

## ROLE DESCRIPTION & EMPLOYEE SPECIFICATIONS

### Human Resource Officer

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| <b>Our Mission:</b>             | With Christ at our centre we equip our students to become flourishing, knowledgeable and compassionate people who enrich the lives of others with a servant heart.   |
| <b>Culture:</b>                 | The College fosters a culture that is community focussed, relational, nurturing, inclusive and gracious  |
| <b>College Department:</b>      | Director of Business   |
| <b>Position title:</b>          | Human Resource Officer   |
| <b>Position Classification:</b> | Lutheran Schools Officer – Administration Stream<br>Grade 5 Level 1  |
| <b>Working Relationships:</b>   | <ul style="list-style-type: none"> <li>• Responsible to the Principal</li> <li>• Takes direction from the Director of Business and /or other relevant staff.</li> <li>• Professional interaction with all students, staff, parents, volunteers, visitors and suppliers of Good Shepherd Lutheran College.</li> <li>• May be expected to manage LSO's in lower grade</li> </ul> |
| <b>Hours of Work:</b>           | Full-time 38 hours per week  |
| <b>Special Conditions:</b>      | This position is covered by the Lutheran Schools NT Collective Agreement   |

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## Role Description

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### Position Summary

The primary responsibility of the Human Resources (HR) Officer is to manage and coordinate the delivery of effective Human Resource services to staff throughout the College. This includes the implementation of policies, programs and tools to support quality people management practices that reflect the ethos of Lutheran Schools in Australia. The HR Officer works collaboratively with Senior Leadership and other staff across the College around the delivery of HR-related tasks and encompasses database management, infrastructure development, effective time management, communications and planning, issue resolution, professional development, and recruitment.

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### Use of Knowledge, Skills & Problem Solving

Apply specialised knowledge with depth in several areas. Undertake research and investigations which may be extensive. Inform the development of significant policies and strategies for the successful operation of the College. Initiate, analyse, design, plan, execute and evaluate major, broad or highly specialised technical or management functions in varied or specialised contexts.

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### **Control, Authority, Judgement & Decision-Making**

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Exercise substantial autonomy in decision-making for large or complex functions using a wide range of highly specialised technical, creative or conceptual skills. Generate and evaluate ideas through the analysis of information and concepts at an abstract level.

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### **Responsibility & Accountability**

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Accountable for own and group outcomes within broad parameters.

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### **Statement of Key Outcomes & Associated Activities**

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The position encompasses key outcomes which have been collectively accommodated within associated activities under the following key outcomes, and include but are not limited to:

Management and Infrastructure (Governance, Policies, Procedures, Structure, Strategies, Tools)

- Manage HR documentation, data, file standardisation, infrastructure development, practices, and records
- Maintain personnel records in an efficient manner ensuring their storage in a secure environment
- Develop appropriate HR reporting tools
- Support the Deputy Principal with the coordination of onboarding and orientation of Student Teaching staff and Volunteers to the College
- Administration of the LEXiCON database in conjunction with the Administration Manager.
- Manage the compliance and recording of Valuing Safe communities for all staff and volunteers
- Manage and maintain the process of Accreditation of Teachers in a Lutheran School
- Manage compliance and recording of mandatory professional development (RAN, first aid, etc.) and regulatory certification requirements (WWCC, Teacher registrations, etc.) across the College.
- Manage the termination process for staff leaving the Good Shepherd Lutheran College community
- Provide backup support as required to ensure the smooth running of the College
- Assist in initiating and maintaining processes that create an environment compliant with best practice concepts and relevant legislation
- Contribute to projects across the College with a focus on the HR element

### **Recruitment & Orientation (Role Descriptions / Recruitment / Onboarding)**

- Develop and implement effective recruitment processes and resources that support the College recruitment strategy
- Develop role descriptions for all positions across the College including the incorporation Key Performance Indicators (KPIs).
- In consultation with the Principal and other relevant senior staff, coordinate and manage the recruitment process in its entirety including the review of role descriptions, advertising, screening and shortlisting, interviewing, reference checking, offers, contracts, and onboarding of staff
- Ensure that pay structures are aligned to the appropriate Schedule of Rates in the Lutheran Schools Enterprise Agreement

