

POSITION DESCRIPTION

Position:	Human Resources and Payroll Officer
Key Relationships:	This position has a dual reporting line to both the Human Resources Business Partner and the Assistant Business Manager.
Fraction:	Full time, ongoing
Classification:	This role is classified as a School Officer Grade C under the Lutheran Education (Victorian Schools) Multi Enterprise Agreement 2023

Primary Role Purpose

The Human Resources and Payroll Officer provides high level support to the Human Resources Business Partner and the Assistant Business Manager across all aspects of the employee lifecycle. This Officer position administers the employee and payroll functions including the application of policies, procedures and the College's Lutheran Education Multi Enterprise Agreement to ensure accurate data maintenance, compliance with internal and external requirements, effective and accurate fortnightly payroll and a strong employee experience.

Key Internal Relationships and Accountabilities

Whilst this role reports to both the Human Resources Business Partner and the Assistant Business Manager, The Officer will also take direction from the Principal's Office when preparing employment correspondence.

Associated Relationships:

- Principal
- Executive Assistant to the Principal
- Business Manager

Ongoing Responsibilities

All non-teaching members of staff are expected to fulfill their duties and responsibilities in ways that strengthens Lutheran identity, enhances excellence in teaching and learning, engages in continuous improvement and innovation, builds community and connection, and leads effective organisation and management.

These expectations are delivered through the following duties and responsibilities:

Human Resources

- Coordinate the end-to-end recruitment and onboarding processes for new staff including preparation of position descriptions, advertising of roles, coordinating interviews, conducting reference checks, preparing onboarding materials and processing relevant data and information of new starters.
- Provide basic advice and guidance to staff based on the College's policies, procedures and Lutheran Education Multi Enterprise Agreement.

- Preparation of employment and employee correspondence including Letters of Appointment, changes to employment terms, and other correspondence pertinent to the employee lifecycle and HR initiatives as directed.
- Audit and coordinate candidate and employee compliance activity and data.
- Ensure accurate maintenance of employee data for the purpose of informing broader College activity such as Facilities and IT.
- Perform other duties as directed commensurate with the scope and classification of the role.

Payroll

- Support the Assistant Business Manager with the fortnightly payroll process within the College's payroll software system.
- Ensure accurate records of staff leave, employment adjustments, contract variations, salary changes and staffing movements in preparation for each pay run to ensure an accurate pay is delivered avoiding overpayments and underpayments.
- Monitor and process enterprise agreement salary increases in line with the Lutheran Education Multi Enterprise Agreement.
- Prepare reports and files as directed to support the payroll function and other functions of the College as they relate to payroll management.
- Support the Principal and Business Manager with the provision of accurate information and data for the preparation of the annual budget as required and directed
- Perform other duties as directed commensurate with the scope and classification of the role.

Qualifications

- Qualifications in business or human resources or working towards the completion of a relevant qualification is desirable.
- Return to Work Coordinator certification would be advantageous.
- A current employer Working With Children Check clearance is required.

Personal Qualities and Relevant Experience

The successful candidate will be able to demonstrate these qualities:

- Exceptional attention to detail.
- Strong interpersonal / personal skills including excellent communication skills.
- Experience managing the administration of end-to-end employee lifecycle activity.
- Excellent time management and organisational skills with the ability to effectively prioritise tasks.
- Ability to be self-motivated, focused and to complete tasks on time.
- Proficient computer skills and use of Microsoft Office Programs and HR/Payroll software.
- Demonstrated experienced working within a school environment would be advantageous.
- Experience with HRIS Synergetic and/or Martian Logic would be advantageous

Key Selection Criteria

- Has human resources and payroll administrative experience and/or proven abilities, with exceptional attention to detail and the ability to administer systems and processes to a consistently high standard.
- Can demonstrate relevant generalist employee lifecycle knowledge, apply enterprise agreement and modern award frameworks in context and holds broad understanding of basic employee relations matters as they relate to the administration and maintenance of employee and payroll records.
- Holds a relevant undergraduate qualification in business, human resources or a related discipline, or equivalent work experience.
- Is able to engage appropriately and effectively with all stakeholders of the organisation to achieve common outcomes.

- Demonstrated time management, organisational skills, attention to detail and ability to think laterally as a means of sourcing accurate information quickly and effectively.
- Ability to exhibit process improvement mindset, offering suggestions for efficiency and effectiveness.

Our Commitment to Child Safety

All students who attend Luther College have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The College has a commitment to child safety and teaching staff will be responsible for understanding, applying and promoting the College's commitment to child safety, and its related policies and procedures.

Employment at Luther College is subject to school policies including the Child Safety and Wellbeing Policy and Child Safe Program – Child Safety Adult Code of Conduct and participating in all related mandatory training. To ensure the safety of all students, staff will take into account issues relating to Aboriginal students, students from cultural and linguistic diverse backgrounds, or students with a disability, in addressing child protection and disclosures.

Professional Expectations

All staff are expected to:

- All employees will commit to upholding and supporting the college's Lutheran ethos and the mission of the Lutheran Church.
- Demonstrate commitment to Ministerial Order No. 1359 "Child Safe Standards – Managing the risk of child abuse in schools" and Luther College Child Safety Code of Conduct.
- Have a shared responsibility for risk identification of child abuse, and be well-prepared in how to respond to child safety concerns.
- Be responsive and maintain respectful communications and collaborative relationships with the Luther College community.
- Adhere to and implement all safe work practices and procedures in accordance with the Luther College Occupational Health & Safety Policy.
- Work safely and report any hazards in accordance with school procedures.
- Model exemplary ethical behaviour and exercise informed judgments in all professional dealings.
- Attend staff meeting/s and professional learning as scheduled.
- Meet expectations as set out in the Luther College Staff Handbook.

Core Leadership Behaviours

The Human Resources Officer is expected to role model the following behaviours:

Professional Composure: Is a settling influence within a complex environment, is not easily irritated or quick to judge, can manage reasonable stress without it affecting professional performance.

Ethics and Values: Demonstrates Christ-like values, role models expected behaviours, demonstrates honesty and integrity in all situations irrespective of complexity.

Decision Quality: Makes good decisions, based on sound data, credible educational research, collective wisdom, experience and in alignment with the College's strategic aims and objectives.

Interpersonal Expertise: Relates well to all kinds of people, easily builds rapport and trust, is respectful and diplomatic in dealings with others, represents situations accurately without embellishment and displays a genuine empathy for others.

Communication: Can communicate with clarity and purpose within a variety of settings, is an active listener, is slow to judge and form opinions, is able to interpret and respond accordingly to the non-

verbal responses of others. Provides consistent public support both within and outside of the College for school-wide policy initiatives and strategic priorities.

Organisational Agility: Knowledgeable about the relational and operational complexity of organisations, works effectively to achieve strategic priorities and learning goals of the College, and understands how best to motivate and align teams of people to achieve these.

Priority and Solution Focused: Can identify what is of strategic importance and prioritises focus of self and others accordingly, can limit distractions, overcomes blocks and barriers, is able to complete projects within required timeframes, consistently meets the goals of the organisation and exceeds the expectations of others, creates opportunities and support structures for others to be internally motivated.

Self Knowledge: Knows personal strengths and weaknesses, reflects upon previous experiences to facilitate personal and professional growth, regularly seeks feedback from others, values transparency and accountability.

Courage and Conviction: Speaks the truth with love, corrects communicated inaccuracies, provides direct feedback to others, faces difficult situations from a clear process perspective, does not personalise professional situations unnecessarily.