



## Human Resources Coordinator

<b>Position Description</b>	
<b>Position Title:</b>	Human Resources Coordinator
<b>Reporting Relationships:</b>	Responsible to Vice Principal via the Human Resources Manager
<b>Direct Report (If Applicable):</b>	N/A
<b>FTE &amp; Position type:</b>	Full time and Ongoing
<b>Employment Category:</b>	Category A – Education Support Employee
<b>Campus Location</b>	Berwick, Officer & Beaconsfield

### Role Summary:

Working closely with Human Resources Manager the Human Resources Coordinator will undertake a wide variety of HR duties including, contract generation, on boarding, recruitment and compliance. This role will support all HR functions of the college by working efficiently and collaboratively with staff and leaders of the College.

### Key Duties & Responsibilities:

- Preparation of employment contracts and letters in line with CECV & DOSCEL templates
  - Assist with the recruitment and selection process including advertising, shortlisting and arranging interviews
- To be aware of and to adhere to legislation and College policy relevant to the duties undertaken, including:
- Child Protection
  - Workplace Gender Employment Opportunity
  - Occupational Health and Safety
  - Conflict of Interest
  - Paid Outside Work
  - Privacy
  - Staff/Student Relationships
- Ensure that the Victorian Catholic Education Multi Enterprise Agreement 2013 and subsequent agreements are adhered to with reference to salaries and conditions of all employees
  - Track all teacher VIT Registration records including ensuring that annual registration is maintained that those Provisionally Registered apply for Full Registration in a timely manner
  - Assist in the Annual Review Meeting (ARM) process as directed by the HR Manager and Vice Principal

- Manage staff absences including leave applications, leave register and supporting documentation, working closely with the HR Manager to ensure those requiring replacements are flagged
- Assist with the coordination of new staff induction
- Provide sound advice when required to staff in regards to their conditions of employment under the VCMEA 2013, MOU and subsequent agreements
- Prepare and update position descriptions as required and manage the PD Library
- Manage the staff termination process, including updating synergetic, informing relevant stakeholders, arranging exit interviews and returning of College property
- Assist in the administration of the Child Safe Standards, including the implementation of rigorous risk-management and employment practices
- Any other duties as directed by the Principal, Executive Team and HR Manager

#### **Skills, Knowledge and Experience:**

- HR/Business Degree or equivalent
- Ability to interpret awards and agreements
- Strong understanding of human resource processes and best practices
- Experience with HR databases and HRIS systems
- Outstanding communication and interpersonal skills
- Ability to handle data with confidentiality
- Strong organisation and time management skills
- Understanding of payroll advantageous
- Ability to work effectively alone and as part of a team
- Experience in a similar role
- Ability to work well under pressure
- Commitment to occupational health and safety
- An understanding of and commitment to Catholic education

#### **Additional Requirements:**

St Francis Xavier College is committed to developing a culture to maintain the safety of each student in our care. At St Francis Xavier we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. All staff employed at St. Francis Xavier College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct.

- Current Working with Children Check
- National Police Record Check

**Last Updated:**

**June 2018**