



HUMAN RESOURCES OFFICER

Position Description	
Position Title:	Human Resources Officer
Reporting Relationship:	Human Resources Manager
Direct Reports:	Human Resources Manager
Employment Conditions:	Full-time and Ongoing The successful applicant will be subject to a satisfactory National Police Record Check and Employee Working with Children Check
Classification level:	Education Support Employee – Category A –in accordance with the <i>Diocese of Sale Catholic Education Limited (DOSCEL) Schools and Secretariat Agreement 2022</i> Remuneration is commensurate with skills and experience.
Campus Locations:	Clyde North and Cranbourne

Mission
Take courage, it is I; do not be afraid.
St Peter's College, a Catholic secondary school inspired by our patron St Peter, encourages young people to aspire to meet their true potential in all that they undertake and in doing so make a difference to others they meet in life's journey. This is guided by a belief that we are life-long learners and is inspired by Jesus' words to Peter, 'Be Not Afraid'.

Position Summary
The Human Resources Officer will provide a HR generalist and administrative service to both internal and external stakeholders in conjunction with the Human Resources Manager, and in accordance with relevant legislation, College and DOSCEL policies, procedures and organisational guidelines.
The Return-to-Work Coordinator provides administrative and operational service and support in relation to injury management and prevention across the College. A component of this role will include travel between the campuses or the use of online technologies where available.

Key Duties and Responsibilities	
Human Resources	<ul style="list-style-type: none"> • Provide high quality and responsive human resources, administrative service and operational advice and services to the College. • Monitor the HR services inbox for incoming emails, triaging all enquiries and responding to or redirecting as appropriate.

	<ul style="list-style-type: none"> • Preparing contracts of employment, contract variations and onboarding documents for all staffing needs. • Assessing the service records for teaching staff to ensure that they are placed on an appropriate level commensurate with their recognised service in schools. • In conjunction with the HR Manager, monitor all tenure periods for Positions of Leadership. • In conjunction with the Principal and HR Manager coordinate long service leave, parental leave, annual leave, leave without pay and extended sick leave requests. • Maintain the DOSCEL Fixed term employee register for the College. • Assist with management of staff movement, including onboarding, induction, and resignation. • Liaise with the IT Help desk regarding requirements for new or transferring staff. • Responsible for the updates to the staff directory for staff ons and offs, position changes and staff codes. • Maintain the Synergetic Human Resources module, including new employees, FTE and other job position changes, and terminations. • Maintain CEVN OSR entries for all staffing changes. • Prepare the Mid-Year and Annual Staffing Returns in a timely manner by ensuring the Online Staffing Return (OSR) and Personnel Record System (PRS) are updated regularly and the information is accurate. • Complete the necessary entries for TAPS and OPL. • Contribute to the development of HR policies and procedures. • Where appropriate, assist with employee grievances.
<p>Workers Compensation and Return to Work</p>	<ul style="list-style-type: none"> • Coordinate the end-to-end process for Workers Compensation and Return to Work processes at the College, for both work and non-work related injuries, including. <ul style="list-style-type: none"> ○ Prepare the forms and other documentation required for the processes ready for the Business Manager’s approval. ○ Develop and maintain positive relationships with all key stakeholders, including the injured employee, to ensure best outcomes are achieved. ○ Contact injured employees to offer support, discuss early intervention options and issue a Workers Injury Claim form and / or any other relevant information. ○ Support, assist and maintain regular contact with injured employees throughout the life cycle of the claim to achieve positive outcomes. ○ Complete all WorkCover administration requirements, both internally and with the insurer. ○ Provide guidance to staff on WorkCover and Return to Work obligations and processes. ○ Assist in planning for the employee’s return to work. ○ Assist in considering reasonable workplace support, aids or modifications to assist in return to work including suitable duties. ○ Liaise with employees and appropriate Campus / Program staff, treating health practitioner (subject to the consent of the employee) and occupational rehabilitation provider (if involved) regarding return-to-work arrangements. ○ Provide employees with clear, accurate and current details of return-to-work arrangements, including completion of <i>Return-to-Work Plan</i> documentation requirements. ○ Maintain detailed and accurate electronic Workers Compensation files. ○ Undertake audits to ensure wages for weekly payments are accurate and paid in accordance with the State Legislation. ○ Stay up to date with Workers Compensation legislation. ○ Participate in any investigations by the Insurer or other bodies.

