



ESO | Human Resources Coordinator

Position Information Document

Student Counsellor

Grade	ESO Grade 4 (Other Professionals Stream)
Engagement	Replacement Part-time 30 hours per week (Monday 3 June 2024 – Thursday 25 July 2024)
Responsible to	Executive Director of Human Resources

Context

As a Catholic school in the Mercy tradition and inspired by the Gospels, we work in partnership with families enabling students to flourish in all aspects of their humanity and thus contribute to a better and more peaceful world.

It is our vision to be a sustainable, internationally minded world-class school, providing a holistic educational experience for our students within a unique culture and community where we honour our Catholic traditions and live the Mercy Keys of Compassion, Loyalty, Justice, Integrity, Responsibility and Mutual Respect in our daily interactions and strategic decisions.

Role Purpose

The short term role of 'Human Resources Coordinator' at Mercedes College has come about due to the Human Resources Officer taking leave. The role will support the Executive Director of Human Resources through the delivery of administrative HR duties across the employee lifecycle to ensure the continued smooth operation of the function during this time.

We are committed to an exceptional 'customer experience' for our internal staff and all stakeholders who engage with the function (including applicants for vacant roles).

Key Working Relationships

- Executive Director of Human Resources
- Payroll Officer
- Deputy Principal
- Hiring Managers



Key responsibilities

Compliance

- Coordinating all Working with Children Checks (WWCC) and Catholic Clearances, including staff, students (as required), volunteers and contractors
- Monitoring SALT Learning module completion and reporting progress to the Executive Director of Human Resources
- Tracking completion of Responding to Risks of Harm, Abuse and Neglect Training (RRHAN) for all Mercedes College staff and volunteers

Recruitment and onboarding

- Coordinating selection processes, including drafting job vacancy advertisements, advertising roles on multiple platforms, screening applications, creating recruitment tracker documentation, booking interviews, coordinating selection panel members and undertaking relevant catholic screening processes
- Administration related to recruitment and selection, including booking interview rooms, stakeholders calendars, printing interview packs, scanning and filing recruitment and selection documentation
- Undertake reference checks
- Issuing of employment contracts and new starter/onboarding documentation, saving and entering data into the system for the new staff
- Coordinate the new starter onboarding process, ensuring new starters receive pre-arrival documentation/information, coordinating day 1 schedule, coordinating the new starter tracker and ensuring all mandatory elements of onboarding are completed in a timely manner
- Coordinate new starter probation review process

Employee relations

- Manage the maintenance of personnel records, including recording relevant induction forms (such as policy acknowledgement, social club form etc), training and professional development certificates etc;
- Preparation of relevant employment related letters, including offers of employment, changes to employment conditions etc, in accordance with relevant templates and for the approval of the Executive Director of Human Resources
- Coordination of cyclical HR processes, including Casual Conversion and performance review;
- Offboarding of exiting staff, including completing the offboarding tracker and all relevant steps contained within
- Monitoring of the Human Resources/Recruitment/Police Check inbox, responding to routine enquiries and escalating enquiries of greater complexity to the Executive Director of Human Resources.

Performance appraisal

- Assisting the Executive Director of Human Resources with coordination of the mid-year performance appraisal process, including monitoring, collating and saving.

Employee Engagement

- Assisting the Executive Director of Human Resources with coordination of the annual employee engagement survey, including generating and distributing reports, preparing results packs and other relevant administrative duties.



Other duties

- Filing, scanning, word processing and document formatting
- Minute taking, including minutes of Consultative Committee meetings, resource meetings and relevant Standing Committee meetings
- Provide administrative support to the Executive Director of Human Resources in the planning and coordination of professional development and training arrangements for Education Support Officers (ESOs)

Person specification

The Human Resources Coordinator will:

- Demonstrate a commitment to the Catholic ethos and to the mission and values of the College;
- Demonstrated competence in Microsoft Office applications, including Word, Excel, Outlook and PowerPoint
- Sound written and verbal communication skills in a professional environment
- Strong attention to detail and a conscientious attitude to ensure high accuracy of work undertaken
- Capacity to manage multiple competing demands and prioritise work effectively
- Demonstrate an attitude of ownership and accountability for work tasks, proactively planning and undertaking work with limited supervision, to agreed deadlines, with a focus on a quality experience of human resources for all stakeholders and high quality work output
- Excellent interpersonal skills with an ability to consult and maintain constructive and collaborative working relationships
- Commitment to comply with Workplace Health and Safety obligations, as per Appendix A.

Qualifications and experience

The Human Resources Coordinator will have experience, qualifications and expertise as follows:

- Diploma qualification (comprising 1 year of full-time study) in Human Resource Management or demonstrated equivalent competencies identified in relevant certifications. Accreditation with the Australian Human Resources Institute (AHRI) as a Certified Human Resources Practitioner is highly desirable;
- Some exposure to a HR generalist role, including experience drafting and interpreting employment agreements and other employment related letters;
- Demonstrated experience in recruitment, including drafting vacancy advertisements, planning and coordinating selection processes;
- Experience working effectively with sensitive and highly confidential information, displaying discretion and judgement.

Approval of Position Description

This Position Information Document (PID) accurately reflects the duties and skill requirements for the position and the document has been discussed with the incumbent.

Signed (Line Manager) _____ date: / /2024

Signed (Employee) _____ date / /2024



APPENDIX A - Workplace Health Safety & Welfare

Commitment

- Supporting the development and maintenance of a best practice WH&S culture within your work area.
- Adhering to safe work practices.
- Encourage colleagues and others on the worksite to adhere to safe work practices.

Legal and Policy Requirements

- Comply with all relevant policies and procedures.
- Improve systems of work and safe work practices.

Plans and Budgets

- Implement relevant actions in WH&S plans as required by your supervisor or the Principal.

Performance and Training

- Participate in relevant WH&S training programmes.
- Provide appropriate WH&S training for persons using designated areas.
- Include WH&S goals in your performance plans in consultation with your supervisor or the Principal.

Risk Management and Hazard Control

- Report Hazards and unsafe work practices associated with the workplace to your supervisor or the Principal.
- Suggest improvements or recommend changes to avoid, eliminate or minimize workplace hazards.

Incident Reporting and Investigation

- Report work related injuries and incidents in accord with the Catholic Church Safety Manual.
- Participate in the investigation of potential hazards, dangerous occurrences and near misses in accord with the Catholic Church Safety Manual.

Consultation

- Raise WH&S issues with their work colleagues, supervisor or the WH&S committee and assist in their resolution.
- Regularly discuss WH&S issues with other staff at Staff Meetings.
- Regularly consult with colleagues on WH&S issues and actively participate in WH&S meetings if required.

Monitoring

- Monitor and evaluate their WH&S performance.
- Monitor the health, safety and wellbeing of work colleagues, to ensure that they undertake their work safely.
- Participate in workplace WH&S inspections/audits and assist in the maintenance of WH&S facilities, resources, equipment and information.
- Monitor workplace WH&S performance and progress of the WH&S action plan for the site.