



Position Description

Position Title	Talent Acquisition Officer
Department	People and Culture
Reports to	Senior People and Culture Adviser
Direct Reports	N/A
Purpose and Objectives	<p>The Talent Acquisition Officer provides high-quality, timely and compliant human resources support across the early stages of the employee lifecycle.</p> <p>This role is responsible for delivering consistent, well-documented and governance-aligned recruitment and employment practices, particularly throughout the first six months of employment. Working collaboratively with hiring managers, the People and Culture Advisers and broader P&C team, the Talent Acquisition Officer ensures a positive candidate and employee experience while maintaining data integrity and adherence to College policies and legislative requirements.</p> <p>Operating within a values-led Lutheran educational environment, this role supports the attraction, engagement and onboarding of high-quality staff who contribute to the College's mission of providing a holistic Christian education. The position partners closely with leaders to ensure workforce needs are met in a timely, professional and service-oriented manner.</p> <p>As a key operational role within the People and Culture team, the Talent Acquisition Officer ensures the integrity, accuracy and compliance of recruitment, onboarding and employment administration processes. Through strong attention to detail, organisation and customer service, this role plays an important part in delivering a positive experience for candidates, new employees and stakeholders.</p>
Key Accountabilities	<p>Talent Acquisition and Recruitment</p> <ul style="list-style-type: none"> • Coordinate end-to-end recruitment processes across allocated client groups, ensuring timely and high-quality outcomes. • Partner with leaders to support recruitment activities, providing guidance on processes, timelines and requirements. • Prepare and manage job advertisements, candidate communications and recruitment administration. • Coordinate shortlisting, interview scheduling and selection documentation, ensuring all selection documentation is complete, accurate and stored according to governance and audit requirements. • Monitor recruitment pipelines and track progress against agreed timeframes. • Support the engagement and management of recruitment agencies and external search partners, in consultation with the Senior People and Culture Adviser. • Contribute to building direct sourcing strategies and talent pipelines to support workforce needs. • Promote the College as an employer of choice, ensuring all recruitment activity



Position Description

	<p>reflects its Christian ethos and values.</p> <ul style="list-style-type: none">• Ensure a positive, professional and timely candidate experience throughout the recruitment process.• Maintain recruitment systems, documentation and reporting to ensure accuracy and audit readiness. <p>Employment Contracts & Administration</p> <ul style="list-style-type: none">• Prepare, generate and issue compliant employment contracts and associated documentation accurately and within required timeframes.• Facilitate and monitor mandatory pre-employment checks, including right to work, qualifications, references and child safety/safeguarding requirements.• Draft contract variations in consultation with the People and Culture Adviser.• Maintain accurate and up-to-date employee records across the employee lifecycle.• Ensure all employment documentation is compliant with relevant legislation, enterprise agreements and College policies.• Provide administrative support across employment lifecycle processes. <p>Onboarding & Induction</p> <ul style="list-style-type: none">• Facilitate onboarding processes, including pre-employment documentation, system setup and commencement logistics, ensuring a compliant and positive commencement experience.• Liaise with Payroll, IT and relevant stakeholders to ensure all access, resources and onboarding requirements are in place prior to commencement.• Coordinate induction scheduling and support the delivery of induction programs, including the academic year induction program, in consultation with the Director, People and Culture.• Provide guidance to leaders to support effective onboarding practices and monitor progress of key milestones, including probation checkpoints.• Maintain accurate onboarding records, ensure compliance with audit requirements, and identify opportunities to improve onboarding and induction processes. <p>Probation, Offboarding & Employee Lifecycle Coordination</p> <ul style="list-style-type: none">• Coordinate probation review processes, including tracking, scheduling and documentation.• Support leaders in maintaining consistent probation practices by monitoring probation and early employment milestones, prompting leaders to complete reviews and documentation. Escalate probation issues or concerns to the People and Culture Adviser.• Coordinate employee lifecycle changes, including internal movements and employment variations.• Facilitate offboarding processes, ensuring all requirements are completed in a
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Position Description