- Coordinate all resources required by a new staff member including employment paperwork, staff uniform (where required), ICT services, access keys, electronic access and security codes, suitable workspace and resources
- Develop and implement an appropriate Orientation format and resources, and manage the professional onboarding of new staff into the College, including providing an overview of and access to current information on strategic and operational practices and policies
- Ensure relevant certificates including evidence of Tertiary qualifications, registration, regulatory requirements and professional development are maintained on employee files

#### **Workforce Performance (Induction, Performance Management, Professional/Personal Development)**

- Manage the development and utilisation of Professional Development Reviews resources throughout the College
- Provide support to the Deputy Principal throughout Probationary and Professional Development Review process, ensuring that all staff understand their responsibility to contribute
- Coordinate the scheduling and execution of Probationary and Professional Development Reviews in accordance with relevant timeframes, and provide consolidated reports for 1 on 1 feedback meetings
- Provide support to Senior Leadership in relation to the framing and delivery of feedback to staff as required
- Research and recommend training opportunities to support the needs of staff as identified within their Professional Development / Learning Plans
- Establish networks to assist in staying informed of professional HR related information and services that supports operating professionally within an educational environment

#### **Workplace Relations (Employee and Industrial Relations, College Culture & Communication)**

- Maintain a strong working knowledge of the current Lutheran Schools Association Enterprise Agreement
- Conduct research and provide professional advice on legislative and industrial relations queries and issues that arise as required
- Provide support to the Senior Leadership Team in relation to staff communication on queries and issues raised
- Establish and maintain a strategy to maintain awareness and support of the College culture and ethos by the wider College community
- Identify issues impacting College operations, staff morale or legal compliance and inform the Business Manager/Principal/Deputy Principal or in their absence, another Management Team member
- Communicate HR related matters effectively across the wider College community

#### **WHS (Workplace Health & Safety / Work Environment)**

- Manage WHS training in conjunction with the Deputy Principal
- Coordinate and manage the administration of any Worker's Compensation claims and 'Return to Work' programs in conjunction with the Director of Business Operations.

## Other Duties

- Actively model behaviours that reflect the College ethos, and contribute to the devotional life of the College
- Comply with legislation and College policies, processes, and instructions, including those relating to child protection, non-discrimination, safety, duty of care, and privacy
- Undertake and comply with mandatory training and regulatory requirements as determined by the College
- Actively participate in all school events and activities of the College as required
- Participate in performance reviews and assessments as required
- Take reasonable care of your own health and safety, and that of others, follow any reasonable instruction given by the College, and report any concern(s) which may give rise to danger, and/or any injury which may occur in the workplace
- Apply the principles, purposes and practices of Growing Deep, the Lutheran Education leadership and formation framework, to your role at the College.
- Any other duties as required

## Employee Specifications

### Educational & Qualifications

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#### Essential

- Relevant tertiary qualifications (i.e. Human Resources) and/or equivalent relevant experience
- Return to Work Coordinator certification, as per government requirements
- Current clearance to work with children (Working With Children Check (WWCC))
- Current Mandatory Notification Training Certificate
- Criminal History Check

#### Desirable

- Current First Aid Training Certificate (highly desirable)

### Experience & Knowledge

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#### Essential

- Extensive relevant experience in a wide range of Human Resources activities including: recruitment, policy and procedure development, research and data analysis, Award analysis and application, documentation and reporting, and infrastructure development
- Strong understanding and experience in the application of legislative requirements including Fair Work, Privacy, and WHS, along with experience working with an Enterprise Agreement
- Significant experience and ability in documenting, implementing and monitoring processes and procedures
- Extensive experience and success relating to and engaging with people from a wide range of backgrounds
- Significant experience managing a multi-faceted position where flexibility and time management are essential
- Significant industry experience (within a school environment would be advantageous)

