

# People and Capability Administrator

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| <b>Classification:</b>  | Education Support Services, Category C, Level 3 |
| <b>Employment Type:</b> | Fixed Term, Part time 0.6 FTE                   |
| <b>Reports to:</b>      | Leader of People and Capability                 |
| <b>Direct Reports:</b>  | N/A   |

## Context

Sacred Heart College is a proud, dynamic, high performing school community with strong traditions, a rich history and a deep sense of community and welcome. Our Catholic identity is best exemplified through a program of education that encourages students and staff to pursue the Mercy values of compassion, justice, respect, hospitality, service and courage. The Sacred Heart Way is identified through actions that uphold and advance Catherine McAuley's vision of the lived Gospel, which is at the heart of our community.



*Strategy 2021 and Beyond* articulates our vision of educating girls in the Mercy tradition to make a difference in our changing world. Key elements of the strategy focus on opportunities to reimagine learning that enables members of our school community to be creative, self-directed and critical thinkers, who are inspired to learn, whose natural inquisitiveness is nurtured and who strive for excellence.

The People and Capability Team operate as key partners within the College, with responsibility for all aspects of human resources. They create, lead and coordinate processes, projects and initiatives aimed at ensuring the College's people practices support an engaged and effective workforce. Portfolios include talent acquisition, training and development, performance, employee relations, employment law and compliance, compensation and benefits, and administration and HR system management.



## Primary Purpose and Key Responsibilities

The People and Capability Administrator provides high-quality administrative support across all aspects of the People and Capability function. The role ensures smooth day-to-day operations by managing systems, records, documentation, and compliance requirements while contributing to the delivery of an exceptional employee experience. The Administrator works collaboratively with the People and Capability team to deliver accurate, timely and professional support to all stakeholders across the College.

Key responsibilities include but are not limited to:

### Talent Lifecycle Administration

- Prepare and process documentation related to staffing changes, including contracts, letters of offer, variation letters, and termination paperwork.
- Maintain accurate personnel records on relevant systems, including CEVN, employment contracts, compliance records, and other documentation.
- Assist with the onboarding and offboarding process by preparing documentation, collecting required checks, coordinating equipment and account set up or recovery, and updating systems.
- Where required, assist with salary assessments and calculations for teachers.
- Coordinate placement documentation for pre-service teachers and maintain university liaison contact lists.
- Support with booking interviews, catering, and logistics where needed for on and offsite meetings.
- Support with administration of HRIS and recruitment/onboarding systems.
- Maintain awareness of contracts commencing and concluding, general staff movements, and notable leave, and advise the Payroll Officer on forthcoming changes.

### Compliance and Documentation

- Monitor and maintain registers for Working With Children Checks, Criminal Record Checks, VIT Registration, and Code of Conduct documentation.
- Run regular reports and compile data for internal use and external reporting (e.g., Leadership reports, Gender Equality reports).
- Track compliance requirements and flag upcoming renewals or expirations for staff documentation and registrations.
- Support the production of confidential reports and metrics on workforce composition and movements.
- File, archive, and maintain digital and physical HR records in accordance with legal and best-practice standards.

### General People and Capability Administration

- Assist with updates to the College's policies, processes, staffing lists, and People and Capability intranet content.
- Maintain procedures and documentation related to People and Capability workflows.
- Provide administrative support during policy reviews, audits, and cyclical projects (e.g., annual staff reviews, learning and development program logistics).

### Continuous Improvement

- Proactively suggest enhancements to documentation, workflows, and digital tools within the People and Capability function, including administrative systems and processes, regularly reviewing them for opportunities to improve efficiency, accuracy, and user experience.



- Stay informed of best practices in HR administration and bring forward ideas for streamlining tasks and improving compliance and recordkeeping.
- Collaborate with the People and Capability team to implement approved improvements, and document new procedures clearly for future use.
- Contribute to building a culture of continuous improvement by identifying gaps, proposing solutions, and embracing feedback and change.

