



## POSITION DESCRIPTION

POSITION	HUMAN RESOURCES ADVISOR (0.6FTE)	
SCHOOL / DEPARTMENT:	BUSINESS OPERATIONS	
POSITION REPORTS TO:	HEAD OF BUSINESS OPERATIONS	
POSITION PURPOSE:	<p>The Human Resources Adviser provides operational and advisory support to the Principal, Head of Business Operations and EA to the Principal and staff on workplace relations, industrial relations, staff wellbeing and staff performance.</p> <p>This role will contribute to delivering detailed documentation processes and systems for human resources in collaboration with the EA to the Principal, Head of Business Operations and Executive Team.</p>	
MAIN PEOPLE INTERACTIONS:	<b>INTERNAL</b> Principal Executive Team EA to the Principal Finance Team Staff	<b>EXTERNAL</b> Providers/Suppliers Consultants Professional Networks

### ABOUT GREAT SOUTHERN GRAMMAR

- Our School:** Great Southern Grammar is a vibrant independent Christian co-educational day and boarding school for students from Pre-Kindergarten to Year Twelve.
- Our Values:** Respect | Integrity | Courage | Compassion
- Our Vision:** Create YOUR impact.
- All Great Southern Grammar graduates are beacons of light in the world, having a positive, lasting impact in their communities for the common good.
- Our Mission:** Passion | Purpose | Joy
- We are a forward-looking school called to ignite passion, shape purpose and cultivate joy. All students experience success and come to know their important place in the world.
- Our Core Strengths:** Place | Community | Learning & Care | Experience | People.

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KEY AREA	RESPONSIBILITIES AND TASKS
<b>ACTIVELY SUPPORT SCHOOL OPERATIONS</b>	<ul style="list-style-type: none"><li>• Comply with all relevant legislative, regulatory obligations, school codes, policies and procedures;</li><li>• Complete administrative and operational activities in alignment with school requirements; and</li><li>• Be willing to undertake tasks as requested by the Principal or their delegate.</li></ul>
<b>ADMINISTRATION</b>	<ul style="list-style-type: none"><li>• Assist with the development, review and updating of policies, procedures and associated documentation in consultation with the Principal, Head of Business Operations, and EA to the Principal;</li><li>• Support the review of staff FTE as it applies to payroll in collaboration with Finance Officer as directed by the Principal and Head of Business Operations and Executive;</li><li>• Support with the review, calculation of LSL, Maternity Leave, Redundancy as directed by Head of Business Operations;</li><li>• Complete salary reviews and benchmarking as directed by the Principal or Head of Business Operations;</li><li>• Oversee the compilation of compliance reports as required;</li><li>• Provide WHS and Ergonomic support to all staff as required; and</li><li>• Act as Secretary to the Staff Consultative Committee.</li></ul>
<b>ADVICE</b>	<ul style="list-style-type: none"><li>• Provide support and advice on workplace relation matters to staff according to school policy;</li><li>• Provide advice to staff and the Executive on legislative requirements, awards and industrial relations law;</li><li>• Support the preparation of letters, documents and file notes for terminations, redundancies, disciplinary matters and changes to position description in collaboration with the Principal, Head of Business Operations and EA to the Principal; and</li><li>• Coordinate IEUWA, Superannuation Funds and Salary Packaging Provider visits to campus.</li></ul>

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<b>RECRUITMENT</b>	<ul style="list-style-type: none"> <li>• Prepare and review recruitment processes including position descriptions, website content, timelines and advertising mock-ups in conjunction with the EA to the Principal and Marketing and Communications Manager;</li> <li>• Provide guidance and support to hiring managers during the shortlisting and interview process;</li> <li>• Provide advice on employee contracts, ensuring high degree of accuracy in all employee contracts, letters of appointment and conditions in conjunction with the Principal, Head of Business Operations and EA to the Principal;</li> <li>• Assist in the development and support the preparation and delivery of the induction and onboarding program in consultation with the Deputy Principal: Head of Teaching and Learning and the Head of Business Operations; and</li> <li>• Coordinate staff exit interviews at the direction of the Principal and in collaboration with the EA to the Principal.</li> </ul>
<b>STAFF SUPPORT</b>	<ul style="list-style-type: none"> <li>• Mentor, support and coach staff as required;</li> <li>• Monitor and support employee wellbeing, providing advice to members of the Executive; and</li> <li>• Provide information to staff that is informative and people focussed including maintaining appropriate content on MyGSG.</li> </ul>

### SELECTION CRITERIA:

<b>QUALIFICATIONS:</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Tertiary qualifications or study in Human Resource Management</li> <li>• Working with Children Check clearance;</li> <li>• Satisfactory National Police History Check;</li> <li>• Hold appropriate Australian work rights; and</li> <li>• Maintain the currency of specific expertise through a commitment to ongoing professional development.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Valid First Aid Certificate.</li> </ul>
<b>KNOWLEDGE AND EXPERIENCE:</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Experience in end-end recruitment processes;</li> <li>• Experience delivering health and well-being engagement initiatives;</li> <li>• Demonstrated current experience in a similar role, ideally within a school environment;</li> <li>• Advanced knowledge of Microsoft Office programmes;</li> <li>• Knowledge of employment awards and employment related legislation;</li> <li>• Knowledge of relevant legislation and industrial relations practices;</li> <li>• Experience using information databases;</li> <li>• Knowledge of safe work practices;</li> <li>• Experience in developing strong working relationships with staff; and</li> </ul>

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	<ul style="list-style-type: none"><li>Strong interpersonal skills and the ability to apply these in complex situations.</li></ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"><li>Understanding of the obligations around Reportable Conduct, Mandatory Reporting and Child Protection, Reportable Conduct, Staff Conduct and Discipline.</li></ul>
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### Instructions

1. Read the Position Description carefully.
2. If you need anything clarified, ask your Line Manager.

Keep a copy available for you to refer to at work.

Please note: As the needs of the school evolve, your position description may need to be revised. This occurs in collaboration with your Line Manager.