

# HUMAN RESOURCES OFFICER

## POSITION DESCRIPTION

<b>Award</b>	Victorian Catholic Education Multi Enterprise Agreement 2018 (VCMEA)
<b>Group</b>	Education Support Officer
<b>Classification</b>	Category C Level 3
<b>Tenure</b>	Fixed-Term
<b>Hours of work</b>	8.00am – 4.00pm (1.0FTE)
<b>Reports to</b>	Deputy Principal Staff & Operations
<b>Last amendment</b>	May 2023
<b>Version</b>	1.0

### Position Summary

The Human Resources Officer supports the Principal and Deputy Principal Staff & Operations in relation to staffing records, compliance and industrial relations as they pertain to the Victorian Registration and Qualification Authority (VRQA), the Victorian Catholic Education Multi Enterprise Agreement (VCMEA), Catholic Education Sandhurst Ltd, Catholic Education Commission of Victoria (CECV), the Victorian Institute of Teaching (VIT) and other relevant legislative and statutory authorities.

The Human Resources Officer supports the implementation of practices to support the College's goals and strategic intentions. This role ensures staff employment and management processes are rigorous, accurate and effective. To this end, the Human Resources Officer ensures human resources processes are aligned with best practice, reflect the Catholic ethos and contribute to ensuring that the workplace environment supports the professional growth and wellbeing of staff.

<b>Key Selection Criteria</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Certificate IV in Human Resources or other qualification with extensive experience in a similar position.</li> <li>• Current (or ability to gain) Working With Children Check.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience within the Catholic Education System</li> </ul> <p><b>Skills &amp; Attributes</b></p> <ul style="list-style-type: none"> <li>• Experience in the delivery of Human Resources services</li> <li>• Proven experience in Administration.</li> <li>• Ability to build effective working relationships with staff at all levels.</li> <li>• Knowledge of VCMEA and HR practice.</li> <li>• Ability to prioritise workflows</li> <li>• Ability and preparedness to always deal with confidential documentation and information in the strictest confidence</li> </ul>
<b>Child Safety</b>	<ul style="list-style-type: none"> <li>• Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.</li> <li>• Assist in the provision of a child-safe environment for all students</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrate duty of care to students in relation to their physical and mental wellbeing</li> <li>• Understanding of and commitment to Child Safe Standards.</li> </ul>
<b>ESSENTIAL DUTIES AND RESPONSIBILITIES</b>	
<b>Recruitment &amp; Selection</b>	<p>In line with Catholic Education Commission of Victoria (CECV) recruitment guidelines:</p> <ul style="list-style-type: none"> <li>• Oversee and manage the recruitment process of all positions at the College in conjunction with the Principal and Deputy Principal Staff &amp; Operations.</li> <li>• Develop and place employment advertisements and maintain relationships with media agencies.</li> <li>• Create and update all teaching and non-teaching position descriptions in conjunction with the Principal.</li> <li>• Manage candidates and develop interview guides</li> <li>• Write letters of offer and contracts of employment in line with CECV Guidelines.</li> <li>• Write letters of variation or change of Full Time Equivalent (FTE) fractions for staff employment in line with CECV Guidelines.</li> <li>• Coordinate reference check processes.</li> <li>• Coordinate post interview feedback where sought.</li> <li>• Coordinate departure of staff processes, including exit interviews.</li> </ul>
<b>HR Consultation &amp; Advice</b>	<ul style="list-style-type: none"> <li>• In consultation with the Principal, have responsibility for identifying, investigating and resolving staff issues of workplace concern and for management performance concerns involving staff members.</li> <li>• Provide HR advice and support to the Principal, Leadership Team and staff.</li> <li>• Consult with Catholic Education Sandhurst Ltd (CES) Industrial/Employee Relations Unit.</li> </ul>
<b>Professional Development &amp; Induction</b>	<ul style="list-style-type: none"> <li>• Plan for, develop and administer the College Induction Program for new staff, ensuring compliance for ongoing and casual staff, instrumental staff, volunteers, and contractors.</li> <li>• Support the Deputy Principal Staff &amp; Operations to facilitate the mentor program for graduate teachers</li> <li>• Maintain and develop the Staff Handbook/online module, ensuring its accuracy.</li> <li>• In conjunction with the Risk &amp; Compliance Officer, maintain the Staff Learning System, providing a timeline for delivery of compliance modules</li> <li>• Liaise with traineeship provider to induct trainees and assist them in transition from student to staff member.</li> <li>• Approve timesheets for trainees</li> </ul>
<b>Appraisals</b>	<ul style="list-style-type: none"> <li>• In collaboration with the Principal &amp; Deputy Principal Staff &amp; Operations, plan for, develop and administer the Annual Review Management (ARM) process for teaching &amp; non-teaching staff, including a review for all Positions of Leadership holders on a rotational basis within the POL cycle.</li> <li>• Plan for, develop and administer an annual feedback system for non-teaching staff.</li> <li>• Ensure all staff appraisals are undertaken within set timeframes.</li> <li>• In collaboration with CES Ltd and the Principal, organise formative and summative appraisals for all contracted staff and Deputy Principal's.</li> </ul>

