

ROLE DESCRIPTION	
ROLE TITLE	Human Resources Officer
DEPARTMENT	Administration
INDUSTRIAL AGREEMENT	<i>Trustees of the Marist Brothers Province of Australia Non-Teaching Staff Enterprise Bargaining Agreement 2015 Salary Schedule Administrative & Technical Officers Level 5</i>
ACCOUNTABLE TO	Principal
DIRECTION FROM	Vice Principal

MISSION STATEMENT

Newman College is a PK-12 Catholic School educating in the Marist Tradition, which endeavours to lead students to know and love Jesus Christ. With Mary as our model in faith, we encourage students to grow into the fullness of their humanity in an education environment where they feel welcome, accepted and valued.

ROLE OVERVIEW

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.

HR areas include: recruitment, employee retention, training and development, compliance, employee relations, and records administration.

The Human Resources Officer actively supports all key decisions taken by the Executive in the strategic leadership of the College and works closely with the Executive Team.

In collaboration with the College Leadership the role will ensure the development and management of a results orientated and high performing culture which upholds and models the ethos of Marist Education.

In being both proactive and responsive to changes in the College's operating environment, the Principal may, from time to time, require the performance of other duties.

ROLE RESPONSIBILITIES

Catholic Identity and Mission:

- Gives personal witness to Catholic values in carrying out the day-to-day duties of the role and engaging students, staff and broader community in the Mission of Newman College as a Catholic school.
- promotes the charism of Saint Marcellin Champagnat and the mission and life of the Catholic Church within the College.
- Supports and contributes to the development of the Marist Association of St Marcellin Champagnat in Western Australia.
- Contributes to the development of a College environment that is welcoming, hospitable, life-giving and just.

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Human Resources Processes:

- Promotes the College as a genuine employer of choice by driving contemporary employee value initiatives.
- Support the end-to-end recruitment processes, including drafting adverts, position descriptions, interview questions and resume review.
- Manage onboarding/ offboarding compliance, and training
- Support HR related projects, including culture development/employee engagement, reviewing forms, policies, workflow processes and undertake improvements.
- Generate contracts and send to the relevant staff.
- Update relevant documentation inclusive of HR related policies and procedures, position descriptions, organisational charts, etc.
- Remain up to date with current employment legislation including Fair work Australia.
- Coordinates performance and development review processes as required by the College Leadership.
- Coordinates exit interviews.
- Manages employee records and employee onboarding system, as they relate to employment and conditions.
- Administers annual reports such as the Workplace Gender Equity Agency (WGEA) Report.
- Works with the College Leadership to workforce plan and determine needs
- Oversees the arrangement of compliance and regulatory training and activities for all staff and oversees volunteers and contractors.
- Manages and maintains the College's human resource information system
- Undertakes any relevant task or special project as required by the College Leadership as part of the employer / employee relationship within the scope of the role.
- Deliver inductions to new employees

Employee & Industrial Relations:

- Builds and maintains a working knowledge of contemporary Human Resources practices and knowledge including understanding of applicable industrial instruments, best practice and industry benchmarks and market trends.
- Work collaboratively in relation to industrial issues and risks and ensure that they are in line with Marist Schools Australia (MSA) and Newman College Policy Frameworks
- Assists the College Leadership through the provision of advice in relation to grievance or dispute resolution matters.
- Manages the relationship with external providers of Human Resources and Industrial Relations services.
- Supports Enterprise Bargaining Agreement administration requirements as required.

Workplace Health & Safety:

- Supports the development and maintenance of a best practice WHS culture within the workplace.
- Provides support and guidance to the Workplace Health and Safety Representatives around the WHS activities within the College.
- Works with the Risk and Compliance Officer / HR Support to ensure all aspects of Workplace Health and Safety records and processed are considered and completed

Compliance:

- Work with the Risk & Compliance Officer / HR Support in various initiatives and strategies.
- Ensures employees maintain compliance with required training modules.
- Is knowledgeable of the Working with Children compliance requirements within the college and provides advice accordingly.

Other:

- Any other duties as required.

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EXPECTED BEHAVIOURS & ATTITUDES

All staff are responsible for:

- Actively working to promote the charism of Saint Marcellin Champagnat and the mission and life of the Catholic Church within the College;
- Actively supporting the Marist Association of Saint Marcellin Champagnat;
- Actively promoting the College's Evangelisation Plan;
- Actively supporting a child safety culture, with a zero tolerance for child abuse.
- Complying with:
 - Marist Schools Australia Policy Statements.
 - Newman College Policy Statements, Procedures and Code of Conduct for Staff;
- Adhering to workplace health and safety procedures and actively contributes to maintaining a safe, healthy and tidy environment;
- Maintaining open communication and works collaboratively with others within the College to foster team work and morale;
- Maintaining a commitment to continuously improve services and pursue excellence;
- Seeking opportunities for professional development.

ROLE CRITERIA

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.

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