## Other accountabilities and duties

In addition to the primary purpose and key priorities, the People and Capability Administrator will:

- Undertake other reasonable duties as directed
- Document and maintain procedures relevant to the position
- Comply with the standards of a Child Safe organisation
- Maintain and contribute to individual and collective responsibility for Health and Safety at the College
- Undertake relevant professional and technical development

The People and Capability Administrator will have responsibility for ensuring administrative tasks, protocols and procedures relevant to the role are undertaken.

## Key Relationships

Key relationships include:

- Leader of People and Capability
- People and Capability Coordinator
- Deputy Principal – Student Programs and Staffing
- Payroll Officer
- College Leadership Team Assistant
- Executive Assistant to the Principal
- Principal and College Leadership Team

## Skills, Experience and Qualifications

### Essential:

- Previous experience in an administrative or coordinator role, preferably in HR, education or a regulated environment.
- Strong organisational and time management skills with a high level of attention to detail.
- Proficiency in Microsoft Office suite and confidence using HRIS or similar databases.
- Excellent written and verbal communication skills.
- Discretion and professionalism in handling confidential information.
- A proactive and responsive approach to work with the ability to manage multiple priorities.



- Commitment to work within and positively advance the College's mission and Mercy values

**Desirable:**

- Familiarity with child safety standards and HR compliance in an educational setting.
- Experience with Synergetic, Martian Logic, CEVN or similar school HR/payroll systems.
- A qualification in Business Administration, Human Resources, or similar.
- Understanding of the principles of a Catholic community organisation

This position requires a current Police Check and Working with Children Check.

## Child Safety

The People and Capability Administrator will be committed to the College's child-safe policy, comply with the Safeguarding Children and Young People Code of Conduct, Mercy Education Limited Code of Conduct and all other policies and procedures relating to child safety. They will demonstrate a duty of care to students in relation to their wellness for learning and will proactively support a child safe environment.

## Acknowledgment

A holder of this position acknowledges that:

- they have read and understood the general requirements of the position
- they are suitably qualified and capable to undertake the responsibilities within
- this position description serves to describe the position as accurately as possible but does not constitute a full statement of duties, and
- other reasonable duties may also be allocated.



## General Work Description - Education Support Services, Level 4 (VCEMEA)

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|--|---|
| <b>Competency</b>                                  | <ul style="list-style-type: none"> <li>Competency at this level may include Level 1 – 3 competencies. In addition, competency at this level operates within broad principles set by management.</li> <li>An employee at this level is expected to undertake a high proportion of tasks involving complex, specialised and/or professional functions.</li> <li>A role at this level may coordinate or manage a specific functional responsibility and/or liaise with the general community, government agencies or service providers.</li> </ul> |
| <b>Judgement, Independence and Problem-Solving</b> | <p>Roles at this level will generally require employees to:</p> <ul style="list-style-type: none"> <li>independently relate existing policy to work assignments and apply a specific body of knowledge to solve problems.</li> <li>use theoretical principles in modifying and adapting techniques.</li> </ul>  |
| <b>Direction</b>                                   | <ul style="list-style-type: none"> <li>Broad direction, working with a degree of autonomy.</li> </ul>   |
| <b>Supervision</b>                                 | <p>Roles at this level may be required to:</p> <ul style="list-style-type: none"> <li>supervise students while performing their normal duties but may not be used instead of a Teacher.</li> <li>co-ordinate or manage a specific functional responsibility and/or manage other employees including administrative, technical and/or professional employees.</li> </ul>   |
| <b>Qualifications and Experience</b>               | <p>Level 4 duties typically require a skill level which assumes and requires knowledge or training equivalent to:</p> <ul style="list-style-type: none"> <li>a degree with relevant work experience;</li> <li>extensive experience and/or management expertise in the relevant field; or</li> <li>an equivalent combination of relevant experience and/or education/training.</li> </ul>  |