Performance & Conduct Management	<ul style="list-style-type: none"> <li>• In conjunction with CES Ltd, provide advice and support on performance related issues, documentation and correction action initiatives.</li> <li>• Attend performance review meetings to ensure compliance to the College's disciplinary process and the requirements of the VCMEA (2018).</li> <li>• Liaise with CES Ltd to ensure all performance reviews and disciplinary action is dealt with in accordance with legislative and industrial requirements and best practice human resource standards.</li> <li>• Support Principal in updating and facilitating interactions with union representatives as required.</li> </ul>
HR Compliance	<ul style="list-style-type: none"> <li>• Assist the Risk &amp; Compliance Coordinator in complying with the Victorian Government Child Safety Standards set out in the Education and Training Reform Amendment (Child Safe Schools) Act (2015 Vic).</li> <li>• Assist the Risk &amp; Compliance Coordinator in the process for maintaining and communicating staff policies and procedures to ensure they meet current legislative requirements and are reviewed appropriately.</li> <li>• Ensure all teaching staff maintain current VIT registration.</li> <li>• Record teaching staff's I.D to align with VRQA requirements and VIT registration</li> <li>• Support the Catholic Identity Leader with teaching staff to have Accreditation to Teach in a Catholic school and maintain a register for compliance.</li> <li>• Work in consultation with the CES Ltd and the Deputy Principal Staff &amp; Operations to manage Work Cover Claims and return to work initiatives as required by the Workplace Injury Rehabilitation and Compensation Act 2013 (Vic).</li> <li>• Ensure all staff, contractors and volunteers have current WWCC and are recorded.</li> <li>• Maintain documentation for visitors, volunteers and contractors via the PassTab system</li> </ul>
General Human Resources	<ul style="list-style-type: none"> <li>• Manage processes for extended leave arrangements, including retrieving computers, keys and college resources.</li> <li>• Ensure HR systems are utilised effectively.</li> <li>• Provide HR reporting to the Principal and Executive Team as required.</li> <li>• Maintains all staff details in Synergetic; CEVN; VIT online register</li> <li>• Coordinates with Principal annual staffing intentions</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Provide Deputy Principal Staff &amp; Operations assistance with Farewells; gifts; bereavements &amp; plaques</li> <li>• Performs any other duties as directed by the Principal and/or Deputy Principal Staff &amp; Operations</li> </ul>
Professionalism & Ethos/Mission of the College	<ul style="list-style-type: none"> <li>• Is punctual for all duties</li> <li>• Presents self appropriately, following dress code as required.</li> <li>• Keeps privileged information to which he/she is privy by virtue of the employment position confidential.</li> <li>• Responds to own training/development needs.</li> <li>• Seeks feedback on own performance.</li> <li>• Maintains highly effective working relationship with all staff.</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Co-operates with colleagues to achieve the implementation of all College Policies and procedures.</li><li>• Participates in meetings as required.</li><li>• Complies with policies and directives issued by the College including Occupational Health and Safety and Code of Conduct.</li></ul> |
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