis, asthma and other compliance training as identified periodically.

#### **Individual Staff Professional Learning**

- Organise individual staff professional learning activities as advised by the Human Resources Manager, including processing requests, registrations, payments, accommodation and travel where required.
- Maintain professional learning records for staff in TASS.
- Administer compliance training modules for all staff using the Staff Learning System in Complispace.
- Maintain up to date records of staff compliance training in relation to child safety, first aid, anaphylaxis, and asthma.
- Manage professional learning records for all staff and provide summaries to staff as required.

#### **Other Duties**

- Undertake related duties as directed by the HR Manager.
- Relieve on Reception/Switchboard as required.
- Adhere to the College Style Guidelines for all correspondence and notices.



### POSITION DESCRIPTION

---

#### Child Safety

- Provide a safe and welcoming environment for all Billanook students and any young people who visit Billanook to engage in College approved activities.
- Promote the safety and wellbeing of children and young people to whom Billanook College provides services.
- Ensure that all interactions with students are positive and safe.
- Provide adequate care and supervision of all students, not only on the campus but whenever students are involved in Billanook College approved activities.
- Act as a positive role model at all times for students.
- Be aware and observant of key indicators of child abuse, neglect and harm with your students.
- Listen and respond to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another.
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to a Child Safety Officer. Follow the College guidelines *Responding to Concerns about Child Abuse, Harm and Safety (available on MyConnect)*.
- Maintain valid VIT or WWCC (Employee) documentation.
- Report to the Principal any criminal charges or convictions received during the course of employment or volunteering that may indicate a possible risk to children and young people, including any such charges or convictions prior to employment.
- Participate in Child Safety and Wellbeing training.

#### Occupational Health and Safety

- Attend Occupational Health and Safety Committee meetings.
- Participate in OHS related training.
- Adhere to Billanook College's OHS policies and procedures.
- Comply with instructions given for the health and safety of themselves and of others and adhere to safe work procedures.
- Actively participate in the development of risk assessment and / or job safety analysis, identifying, assessing and controlling hazards.
- Report all hazards, injuries, incidents and near misses via *Complispace* and to the Chair of the OHS Committee.
- Assist with workplace inspections.
- Co-operate with management in its fulfilment of its OHS legislative objectives.
- Take reasonable care to ensure their own health and safety and that of others, and to abide by their duty of care provided for in the legislation.

#### KEY SELECTION CRITERIA

- Supportive of the values of Billanook College and Independent School education.
- Appropriate qualifications or experience in Human Resources Management.
- Some knowledge of current Industrial Relations, Employment Law and HR policies and procedures.
- Experience with coordinating end-to-end recruitment including the development of position descriptions, advertising, and interview questions.
- Strong interpersonal, oral and written communication skills with the ability to remain confidential and deal with sensitive issues with diplomacy and tact.



### POSITION DESCRIPTION

---

- Excellent time management and problem solving skills.
- Ability to work autonomously and take initiative.
- Ability to manage competing priorities and deadlines.
- Advanced computing skills in Microsoft Office suite. Experience with TASS (Student and Staff Administration), Complispace (GRC) and/or Martian Logic (HR Management) software programs would be advantageous.
- Sound knowledge of current OH&S legislation and guidelines and a commitment to ensuring a safe working environment.
- Current first aid qualifications including Anaphylaxis Management and Emergency Asthma Management training preferable.
- Understanding or awareness of the Child Safe Standards and other mandatory reporting requirements as they apply to Victorian Schools, and a strong commitment to providing a child safe environment at all times.
- Commitment to the College's Child Safety Policy and Code of Conduct.
- Commitment to the principles of equal opportunity and equity in education.
- Current Working with Children and Criminal Record Checks.

### TERMS AND CONDITIONS

This is a part-time (0.6 to 0.8) ongoing position, with 10 weeks of annual leave (5 unpaid).

Remuneration is at level 5.1 of the *Billanook College (Educational Services Staff) Enterprise Agreement 2023*, the *Educational Services*. The terms and conditions of employment are set out in the *Billanook College (Educational Services Staff) Enterprise Agreement 2023*, the *Educational Services (Schools) General Staff Award 2020* and the *National Employment Standards (NES)*.

Billanook College is committed to the principles of Equal Opportunity Employment and the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

### CHILD SAFETY SCREENING

Billanook College is committed to the safety, wellbeing and inclusion of our students. The College has no tolerance for child abuse and is a child safe employer.

All potential employees and volunteers will be required to comply with the College's Child Safety and Wellbeing Policy and Code of Conduct, which are available on our website. Billanook College performs thorough assessments of potential and existing employees in accordance with the legislated Child Safe Standards. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person and is suitable for child related work in a school environment. The screening process includes, but is not limited to, the checking of potential and existing employees' qualifications, identity, references, VIT registration, criminal record and Working with Children checks.