

## POSITION DESCRIPTION – People and Culture Coordinator

**VISION STATEMENT:** The vision of Firbank Grammar is to provide all students with an exceptional education where they feel free to aspire and achieve.

**SCHOOL VALUES:** The School's values of integrity, curiosity, respect, courage, compassion and permeate the School's operational functions and are pertinent to all members of the school community.

---

<b>FACULTY/POSITION</b>	<b>People and Culture</b>
<b>LOCATION</b>	Brighton based, works across 3 campuses
<b>RESPONSIBLE TO</b>	Chief Commercial Officer
<b>FUNCTIONAL RESPONSIBILITY TO</b>	Director of People and Culture
<b>TIME FRACTION</b>	Full time
<b>POSTION PURPOSE</b>	The People and Culture Coordinator is responsible for undertaking day-to-day human resource management administrative functions, including recruitment support, liaising with staff, providing employment condition advice, project and system coordination, and supporting the Director of People and Culture.

### KEY RELATIONSHIPS

#### INTERNAL

- Principal
- Chief Commercial Officer
- Director of People and Culture
- Risk & Compliance Manager
- Staff

#### EXTERNAL

- Contractors and suppliers
- Candidates

## KEY RESULT AREAS

### 1. PEOPLE AND CULTURE

KEY RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
<p>Coordinate and administer end-to-end recruitment processes for staff including:</p> <ul style="list-style-type: none"> <li>• Working with hiring managers in the development and formatting of position descriptions</li> <li>• Writing and posting internal and external advertisements</li> <li>• Assisting hiring managers in shortlisting of candidates</li> <li>• Liaising with candidates at each stage of the recruitment process</li> <li>• Assist in the interview process as required, including development of interview guides and scheduling of interviews</li> <li>• Background and reference checks as required</li> <li>• Preparation of employment contracts and onboarding documentation</li> <li>• Consolidation of onboarding paperwork and compliance</li> <li>• Coordinate onboarding of staff, including IT for hardware and accounts, timetables/allotments, keys, etc</li> <li>• Coordinate new starter induction, including preparation of induction packs, scheduling agenda and presenters, invitations and</li> <li>• Ordering of staff badges</li> <li>• Allocation of keys</li> <li>•</li> </ul>	<p>Recruitment and onboarding process is efficiently and effectively managed.</p> <p>All staff inducted appropriately.</p> <p>Staff records are updated accurately and in a timely manner.</p>
<p>Support the Director of People and Culture and Risk and Compliance Manager in the coordination of Committee Meetings including scheduling meetings, liaising with committee members, and minute taking, for:</p> <ul style="list-style-type: none"> <li>- Work Life Balance Committee</li> <li>- Consultative Committee</li> <li>- Health and Safety Committee</li> </ul>	<p>Meetings scheduled and agenda prepared (in liaison with the Chair of Committee).</p> <p>Minutes recorded and shared.</p>
<p>Provide advice to staff regarding:</p> <ul style="list-style-type: none"> <li>- Conditions of employment</li> </ul>	<p>Timely and accurate advice provided.</p>

<ul style="list-style-type: none"> <li>- Firbank Grammar Agreement details</li> <li>- Employee lifecycle processes</li> <li>- Leave management</li> <li>- Policies and processes</li> <li>- WWCC and VIT registration</li> <li>- EAP</li> </ul>	<p>Understanding of the Firbank Grammar Agreement, policies, and relevant Awards.</p> <p>Queries escalated to Director of People and Culture when required.</p>
<p>Personnel record management including:</p> <ul style="list-style-type: none"> <li>- Ensure staff records are maintained to meet organisation and statutory requirements (including WWCC).</li> <li>- Accurate and timely updating of HR records</li> <li>- Letters provided to staff upon change of working conditions, hours or pay</li> <li>- Ensuring the privacy and confidentiality of sensitive information and documentation</li> <li>- Creating reports from HR and Payroll systems to enable informed decision making</li> </ul>	<p>Data base and HR files are current and maintained.</p> <p>Best practice processes implemented.</p> <p>Confidentiality and privacy maintained.</p> <p>Accurate and timely reporting.</p>
<p>Support the Director of People and Culture in managing the exit process for staff, including:</p> <ul style="list-style-type: none"> <li>- Conduct and record exit interviews</li> <li>- Collect and record return of school properly (keys, IT hardware, library books)</li> <li>- Update HR system and personnel files with termination information</li> </ul>	<p>Exit process coordinated in a timely and professional manner.</p>
<p>Support the Director of People and Culture and the Financial Controller in the completion of compliance and WGEA reports as required.</p>	<p>Surveys /reports completed within timeframes, with accurate data.</p>
<p>Identify opportunities, and assist in the improvement, development, and implementation, of systems and processes, policies and procedures for all People and Culture functions.</p>	<p>Proactive approach. Opportunities identified and new processes developed.</p>
<p>Assist the Director of People and Culture and Risk and Compliance Analyst with training administration, including the annual Child Safety Mandatory Reporting Training.</p>	<p>Training distributed appropriately, tracked, and completion status shared with Managers.</p>

