

WAVERLEY CHRISTIAN COLLEGE Inc

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Position Description

Name:

Position: Human Resources Assistant

Campus: Wantirna South

Employment Status: FTE 0.4

Reports Directly To: Human Resources Manager

This role forms part of a four-person team in HR/Payroll. This role will work in conjunction with another HR Assistant (1.0) to complete the tasks below.

Ministry Specifications:

Recruitment

- Advertisement of job vacancies
- Maintain and screen applicant documentation
- Respond to all job applications in a timely manner
- Arrange interviews with shortlisted candidates as required
- Member of interview panel as required
- Reference Checking as required
- Respond to internal and external enquiries in relation to recruitment processes and vacancy information

Onboarding

- Produce offer of employment documentation
- Coordinate New Staff Orientation Packs
- Coordinate Orientation and Induction processes for permanent and casual employees
- Update relevant School Database Systems (e.g. Synergetic etc.)
- Coordinate probation documentation

Employment Lifecycle

- Provide Employment Letters for all staff at beginning of each year
- Update Position Descriptions for all staff
- Coordinate, monitor and evaluate staff induction and termination processes
- Assist in the monitoring of HR compliance issues and undertake general HR administrative functions
- Contribute to the development, implementation and monitoring of policies and procedures based on relevant legislation and contemporary HR management practices
- Projects, including compliance, policy development, position description upgrades, etc.

HR Metrics

- Provide Reports, including Workplace Gender Equality Agency (WGEA) Report, ISV Benchmarking Survey, Annual Staff Census, CGU Remuneration, Staff Retention Rates

- Provide statistical data and/or records as required
- Maintain the Working With Children Check Register
- Establish and maintain record keeping in accordance with legislative requirements

Payroll

- Assist with payroll processes and procedures
- Act as backup payroll officer as required
- Liaise with auditors during bi-annual audits
- Maintenance of staff records in HR databases (HR3 and Synergetic)

Health and Safety

- Assist with WorkCover matters and administration

Inherent Requirements of the Role

Administration / IT Staff

- 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 to the Bursar and Property Manager 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.