



## Position Description

<b>Position:</b>	<b>People and Culture Officer</b>
<b>Position Status:</b>	Full Time (1.0 FTE), ongoing
<b>Classification:</b>	Level 6, in accordance with the Presbyterian Ladies' College General Staff Agreement 2026
<b>Reports to:</b>	People and Culture Manager. All positions in the College ultimately report to the Principal.

## Presbyterian Ladies' College

Established in 1875, Presbyterian Ladies' College (PLC) is a leading Christian independent school for girls from Kindergarten to Year 12, with onsite boarding available from Year 7.

The campus is situated in the east of Melbourne on a 16-hectare site, creating a unique environment of a school in a park.

Our core values, underpinned by our Christian Ethos, are Integrity, Empathy, Courage, Delight and Service, and these provide an enduring foundation for dynamic learning.

The College Mission is an outstanding education within a Christian context that:

- prioritises care
- promotes holistic development and growth
- personalises learning
- provides enriching opportunities
- perpetuates principled living and a service ethic
- prepares students for their time as scholars, thinkers, citizens, advocates, and leaders

Our consistently impressive academic results reflect the high-quality teaching, dedication of the students and visionary leadership for which the College has long been renowned.

We value and nurture the individual strengths and passions of the students. The personal development of our students is our priority with extensive age-appropriate care and wellbeing programs. Asian and European language studies are part of the curriculum from Prep to Year 12 with many students continuing foreign language study through either the Victorian Certificate of Education or the International Baccalaureate pathway.

The students' talents and interests are nurtured within a rich curriculum program, as well as through extensive co-curricular offerings.

Our ultimate goal is to develop girls who are fully prepared and will flourish in their life and work well beyond school as they contribute in meaningful ways to their community as scholars, thinkers, citizens, advocates and leaders.



## Context of the Role

The People and Culture Department is responsible for the development and implementation of effective people strategies aimed at attracting and maintaining a highly engaged, safe, and skilled workforce. The team consists of specialists across Talent & Recruitment, People & Culture, Policy, Risk & Compliance, and Occupational Health & Safety, who work collaboratively to meet the College's goals, as set out in the strategic plan, and support the day-to-day operations of the College.

## Position Overview

The People and Culture Officer supports the delivery of high-quality HR advisory services and workforce operations.

Reporting to the People and Culture Manager, the position is responsible for providing practical advice and generalist support to College leaders and staff on a range of employee life cycle matters, including policy, Enterprise Agreement and award interpretation and the effective application of employment frameworks.

The role contributes to the delivery of HR operations, people-related projects and supports recruitment as required, including leave coverage.

## Key Responsibilities:

Examples of duties include but are not limited to:

### HR Advisory

- provide expert and timely HR advice and support to leaders and staff on operational and lifecycle related matters
- provide accurate and interpretative advice regarding Enterprise Agreements, relevant awards and key employment legislation

### HR Operations

- support leaders and staff through a range of employee lifecycle matters including induction, staff development, engagement, through to offboarding
- administer and monitor quality and compliant employee correspondence
- monitor internal HR databases and maintain accurate employee records
- contribute to administrative and internal process improvement activities, including the streamlining of HR procedures and work practices
- provide assistance with the drafting, reviewing, updating and implementing of people related policies, frameworks, presentations and communications
- support recruitment activities, including leave coverage, as required

### HR Reporting and Projects

- gather people-related data, analyse trends and collate user friendly reports to enable informed decision making
- contribute to the implementation of people projects in line with the People and Culture strategy



## Other Duties

- as directed by the People and Culture Manager
- maintain up-to-date understanding and support of the College's commitments to Child Safety, Health & Safety, and Policy & Compliance

## Key Relationships:

- Senior School, Junior School, and ELC Leadership Teams
- Managers and Heads of Departments
- Teachers and General Staff
- People and Culture Department

## Mandatory Qualifications / Registrations / Certifications:

- qualification in Human Resource Management or equivalent tertiary certification
- current Employee Working With Children Check (WWCC)
- current certification, or willingness to obtain certification, through PLC-run programs:
  - Provide First Aid (HLTAID011) and CPR (HLTAID009) certificates
  - Asthma First Aid certificate
  - Anaphylaxis Management certificate
  - MARAMS - Protecting Children - Mandatory Reporting and Other Legal Obligations for Non-Government Schools (or equivalent)

**Please note:** Staff are required to maintain current certification and compliance training as required

## Knowledge, Skills and Experience:

- 3+ years of HR generalist experience
- experience in an educational environment is an advantage, but not essential
- sound HR advisory skills, with a positive and proactive customer service approach
- familiarity with employment laws, industrial relations practices, Enterprise Agreements, relevant awards, and child safety standards relevant to the education sector
- strong technical skills (Word, Excel, PowerPoint, familiarity with Synergetic software is also an advantage)
- well versed in providing timely administrative support with high attention to detail
- end to end recruitment experience
- strong process improvement and troubleshooting abilities

## Key Attributes:

- warm, positive, and considerate towards all stakeholders
- confident communicator with strong problem solving and advisory skills
- collaborative team player who fosters positive relationships with colleagues
- high level of integrity, discretion, and confidentiality in handling sensitive HR matters



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- passionate about best practice HR
- excellent organisational, time management, and prioritisation skills
- driven and energetic with excellent verbal and written communication skills
- calm under pressure and able to maintain self-awareness
- committed to ongoing professional learning and technical capability
- committed to upholding and supporting the values, culture, and goals of the College

## Workplace Health and Safety

PLC is committed to fostering a safe, healthy and respectful environment for all members of the College community. All staff share responsibility for contributing to a positive workplace culture by complying with the College's OHS policies, procedures and practices, taking reasonable care for their own health and safety and that of others, and supporting an environment where wellbeing, safety and respect are valued and prioritised.

## Child Protection

PLC is committed to being a Child Safe organisation where the safety, wellbeing and best interests of children and young people are at the centre of all we do. All staff share responsibility for creating and maintaining a child safe culture by complying with applicable child protection legislation and the College's Child Safe policies, procedures and practices. This includes actively supporting student wellbeing, promoting inclusion, respect and empowerment, taking action to keep children and young people safe from harm, and raising any concerns regarding child safety. The College has zero tolerance for child abuse.

**All appointments of General Staff are subject to a satisfactory National Police Check, at the expense of the employer.**

**Dr Emma Burgess**  
Principal

May 2026

*The purpose of this position description is to provide a general overview of the key responsibilities of the position and is not intended to represent the entirety of the position nor is it intended to be all-inclusive*