

Human Resources Officer Criteria

Bayside Christian College is seeking to appoint a suitably skilled and experienced Human Resources Officer for an immediate start.

The role is permanent part-time working 2 - 3 days per week during school time only. Hours flexible.

Bayside Christian College is a coeducational Christian school offering Kindergarten through to Year 12. The College is located in Langwarrin South, at the gateway to the Mornington Peninsula. The College's ~600 students enjoy learning within a caring and friendly atmosphere set within beautiful natural surrounds.

Person specification and selection criteria:

- A sound understanding of and commitment to the Christian mission and philosophy of the College
- Outstanding written and verbal communication skills
- Good organisational ability, capacity to manage several concurrent tasks and excellent attention to detail
- Displays initiative, common sense and problem-solving ability
- Excellent time management skills with the ability to set priorities, meet deadlines, work efficiently, and capacity to perform under pressure
- Have tertiary qualifications in Human Resource Management (or commensurate experience in related role/s)
- Adherence to and acceptance of the College's *Statement of Beliefs* is an essential condition of employment.

A more detailed position description can be found on our [College website](#).

To apply, please complete the [Support Staff Application Form](#) at your earliest convenience, ensuring that you also send your current resume and cover letter to the College Business Manager via the 'Apply to this Job' button below.

Applications will be reviewed as they are received and the position may be filled before the application close date, which is Monday 15 May 2023. Previous applicants need not reapply.

Please note that Bayside Christian College is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making. College leaders, staff, volunteers and contractors at Bayside Christian College are required to abide by the [Child Safety Code of Conduct](#).