Oversight and management of the HR mailboxes ([hr@firbank.vic.edu.au](mailto:hr@firbank.vic.edu.au) and [recruitment@firbank.vic.edu.au](mailto:recruitment@firbank.vic.edu.au)). Escalating to the Director of People and Culture as required.

All emails are acknowledged and addressed. Issues or emails are escalated to the Director of People and Culture when required.

## 2. RISK AND COMPLIANCE

KEY RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
Support the Risk and Compliance Manager with 'Health and Safety walkarounds' across all campuses, to help identify and assess hazards and risks.	Health and Safety walkarounds attended and hazards and risks recorded and discussed with Risk and Compliance Manager.
Assist the Risk and Compliance Manager with updating and communicating Policies.	Policy updates processed and communicated in a timely and accurate manner.
Under the direction of the Risk and Compliance Manager, assist in the coordination and administration of evacuation drills.	Evacuation drills attended, supported and issues are recorded and shared with key stakeholders.
Support the Risk and Compliance Manager in the onboarding and compliance management of visitor, volunteer and casual engagement inductions and administration.	

## 2. CHILD SAFETY

KEY RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
Responsible for understanding and applying Firbank's Child Safety Policies and procedures.	

Identifying and addressing Child Safety Risks, Child abuse indicators, Management of disclosure and Internal and external reporting obligations.	Has completed relevant training and observes policies and procedures
Complying with School Staff/student boundaries	Acts according to Child Safety Code of Conduct
Taking all practicable measures to protect students where a risk to their safety has been identified whilst under your care.	Considers and manages the safety of students with in the school environment (eg. camps/excursions, online environment, competitions, other events etc.)

### 3. GENERAL REQUIREMENTS

KEY RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
Attend School functions as required.	Attends School functions as required.
Provide an appropriate role model for students in terms of punctuality, professional dress and conduct.	<ul style="list-style-type: none"> <li>Is punctual to class, meetings and assemblies</li> <li>Dresses professionally</li> <li>Conduct is professional</li> </ul>
Support School policies and strategic priorities.	Demonstrates understanding of School policies and priorities.

### 4. HEALTH AND SAFETY

KEY RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
Follow all Health and Safety policies and procedures.	Observe Health and Safety policy
Report all known or observed hazards to Health and Safety Staff representatives.	Reports hazards when observed
Other duties as directed by the Chief Commercial Officer. Staff are required to provide support in other roles as required	Duties performed as directed

This position description is an overview of the duties and responsibilities of this role and does not represent the entirety of this position. Firbank Grammar School reserves the right to vary this position description to meet the needs of the School.

## SELECTION CRITERIA

### QUALIFICATIONS AND EXPERIENCE

- Relevant tertiary Human Resources qualifications and/or lesser formal qualifications with work skills and significant relevant experience
- Working with Children Check
- Knowledge and experience in the administration, implementation and development of HR systems, practices and processes
- Understanding of industry relevant industry Awards and Fair Work Act

### SKILLS AND ATTRIBUTES

- Well-developed interpersonal and communication skills with the proven ability to build trust, rapport and cooperate working relationships at all levels
- Commitment to customer service and outcomes focused
- Capacity to consistently demonstrate a high level of initiative
- Strong research and analytic skills
- The ability to deal effectively with a range of situations and personalities
- The ability to use initiative and judgement when necessary
- Discretion and ability to maintain confidentiality