



GEELONG GRAMMAR SCHOOL®
EXCEPTIONAL EDUCATION

POSITION DESCRIPTION

POSITION:	Employee Engagement (HR) and OHSW Administrator
DEPARTMENT:	Employee Engagement (HR)
CAMPUS:	Cross Campus (Corio based predominantly)
STATUS:	Part-time (0.7 FTE), Ongoing – can be full time during Term with reduced work weeks or part time during normal work week
DATE PREPARED:	October 2024
REPORTS TO:	Director of Employee Engagement

WORKING ENVIRONMENT

Geelong Grammar School is one of the world's leading coeducational boarding and day schools offering exceptional education to all of its students, from Early Learning to Year 12. Geelong Grammar School seeks to inspire its students and community to thrive and make a positive difference through its unique and transformational education. Geelong Grammar School has four campuses:

Bostock House (approximately 100 students). Situated in the Geelong suburb of Newtown, this campus caters for day students from Early Learning to Year 4. After Year 4, students from Bostock House proceed to Corio. The Bostock campus has approximately 17 full time and part time teaching and support staff.

Toorak (approximately 320 students) is located in Melbourne. It caters for day students from Early Learning to Year 6. After Year 6, most students proceed to Corio. The Toorak campus has approximately 50 full time and part time teaching and support staff.

Corio (approximately 920 students) offers day, day boarding, weekly boarding and full boarding in Years 5 to 8 (Middle School) and day and full boarding in Years 10 to 12 (Senior School). About 70% of Corio students are full boarders. Approximately 100 staff (nearly all teaching) reside on the campus, with 30 accommodation units being connected to boarding houses, and the remainder consisting mostly of free-standing residences. The campus is like a small community with its own (large) kitchen/dining facilities, a medical centre (9 beds), chapel and maintenance workshops and comprehensive educational infrastructure. The campus also provides high level sport, recreational, training and performance facilities used by the School community. The Handbury Centre for Wellbeing provides a gymnasium, indoor swimming pool, dance studio and multi-purpose playing courts and the (SPACE) provides "State of the Art" auditoriums, performance theatres, creative education hubs and display spaces that utilise the latest in technology.

Timbertop (approximately 245 students) is a boarding campus for all Year 9 students, located near Mt Buller in Victoria's Alps. All teaching staff live on the campus and students spend the entire year at Timbertop taking part in hiking, recreational and community service activities.

POSITION OBJECTIVE

To provide contemporary HR and OHS Administration support to enable and drive effective people practices and programmes linked to the School's Strategic Framework, and our Team Goals and Focus Areas.

KEY RESPONSIBILITIES

Key responsibilities of this role include:

- Prepare regular reports and statistics, including but not limited to:
 - New employees, leavers and those going on leave for end and start of Term
 - Quarterly statistics for the Council reports
 - Government, Australian Bureau of Statistics (ABS) and Victorian Institute of Teaching (VIT) Census data as required
 - Annual Service Awards
 - Exit interviews
- Prepare correspondence to employees, such as Statements of Service.
- Oversee the administration related to engaging overseas volunteers to our Gap Assistant program, including volunteer agreements, visa support, processing fortnightly payments, liaising with the Gap Assistant Coordinator and Accountants.
- Prepare visa sponsorship applications for the School and support overseas candidates with initial queries.
- Monitor compliance with our Working With Children Check (WWCC) and National Police Check Policies. Notify employees and their Manager when checks are due to expire and ensure correct documents are uploaded to our HRIS when a new employee commences. Enter the WWCC into our monitoring system.
- Ensure that all Teachers employed have current registration with VIT.
- Provide return to work and WorkCover administration support to the OHSW Business Partner, including reimbursement of payments, reconciliations and return to work plans, submission of paperwork to our insurer.
- Annually prepare statistics and submit the School reports for Workplace Gender Equality Agency (WGEA).
- Propose and initiate changes to streamline administration processes.
- Support the Talent Acquisition and Onboarding Specialist to place adverts, schedule interviews and other recruitment and onboarding administration.
- Log IT requests and updates systems relating to employee changes (e.g. change of address, new reporting line or name change) and support/ back up the process for new and transferring employee requirements (using Synergetic, Martian Logic, Fresh Service and other systems as necessary).
- Other duties and projects commensurate with the role.
- Administration support for other roles and functions within the team, which may include updating the EE Hub, preparing correspondence, reviewing processes and policies, supporting learning and development initiatives and programs, offboarding requirements, casual conversion reviews, return to work plans for non-work related injuries and illnesses, resignation acknowledgements, notifying leave application outcomes, or preparing employee news.
- Monitor team outlook inboxes (e.g. EE, Applications).
- Back fill other roles within the Team during absences as required.
- Participate in mapping HR processes and defining and reviewing accountabilities.
- Support monthly and fortnightly payroll checks.
- General human resources advice and respond to general queries. This role is often first line customer service to employees across all four campuses.

KEY SELECTION CRITERIA:

Competencies and Skills

- Strong administration skills with a passion for learning and adopting new technologies and systems
- Intermediate to advanced experience with Office 365
- Demonstrated ability to navigate uncertainty and ambiguity effectively
- Is Courageous, Curious and Compassionate
- High level of financial acumen
- A critical thinker and problem solver
- Resilient with a positive attitude
- Demonstrates exemplary ethical standards
- Collaborates effectively with individuals and teams
- Is reflective and commits to the development of self and others
- Personal alignment to our School's Strategic Framework and Strategic Imperatives
- Uses data effectively in decision making
- Disciplined and measured
- Well-developed interpersonal skills
- A proven ability to develop and maintain organisational systems and procedures
- Excellent organisational, administrative and time management skills
- A proven ability to maintain confidentiality, and ensure all documentation and correspondence is compliant with the Privacy Act and respects the confidentiality of individuals and the School.

Qualifications and Experience

- Experience in a similar HR Administration role
- A relevant diploma or degree
- A current driving licence and willingness to travel to other Campuses of the School
- Previous experience working within the education sector would be highly regarded

OTHER REQUIREMENTS AND OUT OF HOURS EXPECTATIONS

- The incumbent may be required to travel to other campuses, and stay overnight (or longer) at our Timbertop Campus/in Mansfield.
- Attendance at School and House events outside of usual work hours may be required (for example Staff Conference dinner).
- Work on public holidays within Term time may be required on occasion.

COMMITMENT TO POSITIVE, ADVENTURE AND CREATIVE EDUCATION:

Geelong Grammar School is committed to experiential learning with and through nature and Creative, Adventure and Positive Education.

All staff are required to attend our Discovering Positive Education training course within their first two years of employment at the school. Staff also have the opportunity to participate in ongoing Positive Education training throughout the year.

OUR COMMITMENT TO STUDENT SAFEGUARDING

Geelong Grammar School is committed to the safety of all students and has a zero tolerance of student abuse.

WORKING WITH CHILDREN AND POLICE CHECK/NATIONAL POLICE CHECK:

All employees of Geelong Grammar School must hold a Victorian Working with Children Check (Employment) prior to appointment, and National Police Check completed within three (3) months prior to appointment.