Occupational Health and Safety (OHS)	<ul style="list-style-type: none"> ● Participate in the College’s OHS committee. ● Assist the College in meeting its legal requirements with regards to OHS by <ul style="list-style-type: none"> ○ Reviewing all staff incidents, near misses or hazards identified. ○ Participate, and where required led incident investigations. ○ Maintaining the Staff Incident Register ○ Contribute to the preparation of College forms, either paper or online for the management of its OHS requirements. ● Contribute to the development of relevant policies and other OHS documents. ● Participate in any Investigations by WorkSafe, including the preparation of relevant documentation. ● Responding to Provisional Improvement Notices from the Health and Safety Representatives
Compliance	<ul style="list-style-type: none"> ● Oversee the management of the Victorian Institute of Teaching (VIT) and Working with Children Check (WWCC) processes, including completing the Annual VIT audit process. This will include checking the relevant registers, data entry to synergetic or other systems and follow-up processes with employees on at least a monthly basis. ● Prepare the Annual WGEA report. ● Coordinating any new HR compliance requirements of the College in conjunction with the HR Manager and Compliance Officer. ● Keep abreast of legislative changes relevant to the role and considers the implementation of such changes within the College.
Administration	<ul style="list-style-type: none"> ● Prepare all leave letters for the principal’s signature. Maintain leave register for absences. ● Prepare statements of service for staff. ● Coordinate the payment of any HR or Workers Compensation / Return to Work related invoices. ● Submit Long Service Leave Termination Assessments. ● Preparing the documentation to support HR processes. ● Maintain HR Forms in consultation with HR Manager ● Assist the HR Manager with recruitment-based activities, including, but not limited to the printing of interview information and the formatting of position descriptions. ● Ensure the proper administration, filing and safekeeping of HR documentation. ● Innovation and continuous improvement in HR processes
Professional Development	<ul style="list-style-type: none"> ● Commit to ongoing professional development in your area of work. ● Be open to researching areas of interest relevant to directions provided in the College’s strategic plan. ● Continue development of ICT skills as technologies evolve. ● Be an active member of a relevant professional association (if applicable) as duties permit
General Duties	<ul style="list-style-type: none"> ● Maintain effective relationships with internal and external stakeholders. ● Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. ● Attend school meetings and after-school professional learning as required. ● Demonstrate professional and collegiate relationships with colleagues. ● Other duties as directed by the Human Resources Manager, Business Manager and/or College Principal.

SELECTION CRITERIA (HR OFFICER)

Commitment to Catholic Education	<ul style="list-style-type: none"> ● A demonstrated understanding of the ethos of a Catholic school and its mission ● Support the College mission of being a place of welcome
Child Safety	<ul style="list-style-type: none"> ● Must have a valid Working with Children Check – Victoria (Employment) ● Successful completion of National Police Record Check ● A demonstrated understanding of child safety ● Familiarity with legal obligations relating to child safety (e.g. mandatory reporting) ● Anaphylaxis Training – Australasian Society of Clinical Immunology and Allergy (ASCIA) e-training ● Be a suitable person to engage in child-connected work
Qualification and Experience	<p>Essential:</p> <ul style="list-style-type: none"> ● Degree or diploma in a relevant field and/or 5+ years of relevant experience. ● Knowledge and understanding of the relevant Human Resources Standards and Regulations. ● Experience with the operational elements of Human Resources ● Experience in providing sound advice and support to Human Resources issues. ● Excellent knowledge, understanding and experience with Microsoft Office suite, Google Drive and Gmail ● Return to Work training (eg. Advanced RTW Certification, WorkSafe-accredited RTW Coordinator training) or demonstrated evidence of equivalent Return to Work experience. ● Previous experience working in a claims, injury management or Return to Work capacity ● Demonstrated knowledge of workers compensation legislation and claims management strategies <p>Desirable</p> <ul style="list-style-type: none"> ● A minimum of Certificate 2 in First aid is desirable (the College will provide this training if necessary). ● Specific knowledge of the College software packages, including Synergetic, Operoo and Schoolbox. ● Demonstrate a sound understanding of the relevant legislation, including knowledge of Equal Opportunity principles, the Fair Work Act and National Employment standards. ● Experience in the education sector would be an advantage. ● A Victorian driver licence is required as a small component of travel is required in this role.
Key Selection Criteria	<ul style="list-style-type: none"> ● A commitment to the ethos, values, and mission of Catholic education. ● A commitment to and understanding of child protection and child safety issues in schools. ● Excellent interpersonal and communication skills including: <ul style="list-style-type: none"> ○ ability to work as part of a team to achieve both individual and team objectives. ○ communication, process management and problem-solving skills ○ demonstrated ability to maintain confidentiality.

	<ul style="list-style-type: none"> ● Possess a desire to seek and implement continuous improvements in the operation of business practice. ● Experience in human resources coordination with strong attention to detail. ● Specific knowledge of human resources and other related legislation. ● Ability to manage complex tasks with minimal supervision. ● Ability to develop and maintain strong working relationships with internal and external stakeholders. ● Ability to operate effectively and balance a range of priorities and expectations for competing deadlines.
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Child Safety

At St Peter's College, Cranbourne we hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our school. Our commitment is drawn from, and inherent to, the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the gospel.

'...the promotion of the human person is the goal of the Catholic school.' The Catholic School on the Threshold of the Third Millennium, par. 9. It is the responsibility of all staff to build a culture of child safety inclusive of:

- A demonstrated understanding of appropriate behaviours when engaging with staff and/or students.
- Assisting in the provision of a child-safe environment for students.

All staff employed at St Peter's College are required to:

- abide by our Child Safe Policies
- commit to our Child Safe Code of Conduct.
- possess a current Working with Children Check
- have undertaken or willing to undergo a National Police Check

Last Updated:

August 2023