



NEWMAN  
COLLEGE

A CATHOLIC SCHOOL  
EDUCATING IN THE  
MARIST TRADITION

## Human Resources Officer

Full-time Ongoing position, commencing as soon as possible.



LET YOUR LIGHT SHINE  
MATTHEW 5:16

### About Us

Newman College is a Catholic PK-12 school educating in the Marist tradition, with an enrolment of 1850 students. We strive to animate our delivery of learning, teaching and wellbeing, as one which is innovative and creative, underpinned by contemporary and relevant pedagogy.

### About the Role

We have an exciting opportunity for a dynamic and enthusiastic Human Resources Officer to join the College on a full-time ongoing basis, commencing as soon as possible.

The Human Resources Officer will work collaboratively with the College Leadership to provide human resources (HR) assistance in the variety areas of generalist HR operational tasks. This position is the first point of contact for day-to-day HR processes and enquiries.

### Essential Criteria:

- Tertiary qualifications in HR or equivalent or relevant experience in HR.
- Ability to interpret awards, legislation and regulations.
- Excellent attention to detail in HR administration.
- Eagerness to develop and execute an effective HR strategies and processes across the College.
- Ability to maintain confidentiality and privacy and to exercise tact and discretion.
- Excellent interpersonal and communication skills (written and verbal)
- Proficient in Microsoft office suites (word/excel and outlook)
- Working with Children Check.
- Nationally Coordinated Criminal History Check.

For more information please refer to the role description on the College website.

### About You

The successful applicant will have a strong time management and organisational skills, as well as excellent communication skills. In addition, the successful candidate will be supportive of the Marist and Catholic ethos and demonstrate commitment to our ongoing child safeguarding principles.

### To Apply

Your application must include:

- **Cover Letter:** State why you are applying for the position and detail your most relevant qualifications and experiences and demonstrate your suitability for the role. (Maximum 2 pages.)
- **Curriculum Vitae:** Outline your personal details, qualifications, education/professional memberships, and relevant work history. Relevant work history should include a brief outline of the duties and responsibilities associated with each role and provide the FTE and dates/period of employment for each of the positions.
- **Referees:** The names and details of three people who have consented to act as referees. You must include your current employer. Please note that the Principal of Newman College reserves the right to contact persons not nominated by the applicant.

**Applications close 14 June 2023 at 5:00 p.m.**

We encourage you to apply as soon as possible as we reserve right to close this vacancy early.

Please direct any enquires to People & Culture at [employment@newman.wa.edu.au](mailto:employment@newman.wa.edu.au)

**Challenge — Collaborate — Create — Celebrate**

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