

Position Description

<i>Position:</i>	Human Resources Officer
<i>Reporting to:</i>	Business Manager
<i>Type of Position:</i>	Permanent part-time
<i>Position Hours:</i>	15.2 hours per week (0.4 FTE), 42 weeks per year (40 weeks during school terms + two weeks during school holidays annually at the discretion of the College)
<i>Review Date:</i>	March 2023

Summary:

Bayside Christian College is a coeducational, ELC to Year 12 Christian College.

Bayside Christian College "exists to help parents equip their children for effective, God-glorifying lives as Christians in the world" (Constitution p. 8). It is therefore an inherent requirement of this non-teaching role that the holder is a committed Christian as demonstrated by consistent active and faithful attendance and service with a local Christian church. As the Human Resources Officer frequently interacts with staff and the wider College community during the course of employment, the role entails the direct modelling of the Christian faith, in word and deed, in our Christian learning community through such practices of faith as:

- Praying for the welfare of the College community, its students, parents and staff
- Participation in staff devotions, including leading such devotions from time-to-time
- Demonstrating the Lordship of Christ over all creation including education and work
- Respecting students, parents and staff as fellow image bearers of God and co-workers in His ongoing Kingdom purposes of restoring and redeeming His creation
- Where appropriate, supporting teachers in classes with the delivery of the teaching and learning process, consistent with Bayside's Christian worldview perspective.

Position Overview:

The Human Resources Officer is responsible for enhancing the capacity and effectiveness of the College staff by assisting the Executive Leadership Team with recruitment and retention of exceptional Christian educators and general staff. The Human Resources Officer facilitates the development of a healthy staff team that is characterised by unity, maturity, loyalty, enthusiasm, commitment, service and generosity. The Human Resources Officer is a member of the Administration Team.

Position Responsibilities:

Recruitment, Induction and Contracts

- Manage the recruitment process, anticipating staffing needs where possible and proactively seeking out the most appropriate, qualified and experienced staff for all vacancies
- Assist the selection panel through the screening and short-listing of candidates
- Ensure that new members of staff receive a thorough and timely induction into the College community, and that all members of staff meet basic work requirements (e.g. VIT / WWCC / First Aid)
- Liaise with the Daily Organiser to ensure that the College CRT program is meeting the operational requirements of the College (i.e. ensure good supply of appropriate and available CRT staff)
- Maintain staff contracts, including the timely provision of new contracts for commencing staff and variations to contracts for existing staff, ensuring compliance with legislative requirements under the relevant Award and/or NES.

Position Descriptions, Reviews and Training

- Ensure all members of staff have a current and accurate Position Description and that there is a high level of clarity regarding their role and lines of responsibility
- Oversee the annual performance review cycle of general College staff, ensuring that reviews are held in a timely manner and that important feedback and identified training needs are incorporated into broader HR planning
- Maintain registers of staff qualifications and training
- Perform training needs analysis as required and monitor PD budgets for staff
- Coordinate on-site and off-site training, including staff conferences and retreats
- Arrange annual First Aid certification for all College staff with the designated training provider.

Staff Culture

- Work with the Leadership Team to facilitate the development of a team that is characterised by unity, maturity, loyalty, enthusiasm, commitment, service and generosity
- Oversee the provision of staff resources and amenities ensuring that staff are equipped with what they need to perform their work safely, effectively and efficiently
- Oversee staff engagement with the College Employee Assistance Program (EAP)
- Incorporate and embed the recognition of service and achievement into staff culture, including the celebration of staff work anniversaries, acknowledgement of significant educational attainment/achievement, and recognition of exemplary character, leadership, service or work practice/s.

Systems and Policies

- Check and sign off on the fortnightly staff payroll as prepared by the Finance Manager
- Maintain and improve HR-related administrative systems including staff files (electronic and hard copy), checklists and registers, with a particular focus on key legislative requirements such as WWCC, VIT registration and First Aid certification
- Maintain and improve HR processes and documents, such as the Organisational Chart and the Staff Handbook
- Manage general employment queries, clarification of available entitlements (e.g. leave provisions), working conditions etc.
- Develop and review all HR-related policies including, but not limited to:
 - Staff recruitment & remuneration
 - OHS
 - Bullying and Harassment
 - Grievances
 - Volunteers
- Liaise with staff and the College supplier to source approved items of staff uniform.

Strategic Human Resources Planning

- Engage in strategic HR planning that supports and enhances other strategic goals of the College community including:
 - The Strategic Plan
 - The School Improvement Plan
 - The Teacher Performance and Development Plan
 - The development of the Trades Skills Centre
 - Community development activities (especially the use of volunteers)
- Formulate the annual staff surveys in consultation with the Principal, ensuring the timely feedback of results to members of the College Leadership Team, and incorporate relevant suggestions/ideas into HR planning and budgeting.

Person Specification:

- A sound understanding of and commitment to the Christian mission and philosophy of the College
- Be an active member of the Christian church
- Exceptional interpersonal skills, with a helpful demeanour and desire to serve as part of a team
- Outstanding written and verbal communication skills

- Good organisational ability, capacity to manage several concurrent tasks and excellent attention to detail
- A high standard of professionalism, confidentiality and integrity
- A high level of computer literacy skills
- Displays initiative, flexibility, 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
- Adherence to and acceptance of the College's *Statement of Beliefs* is an essential condition of employment.

Required Qualifications/Training:

- Tertiary qualifications in Human Resource Management (or commensurate experience in related role/s)
- Current Employee Working with Children Check.

It is a requirement of this position that the College's Child Safety Policy and Child Safety Code of Conduct are adhered to at all times. All staff and volunteers will need to demonstrate that they are familiar with the contents of the College's Child Safety Policy and Child Safety Code of Conduct.

This Position Description may change at the discretion of the Business Manager; it is subject to annual review.