



Position Description

Position:	People & Culture Coordinator
Position Status:	Full-time (1.0 FTE), ongoing
Classification:	Level 6, in accordance with the Presbyterian Ladies' College General Staff Agreement 2026
Reports to:	People & 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 to provide 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 Human Resources, Talent and Recruitment, People and Culture, Policy, Risk and Compliance, and Occupational Health and Safety professionals, 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

Reporting to the People and Culture Manager, the People & Culture Coordinator provides responsive, practical HR advice and generalist support across the College, leading the delivery of HR operations and administration, managing cyclical HR activities, and supporting workforce needs through effective stakeholder engagement.

The role is also responsible for the seamless execution of HR policies, procedures and programs from onboarding to offboarding, preparing accurate HR data and reports, maintaining confidential records and files, providing input to continuous improvement, and contributing to people projects.

Key Responsibilities:

Examples of duties include but are not limited to:

- provide timely, first line HR advice and support to leaders and staff on operational HR related matters, including Award, Enterprise Agreement and policy interpretation
- develop and administer high quality and compliant staff correspondence
- collect, manage, and maintain accurate people data in accordance with internal policies and established procedures
- support leaders and employees throughout the employee lifecycle, delivering efficient administration and guidance across onboarding, induction, probation, performance, development, engagement, and offboarding processes
- provide comprehensive meeting support by organising agendas, facilitating logistics, documenting minutes, and coordinating follow-up actions
- monitor key HR metrics, create workforce data reports, and analyse trends to inform stakeholder decision making
- facilitate the return-to-work process, including coordinating documentation, stakeholder communication, and employee support throughout the transition
- contribute to continuous improvement activities, including the streamlining and standardisation of procedures, processes and ways of working
- assist with the development and implementation of assigned initiatives and people projects in line with the People & Culture strategy

Other Duties

- as directed by the People & 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 Early Learning Centre Leadership Teams
- Managers and Heads of Department
- Teachers and General Staff
- Payroll Department
- People & Culture Team

Mandatory Qualifications / Registrations / Certifications:

- qualification in Human Resource Management or equivalent
- current Working with Children Check (Employee)
- 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)

Knowledge, Skills and Experience:

- 2+ years of HR generalist experience
- experience in an educational environment would be an advantage, but not essential
- 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

Key Attributes:

- warm, positive and considerate towards all stakeholders with a heart to serve
- high level of integrity, discretion, and confidentiality in handling sensitive HR matters
- excellent organisational, time management and prioritisation skills
- calm under pressure and able to maintain self-awareness
- collaborative team player who fosters positive relationships with colleagues
- confident communicator with strong problem-solving and advisory skills
- exceptional verbal and written communication skills and a high level of attention to detail
- passionate about best practice HR
- willingness to uphold and support the ethos, culture, and goals of the College
- commitment to ongoing professional learning and technical capability

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

August 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