	<p>timely and compliant manner.</p> <ul style="list-style-type: none"> • Issue and monitor completion of exit surveys and coordinate People and Culture exit interviews. • Collate exit feedback and provide insights to the People and Culture Department. <p>Stakeholder Engagement & Service Delivery</p> <ul style="list-style-type: none"> • Support a portfolio of client groups, building effective working relationships with leaders and stakeholders. • Deliver responsive, professional and service-oriented support to leaders, employees and candidates. • Provide clear and consistent communication across recruitment and employment processes. • Work collaboratively with the People and Culture Adviser to ensure aligned service delivery. • Contribute positively to the People and Culture team environment. <p>Compliance, Governance & Continuous Improvement</p> <ul style="list-style-type: none"> • Ensure all recruitment and employment processes comply with relevant legislation, enterprise agreements and College policies. • Enter and maintain employee data into College databases and systems with a high degree of accuracy. • Maintain high standards of confidentiality, data integrity and record-keeping. • Conduct routine audits of onboarding, recruitment and early employment documentation, and identify opportunities for process improvement and contribute to continuous improvement of knowledge resources and initiatives. • Contribute to workforce reporting, including vacancy tracking, onboarding metrics and early turnover insights. • Support People and Culture projects and initiatives as required.
<p>Key Relationships</p>	<p>Internal: Director People and Culture, Senior / People and Culture Adviser, Payroll team, Work Health & Safety team, College Corporate and Senior Leadership Team, Hiring Managers and Line managers, Finance team, IT team, Housekeeping team, Facilities team, Administration and Operations teams.</p> <p>External: Candidates and prospective employees, Recruitment agencies and search partners, Background screening and compliance providers, Advertising and sourcing platforms (e.g. SEEK, LinkedIn), Relevant regulatory or governing bodies.</p>
<p>Selection Criteria</p>	<p>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate.</p> <p>Experience and Qualifications</p> <ul style="list-style-type: none"> • Relevant qualification in Human Resources, Business or a related discipline, or demonstrated equivalent experience. • Demonstrated experience in recruitment or talent acquisition, including coordination of end-to-end recruitment and onboarding processes with a focus on



Position Description

	<p>quality and compliance.</p> <p>Knowledge, Skills and Capabilities</p> <ul style="list-style-type: none"> • Sound working knowledge of employment legislation, enterprise agreements and recruitment practices, with the ability to apply these in a practical setting. • Strong organisational and administrative skills, with high attention to detail and the ability to manage competing priorities and meet deadlines. • Well-developed interpersonal, communication and stakeholder management skills, with a strong customer service orientation and ability to build effective working relationships. • Demonstrated ability to maintain confidentiality, exercise sound judgement and work collaboratively within a team. <p>Values and Ethos</p> <ul style="list-style-type: none"> • Commitment to supporting the Christian ethos and values of a Lutheran educational environment.
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Job Details	
Position Status	Permanent, Full Time
Hours of Duty	Full time - 38 hours per week Monday to Friday Business Centre service hours are 8:00am to 4:00pm
Classification	Schedule 10 - School Officers Level 5
Annual Salary	\$80,573.00 to \$84,505.00 per annum plus Superannuation. Terms and Conditions – Please refer to the Employment Contract, which may or may not include reference to the Queensland Lutheran Schools Single Enterprise Agreement 2024 .
Superannuation	12.75% employer contribution from 1 July 2025
Location	St Peters Lutheran College – Indooroopilly 66 Harts Road, INDOOROOPIILLY QLD 4068
Professional Behaviours	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 uphold the Code of Conduct and Valuing Safe Communities standards. All employees are expected to demonstrate courtesy, co-operation and teamwork with fellow members of staff, and actively and effectively participate in reasonable directions provided.



Position Description

Job Details	
Child Protection	<p>All employees of St Peters are required to complete annual Child Safety Training. New employees must complete this training upon commencement, and/or provide certificate of completion from previous workplace.</p> <p>Employees must understand and adhere to the College's Child Protection Policy and Procedures.</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>Right to work in Australia</p> <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 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>
Further Information	<p>Further information about St Peters can be found at www.stpeters.qld.edu.au</p>