



Penola Catholic College Position Description

Position Title	Human Resources Administrator
Classification	Education Support Category C Level 3 (\$78,988 - \$89,499 plus Superannuation and 7 weeks leave taken during school holidays)
Employment Status	Ongoing Full Time
Reports to	Principal through the Deputy Principal (Staff)

About Penola Catholic College

Penola Catholic College is a co-educational college for students from years 7-12 with two campuses in the Northern suburbs of Melbourne. College campuses are situated in Glenroy, which caters for years 7 and 8, and the senior campus in Broadmeadows that features years 9 to 12 and a total college enrolment of approximately 1,400 students.

Penola Catholic College is a community of students, parents and staff guided by the teachings of Jesus Christ and inspired by the example of Saint Mary of the Cross MacKillop. Enlightened by the Gospel values of Faith, Love, Hope and Compassion, we strive to provide a holistic education which meets the needs and develops the gifts of each student. As a community we recognise that this is best achieved in a welcoming environment with a commitment to justice, service and collaboration.

Position Objective

The Human Resources Administrator provides high quality human resource support to the College Executive, with responsibility to support all aspects of the employee lifecycle and general Human Resources administration. Working closely with the Deputy Principal (Staff) and Business Manager, the Human Resources Administrator will assist with coordination of recruitment and onboarding, with specific responsibility for the management of the human resources administration software platform. They will need to develop and maintain an up-to-date understanding of industry awards. The Human Resources Administrator will demonstrate strong organisational, communication, collaboration and interpersonal skills to support the smooth and efficient operation of human resources in the College.

Responsibilities and Accountabilities

- Coordinate all aspects of the human resources software platform including recruitment, onboarding and induction elements.
- Liaise with relevant College Leaders to update Position Descriptions.
- Provide College Leadership Team with all relevant information to support short-listing of candidates for advertised roles.
- Co-ordinate, in liaison with the College Leadership Team, the recruitment and interview process.
- Attend interviews, as directed by Leadership, to support their efficient operation.
- Coordinate the creation, distribution and return of contracts for new staff, part-time staff and staff on fixed contracts, in line with MACS requirements.
- Coordinate the induction and onboarding of new staff, in line with the College processes.
- Coordinate the return of staff from Maternity Leave, in line with the College processes.
- Liaise with the College Timetabler and Deputy Principal to maintain up-to-date and accurate staff records on relevant software platforms.
- Maintain the records of staff professional learning utilising relevant software platforms.
- Assist in the coordination of Leadership Appraisals and Annual Review Meetings for Teaching

Staff and ESEs.

- Maintain up-to-date records of VIT registration and WWCCs.
- Maintain accurate records of staff compliance training and assist with reminding staff when compliance activities require completion.
- Coordinate the placement of Student Teachers, in liaison with the Deputy Principals and universities.
- Coordinate the offboarding of exiting staff, in line with the College processes.
- Day to day organisation of some staff administration officers including campus office and reception in collaboration and consultation with the Business Manager.
- Attend fortnightly Staffing and/or HR Meetings.
- Attend non-teaching staff meetings and whole staff meetings as required.
- Undertake regular professional learning to maintain a high-level awareness of current and best practices in human resources, and knowledge of the relevant Industrial Awards and MACS requirements.
- Support and comply with the implementation of Penola's Child Safe Policy and Code of Conduct, and other College policies and procedures relating to child safety.
- Other duties as required or negotiated with the Principal, Deputy Principal and/or Business Manager

.Additional Information

Annual Review Meetings

An Annual Review will be held during the year by the Business Manager and will consider the following aspects of the role:

- Delivering results
- Problem solving
- Functional knowledge and skills
- Service to others / customer focus
- Building trust
- Collaboration
- Communication
- Taking initiative

Meetings

Attend staff meetings and other meetings as required.

Professional Learning

Relevant professional learning can be accessed with the approval of the Learning Diversity Leader and/or Business Manager.

Employee Obligations

Policies

All staff are employed under and abide by the *Catholic Education Multi Enterprise Agreement (CEMEA) 2022* (and any instrument that replaces it) and Penola Catholic College policies, guidelines and procedures.

Child Safety

The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

Staff must adhere to the following:

- A thorough understanding of the College's Child Protection - Child Safety and Wellbeing Policies and the Child Safety Code of Conduct, and any other policies or procedures relating to child safety and wellbeing;
- Assist in the provision of a child-safe environment for students;
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Breaches will be managed as per the CEMEA 2022 Clause 13 – Managing Employment Concerns

Occupational Health Safety

Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. It is the responsibility of all staff to ensure OHS guidelines are met, safe work practices are maintained and all hazards reported to the OHS representative or OHS committee.

Each staff member does make a positive contribution to the College environment. Suggestions that can improve the overall efficiency of a work area are valued and each staff member is encouraged to put forward ideas and suggestions to their Head of Department.