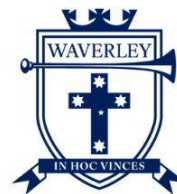


WAVERLEY CHRISTIAN COLLEGE

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ABN: 48 847 193 961 Reg No: A0018722X



Position Description

Position:	People and Culture Assistant
Campus:	Narre Warren South & Wantirna South
Employment Status:	FTE 0.600
Reports Directly To:	Director of People and Culture with an indirect reporting line to the People and Culture Coordinator

Role:

This role provides administrative support to the People and Culture team across recruitment, selection, onboarding, credentialing, and general people and culture administration.

Ministry Specifications:

People and Culture Administration

- Monitor and respond to basic queries in the People and Culture email inbox or flag for other People and Culture staff
- Answer People and Culture related phone and email queries
- Produce and send Statement of Service/Confirmation of Employment letters for staff as required
- Maintain council and staff register
- Provide any other ad hoc project support or administrative support
- Support the preparation or review of standard operating procedures
- Support projects, including compliance, policy development, position description upgrades, etc.
- Administer Staff Development Review form notifications and completions

Employment Letters

- Coordinate the preparation and distribution of Annual Employment Letters for all staff in Term 1, which involves template review, collating information on salary, working hours, PDs, positions of responsibility and subject allocations for teachers
- Update Position Descriptions and Duty Statements for all staff as required

Compliance

Assist in the monitoring of People and Culture compliance issues by:

- Compliance checking and follow up of First Aid, CPR and Anaphylaxis Assessments compliance (in coordination with Nurses) in the first three months for new staff and for existing staff if their role changes and updating systems accordingly
- Maintain the Working With Children Check Register
- Following up on staff compliance modules on the Staff Learning System

Staff Probations

- Coordinate probation process for new staff, including 3 and 6 month review documentation
- File all documents in staff file and confirm staff member ongoing appointment following confirmation from the appropriate manager.

Recruitment

Assist the People and Culture Coordinator as needed or in peak periods with:

- preparation of advertisements for job vacancies
- Maintain and screen applicant documentation
- Respond to all job applications in a timely manner
- Reference Checking
- Respond to internal and external enquiries in relation to recruitment processes and vacancy information

Onboarding

Assist the People and Culture Coordinator as needed or in peak periods with:

- Producing offer of employment documentation through our recruitment system
- Employment credentialing including qualification checks, VIT register checks, WWCC checks and providing reminders to staff
- Prepare New Staff Orientation Packs for the first day of all new staff in January each year
- Support Orientation and Induction processes for permanent and casual employees
- Updating relevant School Database Systems (e.g. Synergetic, payroll system etc.)
- Return from parental leave checks and preparation of reboarding, including sending reminder emails and letters to managers and staff

Offboarding

- Administer staff resignations, prep correspondence, coordinate exit surveys, monitor exit checklists, communicate with departments
- Assist in the documentation of exit interviews and exit surveys
- Update all systems with staff exiting information and inform staff members/departments as necessary
- Return from parental leave and offboarding checks, including sending reminder emails and letters

HR Metrics

- Provide and maintain statistical data and/or records as required
- Establish and maintain record keeping in accordance with legislative requirements

Health and Safety

- Assist with WorkCover matters and administration

Inherent Requirements of the Role

Administration / IT Staff

- Contribute proactively to a culture of child safety
- Prolonged periods of sitting
- Using a computer for a prolonged period of time
- Some repetitive actions (e.g. stapling, hole punching, collating)
- Occasional food handling and preparation
- Ability and licence to drive College cars, as required
- Occasional bending, lifting and carrying
- Standing tasks requiring twisting and turning

Occupational Health and Safety Responsibilities

- Ensure, so far as is reasonably practicable, that work/study/classroom areas under your control are without risk to health and safety of occupants
- To have knowledge of, and comply with the College's OHS policies and procedures
- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- Participate in relevant training and induction sessions
- To report all incidents and/or potential hazards via the reporting system on the Staff Portal as soon as possible

College expectations of you include:

- Be familiar with, and supportive of, the College's policies regarding child safety
- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Upholding the College staff dress code

As part of your employment, you are expected to participate in a range of duties beyond your own responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Participation in relevant meetings
- Attendance at the first day for staff, Staff Retreat and end of year function

Some duties will need to be performed at times other than during the school day including on weekends. Your duties may be varied by the College from time to time in accordance with the College's operational requirements.