- Ability to lead work where tasks overlap with other areas of responsibility in order to achieve successful outcomes for the College
- Experience providing support to assist others reach their departmental goals and objectives

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## **Personal Skills, Abilities & Aptitude**

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### **Essential**

- A personal commitment to the College Vision, Mission and Values underpinning the delivery of a Christian based education to students in the College community, demonstrating Christian integrity in all things
- Advanced interpersonal and communication skills (oral and written), enabling effective interaction with both adults and students using diplomacy, discretion and tact as required in a professional work environment
- Strong literacy, numeracy, and administrative skills, with Intermediate to advanced computer literacy in Microsoft Office suite, and other relevant applications
- Advanced organisational skills with the ability to plan, set, and prioritise work to achieve outcomes within required deadlines
- Excellent analytical and problem-solving skills with strong attention to detail and proof-reading skills
- Advanced skills in establishing effective working relationships with internal and external parties
- Significant experience managing highly confidential information with discretion and integrity
- Significant initiative with demonstrated ability to work autonomously and as part of a team, empowering others, and initiating, adapting to, and managing change
- Demonstrated ability to inspire and enthuse others and to deliver and accept feedback in respect to the effectiveness of one's endeavours, and the achievement of goals

### **Desirable**

- A practising Christian with the ability to relate the Gospel message to his/her role within the College and encourage a spirit of Christian care amongst staff and students (highly desirable)

## PROFESSIONAL DEVELOPMENT AND REVIEW

Key Performance Indicators (KPI's) are used to assist in the measurement of performance, and to assist in identifying professional development opportunities

| KPI Area                             | Identified KPI   |
|--------------------------------------|--|
| <b>Management and Infrastructure</b> | <ul style="list-style-type: none"> <li>• Ensure effective HR infrastructure, plans, practices and tools are in place to support the identified requirements of the College</li> <li>• Ensure the development, implementation, review, and update of effective and legislatively compliant College policies</li> <li>• Ensure records are stored securely and updated with current information while ensuring access to historic data</li> </ul>  |
| <b>Recruitment &amp; Orientation</b> | <ul style="list-style-type: none"> <li>• Develop and implement effective recruitment and onboarding processes and resources that support the College recruitment strategy, and meet required timeframes</li> </ul>   |
| <b>Workplace Performance</b>         | <ul style="list-style-type: none"> <li>• Manage the development and schedule of Probationary and Professional Development Reviews across the College</li> <li>• Work collaboratively with the Management team to research</li> </ul>   |
| <b>Workplace Relations</b>           | <ul style="list-style-type: none"> <li>• Maintain a strong working knowledge of the current Lutheran Schools Association Enterprise Agreement and conduct research, providing professional advice on legislative and industrial relations queries and issues that arise as required</li> <li>• Ensure effective communication of HR related matters across the College community</li> </ul>  |
| <b>WHS</b>                           | <ul style="list-style-type: none"> <li>• Coordinate and manage the administration of any Worker's Compensation claims and/or Return to Work programs</li> </ul>  |
| <b>Support</b>                       | <ul style="list-style-type: none"> <li>• Shows a high level of initiative and responsibility for their own outcomes in relation to specified quality standards.</li> <li>• Work is completed in a timely manner, and performed to a high quality standard.</li> <li>• Engages effectively, and works collaboratively across Good Shepherd Lutheran College to support the provision of a high performing learning environment.</li> <li>• Is approachable and responds appropriately to queries and feedback.</li> </ul> |
| <b>Community Engagement</b>          | <ul style="list-style-type: none"> <li>• Engages positively in College community and activities.</li> <li>• Models the expected behaviours and professional expectations of staff at Good Shepherd Lutheran College.</li> <li>• Models the Christian ethos of the College, supporting and encouraging the Good Shepherd values.</li> <li>• Shows an understanding of Restorative Practices in their interactions with the broader college community.</li> </ul>  |