

# Position Description

<b>Position Title</b>	<b>Project Officer</b>
<b>Department</b>	People and Culture
<b>Reports To</b>	Project Coordinator
<b>Key Reports</b>	Nil
<b>Overview</b>	<p>The Project Officer is responsible for delivering projects across the payroll and human resources function.</p> <p>This role supports the delivery of project outcomes, stakeholder communication and engagement, project reporting and record keeping requirements. Your ability to work efficiently and effectively in a project setting, and strong understanding of human resources, payroll, records management and data will be pivotal to success in this role.</p> <p>Working under the direct supervision of the Project Coordinator, you will actively contribute to high quality payroll and employment practices, data and records, and thrive working on complex projects both independently and collaboratively with internal and external stakeholders.</p> <p>This is an exciting opportunity for a project officer and human resources professional that seeks to contribute to the success of St Peters Lutheran College, delivers high standards of performance, possesses a high level of integrity, and will contribute to a positive workplace culture.</p>
<b>Key Accountabilities</b>	<p>Key to the success of this role is high attention to detail, high level ability to deliver critical and complex project requirements within tight timeframes, effective communication and ability to work collaboratively, and high level expert knowledge of human resources and payroll compliance.</p> <p>The key accountabilities of the Project Officer include:</p> <ul style="list-style-type: none"> <li>• Provision of advice, relevant to the payroll and human resources projects, to facilitate the effective and efficient delivery of project priorities and outcomes, resolution of issues, and communication in support of project priorities</li> <li>• Conducting thorough research and data analysis</li> <li>• Preparing project briefs to support informed decision making and planning</li> <li>• Identifying and managing issues and risks, including the maintenance of issues and risk registers and promptly escalating high risk matters through the Project Coordinator and Director People and Culture</li> <li>• Liaising with project stakeholders to support the delivery of project activities and preparation of accurate and timely project communications</li> <li>• Establishing and maintaining effective relationships with stakeholders to achieve positive outcomes and deliver project milestones</li> <li>• Act as change champion to support project outcomes and development of documented processes and procedures</li> <li>• Undertaking other duties and tasks as directed for the effective achievement of College outcomes as requested, by the Director, People &amp; Culture</li> <li>• Actively contributing to the development of a positive and high performing team culture</li> </ul>

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	<ul style="list-style-type: none"> <li>Ensuring that all College policies and procedures, such as financial management, occupational health and safety, and conduct are complied with.</li> </ul> <p>Key attributes relevant to success in this role include:</p> <ul style="list-style-type: none"> <li>Drive for continuous improvement and penchant for working with data and detail</li> <li>Meticulous attention to detail and accuracy</li> <li>Integrity, discretion and confidentiality</li> <li>Excellent organisational skills and time management</li> <li>Excellent communication skills and strong interpersonal skills</li> <li>Proactive problem solving and demonstrated positivity, resolution and action focus</li> <li>Experience in human resource/payroll projects and project management</li> <li>Tech-savviness and ability to present data and reports in meaningful formats and high standard</li> <li>Adaptability and ability to work in a changing environment</li> </ul>
<b>Selection Criteria</b>	<p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate.</i></p> <p><b>Experience and qualifications</b></p> <p>SC1: A relevant tertiary degree in business, human resources or related discipline, and/or a proven record of achievement in a similar role which contributes to organisational excellence, high standards of performance and a positive workplace culture.</p> <p><b>Knowledge, skills and capabilities</b></p> <p>SC2: Demonstrated human resource or payroll project experience, ideally within a large and/or complex organisational context, and ability to demonstrate individual contributions to these projects.</p> <p>SC3: Operational experience in human resources and demonstrated high level knowledge of employment related legislation, payroll processes and compliance, recordkeeping, data governance and HR systems.</p> <p>SC4: Highly effective communication skills and high-level interpersonal skills as demonstrated through professional written communication and oral communication, effective liaison and strong collaborative working relationships.</p> <p>SC5: Demonstrated strong analytical, problem-solving skills and attention to detail.</p> <p>SC6: Proven effective organisational skills and time management, as demonstrated by the ability to manage and meet the demands of multiple tasks, competing priorities, and deadlines.</p>
<b>Hours of Duty</b>	<p>Full-time or Part-time</p> <p>Full-time hours are 76 hours per fortnight</p> <p>Monday to Friday</p>

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Terms and Conditions	<b>Classification</b> – School Officer Level 5 <b>Salary</b> – \$76,736 - \$80,482 per annum, plus superannuation <b>Tenure</b> –Maximum Term Contract to 18 December 2026 <b>Terms and Conditions</b> – Please refer to the <i>Queensland Lutheran Schools Single Enterprise Agreement 2024</i> .
Location	St Peters Lutheran College – Indooroopilly 66 Harts Road INDOOROOPIILY QLD 4068

Professional Behaviours	<p>Applicants are expected to respect and uphold the College’s Mission of “Excellence in Christian Co-Education”, support the Christian ethos of St Peters Lutheran College and demonstrate courtesy, co-operation and teamwork with fellow members of staff.</p> <p>Uphold Code of Conduct and Valuing Safe Communities standards.</p> <p>Actively and effectively participate in reasonable directions provided.</p>
Child Protection	<p>All employees of St Peters are required to familiarise themselves with and adhere to the College’s Child Protection Policy and Procedures, and complete annual Child Safety Training.</p>
Health & Safety	<p>All employees are required to take reasonable measures to protect their own health, safety and wellbeing, and that of others, and to follow all reasonable Health and Safety policies, guidelines, and directions.</p> <p>Managers hold additional accountability for operational management of safe work practices in their area, including making appropriate resources, information, and training available to their team members.</p>
Policies & Procedures	<p>Employees are expected to understand and act in accordance with St Peters policy and procedure documents that are available on the College’s intranet, relevant legislation and directions within the employment contract and/or <i>Queensland Lutheran Schools Single Enterprise Agreement</i>, and take the responsibility to maintain currency with these.</p>
Compliance Requirements	<p>Current Blue Card and/or Queensland College of Teachers Registration.</p> <p>Identified positions will require additional security clearances. All successful candidates will be required to obtain and maintain currency and levels of security clearance.</p> <p>Timely completion of mandatory training requirements and training relevant to their role.</p>
Other relevant information	<p>The College will conduct relevant and required applicant checks which includes and is not limited to, contacting current and previous employer(s) to substantiate employment history, past conduct and performance.</p> <p>St Peters Lutheran College aims to be a preferred employer by fostering and valuing diversity, ensuring equitable and fair treatment for all, and respecting and upholding human rights.</p> <p>The College is committed to increasing the participation rate of Aboriginal and Torres Strait Islander people through best-practice recruitment methods and</p>

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	<p>producing positive training and employment outcomes for Aboriginal and Torres Strait Islander people within the wider communities.</p> <p>The collection and handling of information will be consistent with the requirements of the <i>Privacy Act 1988</i>.</p>
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Further information about St Peters can be found at [www.stpeters.qld.edu.au](http://www.stpeters.qld.edu.au)

May 2025