



# Human Resources Coordinator

## POSITION DESCRIPTION

<b>Position</b>	<b>Human Resources Coordinator</b>
<b>Enterprise Agreement / Award</b>	Girton Grammar School Bendigo Enterprise Agreement 2022 Educational Services (Teachers) Award 2020
<b>Reports to</b>	Human Resource Manager
<b>Employment type</b>	Permanent - full-time
<b>Grade</b>	Grade 3 (\$79k - \$82k excluding superannuation)

### PURPOSE OF POSITION

The HR Coordinator is a vital team member responsible for providing essential support to the Human Resources department. Reporting to the HR Manager, the HR Coordinator will play a key role in the day-to-day HR operations, assisting with recruitment, policies, employee relations and initiatives to support the overall mission and objectives of the school.

You will be responsible for the timely coordination and administration of people related tasks that will include but not be limited to preparing contracts and correspondence for new starters, exits and other staff movements, dealing with general people queries promptly and appropriately, assisting in the coordination of events and projects where required.

### ABOUT GIRTON GRAMMAR SCHOOL

Girton Grammar School in Bendigo is a leading independent school which provides an enriching and supportive educational environment for approximately 1,100 students from Prep to Year 12.

With a Junior School campus and separate Senior School campus located in the centre of town, this renowned School sits at the heart of the Bendigo community.

The school is proud of its culture and reputation of optimism and commitment to students and staff, translating to personal growth and academic achievement that ensures Girton Grammar School in a leading independent school in Regional Victoria.

Our rich history and steadfast values have, over time, built a school culture where we value equally, people, character, and learning. The behaviour and attitude of our students and staff contributes to a learning environment where every child is known, and their individuality is respected.

### KEY OUTCOMES

The Human Resource Coordinator will be responsible for achieving the following outcomes:

#### Compliance

- Manage WorkCover related issues and return to work programs,
- Actively participate in the OH&S committee in a Secretarial function, includes distributing minutes and agenda items for meetings,
- Undertake regular workplace inspections of Business Office,
- Stay updated on changes in HR regulations and implement necessary adjustments,



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### Process Improvement

- Proactive in identifying process improvements, including implementing system enhancements in collaboration with HR Manager and Payroll and HR Officer,
- Ensure HR processes are appropriately documented.

### Working Relationships

- Work with Payroll Officer and HR Manager providing oversight and advice on Human Resource, Agreement and Award matters as required,
- Responding to Staff queries,
- liaising with service providers and external resources such as Martian Logic, Independent Schools Victoria and Ecumenical Schools Australia,
- Managing end to end recruitment processes, communicating professionally with candidates

### HR Administration

- On-boarding of new employees including induction and training activities, collecting and processing the associated documents,
- Ensure the timely offboarding of employees and processing the associated documents in collaboration with the Payroll and HR Officer,
- Maintaining employee information, processing and generating Employment Contracts and associated employment documentation for new and existing employees.

### Employee Relations

- Serve as a point of contact for staff inquiries, concerns, and conflict resolution,
- Staff queries are responded to promptly and solutions provided Human Resources queries which may require in depth investigation, to be completed in a timely, accurate and professional manner,
- Foster positive employee relations by promoting open communication and a culture of respect.

### Recruitment

- Lead the recruitment process, including job posting, candidate screening, and interviewing,
- Arranging and booking interviews for staff/interviewers as required,
- Collaborate with department heads to identify staffing needs and ensure timely and effective onboarding of new hires,
- Review and update Position Descriptions prior to advertising,
- Ensure probationary period reviews at 3 months and 6 months are undertaken, providing general information and advice. Highlight to HR Manager if there are potential issues.

### Payroll

- Work closely with and advise Payroll on matters relating to Award and Agreement interpretation,
- Work with the Payroll to record and track organisational compliance checks such as VIT, Police checks, Working with Children checks and Probationary periods/contract cessation dates.

