

## HR Administrator

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Emmaus College is a proudly co-educational Catholic college, established in 1980 through the amalgamation of St Thomas More College, a Christian Brothers' school for boys (1969 – 1979) and Chavoin College, a Marist Sisters' school for girls (1966 – 1979). The next stage of the amalgamation in 2025 was with Holy Saviour Primary School, Vermont South and St Timothy's Primary School, Vermont. The College operates over multiple campuses in Vermont South, Vermont and Burwood. One campus is dedicated to Years 7, 8, 10, 11 and 12, another campus is designated to the Year 9 program, Y9@E, and another is a dedicated Junior School K to Year 6. All staff at Emmaus may be required to work at any of our campuses.

**Our school motto:** To Know Christ

**College Vision:** To foster a community that nurtures the full flourishing of each learner, inspiring excellence as they come 'To Know Christ' on their own road to Emmaus

**College Mission:** Emmaus College, as a Christ centred Community, has fundamentally at the heart of its spirituality, the person of Jesus Christ. The story of the Walk to Emmaus in the Gospel of Luke and from which the College is named, nourishes our spirituality. Students are encouraged to live by the key core values of faith, community, respect, excellence, integrity and service and to empower them to achieve their best academically. Emmaus aims to ensure that learners acquire and utilise the knowledge and skills to be future-ready. Our mission as a Christ-centered community provides a caring and supportive environment that enables students to develop their full potential in all areas of life. Pastoral care is a key focus of the College and promotes and enhances student wellbeing of a personal, social, physical, emotional, cognitive and spiritual nature.

### EXPECTATIONS OF STAFF IN A CHILD SAFE SCHOOL

Emmaus College is committed to creating and maintaining a child-safe school environment. Students' care, safety, and welfare are embedded in policies and procedures that ensure a commitment to zero tolerance of child abuse. All actions and programs will maintain high ethical standards and work according to child safety standards and child protection reporting guidelines. All employees have a shared legal responsibility to contribute to a safe working environment for staff and students in their area. Emmaus College is an equal-opportunity employer.

### Business Team

An efficient Business Team (HR, Finance and Administration) is vital to the College's success. The Business Team at Emmaus College is committed to the provision of quality professional services for staff, students, and families, adding value to the College operations and programs. The Human Resource Administrator has a role to play in this team to support team members in implementing the efficient administration of the College Human Resources.

#### Key Leadership Responsibilities:

- Promote and support the Catholic Ethos of the College and model the College values for the foundation of staff development.
- Assist the Principal and Leadership Team to develop a highly professional and competent staff.
- Foster a learning culture for staff that promotes a lifelong openness to personal and professional development as well as a commitment to the service of others.
- Encourage a climate of excellence in employment relations that fosters team leadership, teamwork, trust, openness, mutual respect and collaborative problem-solving.

- Assist the Principal to monitor the level of staff satisfaction and to celebrate success in the College.
- Assist the Principal in developing a best-practice human resource strategy for the College to meet compliance requirements in line with all statutory requirements, policies and procedures.
- Assist the Principal and Leadership Team to manage change to allow the College to creatively and pragmatically deal with emerging challenges.
- Contribute to the formulation and implementation of key documents, policies and processes and assist the Principal and Leadership Team on all matters relating to staff.

#### **Key Administration Responsibilities:**

Support the Leadership Team in the management and development of the human resource functions of the College. These include:

- Administering the recruitment and selection function for the College
- Updating and maintaining all personnel files and job/position descriptions
- Assisting the Principal's EA in developing all appointment letters in accordance with the College's HR practices and procedures.
- Facilitating an efficient contract management process, including follow-up and return of signed acceptances and paperwork for all contracts and variations
- Maintaining the HR function database in Synergetic, Online Staffing Records (OSR) and Personal Record System (PRS) within the Victorian Catholic Education Authority (VCEA) database, ensuring all leave and employee records are up to date.
- Maintaining staff professional learning records, including Accreditation to Teach in a Catholic School.
- Ensuring all human resource practices and procedures are compliant with relevant legislation, awards, agreements, and College policy
- Liaising with the Director of Business Operations and relevant staff regarding Return to Work and Occupational Health and Safety Programs
- Monitoring and ensuring that College requirements for VIT registration, WWC Checks, and Criminal Record Checks are met
- Preparing correspondence and reports for government agencies, VRQA and the Melbourne Archdiocese Catholic Schools as required
- Leading the Induction process, working with key members of staff involved in the induction of new staff and organizing mentors for new staff as required.
- Assisting graduate teachers in gaining their full teacher registration via the VIT Inquiry Project process
- Ensuring the HR component of the College website and other online platforms are up to date and provide the appropriate HR information and detail
- Overseeing the employee exiting process, including exit interviews
- Overseeing the annual review process (ARM) for all teachers, working closely with the Leadership Team for teacher ARMs
- Developing and helping implement in consultation with the Leadership Team effective and transparent procedures for professional review and performance appraisal of staff.
- Ensuring that staff are regularly informed of policies, procedures and operational issues related to their employment at the College
- Assuming the overall responsibility for monitoring sick leave and absenteeism, seeking administration assistance where required

- Assist with the Emergency Management procedures and Risk Assessment processes relevant to all areas of HR

### **Accountability**

The Human Resources Administrator is accountable to the Principal.

- has a reporting function to the Director of Business Operations in relevant areas (e.g. budget, payroll, policy, Workcover, risk management)
- liaises with all members of the College Leadership Team in carrying out the role where it intersects with other team members

### **It is expected that the Human Resources Administrator will:**

- Have appropriate qualifications or experience in Administration.
- Possess excellent interpersonal and communication skills with the proven ability to develop professional relationships with staff at all levels.
- Confidence to work autonomously and as a team member
- Demonstrate advanced skills in Microsoft Office products, database management, and presentation
- Ability to work under pressure in a calm and considerate manner
- Understand the key policies and procedures pertaining to the role
- Always maintain confidentiality

### **ADDITIONAL INFORMATION**

- This is a full-time role, ES CAT C, 7 weeks annual leave, one week during the school holidays and 4 weeks of the Christmas holidays.
- Hours of work will generally be from 8.00am to 4.00pm. Additional hours may be required as requested by the Principal, e.g. after school meetings
- The role attracts a salary in accordance with the qualifications and experience