



**MELTON CHRISTIAN COLLEGE**  
**Human Resource Co-ordinator**

**ORGANISATIONAL PROFILE:**

Melton Christian College is a leading P-12 school of over 900 students. We are highly regarded, specialising in nurture, excellence and Christ-centred schooling. We are committed to building a dedicated team of Christian educators and support staff, equipping them to invest in the lives of the students they serve. Our team are enthusiastic and positive who are committed to the mission, vision and values of the College.

**POSITION PROFILE:**

The HR Co-ordinator is responsible for supporting managers and staff to achieve people, performance, and culture success. It is an operational role with a strong partnering focus, to grow people management capabilities and employee engagement outcomes. As part of this role, the HR Co-ordinator is also responsible for day to day operation and management of the College intranet, equipping College staff with organisational knowledge needed to thrive in their roles.

The HR Co-ordinator reports directly to Head of Operations.

**KEY RESPONSIBILITIES:**

Human Resources (0.6)

The key responsibilities of this role include, but are not limited to:

- Proactively support the school leadership team to achieve people success
- Provide accurate and timely human resources/employee relations advice to people managers, ensuring adherence to relevant legislation, awards, school policies and procedures
- Support school leadership team to comply with HR processes and policies, including award interpretation and assisting with performance reviews and appraisals
- Manage HR employment lifecycle processes including recruitment, onboarding, probation, training and development, performance management and review and exit
- Identify and execute workforce planning requirements to enable sufficient human resourcing
- Manage all employment agreement related activities, including Award, Agreement, Policy, and Guideline interpretation
- Build and nurture a culture of consultation so employees experience a great sense of advocacy
- Execute and monitor continuous improvement processes across HR system management
- Oversee Workers Compensation and rehabilitation (Return To Work) activities
- Implement the people strategy and HR plan across the school
- Contribute to the development of innovative processes and HR business planning to support the strategic objectives of the school

Intranet (0.2)

- Responsible for operations and management of College intranet
- Work closely with key stakeholders to understand their needs
- Lead projects to improve sections of the intranet
- Maintain and co-ordinate user generated content
- Manage common administrative tasks in the intranet and liaise with ICT department around these tasks
- Provide introductions and training of improvements and add ons to users to equip and engage users
- Monitor site analytics and report

#### Other Responsibilities (0.2)

- Support Accountant with fortnightly payroll processing, end of financial year reports for STP and Workcover
- Provision of accurate information and data for College reports, VRQA Census, VRQA Annual Report, VIT Annual Report and adhoc reports as requested.
- Other duties as directed

#### **KEY SELECTION CRITERIA**

1. Alignment with the vision and purposes of the College.
2. Reliable, able to maintain confidentiality and with well-developed written and verbal communication skills.
3. Committed to Christian Education and enacting the core values of the College.
4. A team player with well-developed organisational, analytical and problem-solving skills
5. Leadership skills to coordinate and facilitate activities with colleagues
6. Ability to handle sensitive and confidential situations with diplomacy
7. Tertiary qualification in Human Resources, Business Management or similar discipline or equivalent experience.
8. Knowledge of and ability to apply relevant legislation including Fair Work Act
9. Good knowledge of contemporary HR practices
10. Project management experience
11. Strong proficiency with Microsoft Office and HR solutions
12. Current Working with Children's Check (or willingness to apply for one)
13. Current Police Check (or willingness to apply for one)

#### **OCCUPATIONAL HEALTH AND SAFETY**

The HR Co-ordinator has delegated responsibility from the Principal (for their workstation/office space, equipment and facilities associated with their role) to:

- Ensure that College Health and Safety Policy and procedures are deployed within the area of responsibility
- Ensure that safe operating procedures are developed and implemented which are appropriate for the hazards and risk profile of the activities of their workstation/office space
- Ensure that College safety systems are implemented, and compliance is regularly audited and monitored (e.g., hazard reporting, hazardous materials storage and documentation, plant and equipment purchasing, audits etc.)
- Ensure that health and safety is a scheduled agenda item within any staff team meeting
- Ensure that all hazards which are observed, and any incidents which may occur to any person within his/her area of responsibility are reported, documented, investigated and corrective actions are implemented as identified for action

- Ensure that Health and Safety issues are identified, planned for and resources required to manage health and safety issues are included in budgets
- Support Management and Colleagues in performing their roles in relation to health and safety matters
- Ensure that regular workplace inspections and audits are carried out in accordance with College safety systems

### **CHILD SAFE CULTURE**

The HR Co-ordinator has delegated responsibility from the Principal to:

- Work towards embedding an organisational culture of child safety, including effective leadership in and beyond their workstation/office space
- Be familiar with and promote familiarity with the College child safe policy
- Be familiar with and promote familiarity with the additional points that establish the College's expectations for appropriate behaviour with children
- Take part in screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel or volunteers
- Be familiar with and promote familiarity with processes for responding to and reporting suspected child abuse
- Always work to identify and reduce or remove risks of child abuse
- Always work towards appropriate participation and empowerment of children

### **CONDITIONS**

Related to the Educational Services (Schools) General Staff Award 2010 with a salary depending on the candidate's experience and training.