### Communication:

- Serve as a point of contact for HR-related inquiries,
- Communicate effectively with staff regarding HR policies and procedures,
- Collaborate with other departments to ensure seamless information flow,



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- Demonstrate strong customer service to the highest level offering effective, clear and support communication to colleagues when necessary.

### Special Projects:

- Provide input into the special projects.

From time to time, the Human Resource Coordinator will be required to undertake other duties and projects, as directed by the HR Manager or the Principal.

### KEY SELECTION CRITERIA / ESSENTIAL QUALIFICATIONS/SKILLS

1. Bachelor's degree in Human Resources, Business Administration, or a related field.
2. Proven experience in human resources, preferably in an educational setting.
3. Strong knowledge of employment laws and regulations.
4. Excellent interpersonal and communication skills.
5. Demonstrated ability to handle sensitive and confidential information with discretion.
6. Proficient in HRIS and Microsoft Office Suite.
7. The ability to work independently and as part of a team, manage own workload, meet deadlines and attention to detail.
8. Commitment to student wellbeing and child safety, demonstrating an understanding of appropriate behaviours when engaging with children, including children with diverse needs and backgrounds.
9. Strong skills in the use of information and communication technologies (ICT).

### CAPABILITIES

- Influences, empowers, motivates and inspires others to achieve or exceed performance expectations.
- Envisions, evaluates and implements new possibilities.
- Ability to work effectively in a collaborative team environment and to influence at the highest level.

### PERSONAL CHARACTERISTICS

- Open-minded and collaborative.
- Ability to operate at high levels of confidentiality.
- Optimistic and enthusiastic.
- Personal integrity, honesty and fairness.
- Creative and organised.
- Builds relationships and develops trust with colleagues.
- Remains calm, focussed and maintains perspective when dealing with difficult situations.

### MISSION AND VALUES

All staff must have an understanding of and commitment to working within the School's stated values in striving towards achievement of our mission. Further information regarding expectations of staff can be found in the Mission and Values document on Girton Grammar School's website.

### CHILD SAFETY

Girton Grammar School is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 1359 requires the School to implement child safety standards and to accommodate and take the needs of all children into account when creating a child safe environment. All staff must comply with the School's child safety policies and related policies and procedures, uphold the overarching principles and values set



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out, and take all reasonable steps to promote the safety of children. All employees at Girton Grammar School are required to :

- Have a current Working with Children’s Check or VIT registration.
- Complete all mandatory reporting training and education about Child safety.
- Adhere to the Schools Child Protection Policies and Procedures.
- Report suspected cases of child abuse in accordance with school policies.

### OCCUPATIONAL HEALTH AND SAFETY (OHS)

Workplace health and safety is the responsibility of all staff. All staff are responsible and accountable for:

- Demonstrating a full awareness of work health and safety issues and School OHS instructions, policies and procedures including, but not limited to, any first aid or emergency procedures and ensuring compliance with these.
- Assuming allocated roles in the School’s emergency response or occupational health and safety structures.
- Taking reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions.
- Promoting a safe work environment by raising OHS issues in a timely, constructive and solution orientated manner with a Manager or the OHS Committee.
- Immediately reporting any Notifiable Incident or any identified health and safety matter via the appropriate channels.

### ADDITIONAL INFORMATION

- Appointment of successful applicants will be made subject to a satisfactory pre-employment conditions check.
- A six-month probation employment period applies to all new staff members commencing employment at Girton Grammar School.
- Employment conditions are in accordance with the Girton Grammar School Bendigo Enterprise Agreement, as varied from time to time.
- Girton Grammar School reserves the right to modify position descriptions, as required. Where this is required, staff will be consulted.

### REFERENCE DOCUMENTS

[Statement of Effective Student Learning](#)

[Supporting Student Wellbeing](#)

[Strategic Plan 2023 - 2028](#)

[Mission and Values document](#)

[Child Safety Policy](#)

### APPROVAL

Developed	August 2020	Reviewed	January 2023	Reviewed	August 2024
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