



**MELTON CHRISTIAN COLLEGE**  
**Position Description: Human Resource Assistant**

**Reporting Structure:**

This position reports directly to the Head of Operations and is a member of the Corporate Services team.

**Role Purpose:**

The Human Resource Assistant plays a crucial role at Melton Christian College in ensuring the smooth operation of the College's HR functions. You will be responsible for administrating the areas of recruitment and selection, induction and orientation, offboarding, managing the school's staff database, and performing other administrative duties.

**Key Responsibilities:**

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

**Recruitment:**

- Post job ads on various job boards and college website
- Screen and shortlist candidates based on job requirements and selection criteria
- Schedule and coordinate interviews with candidates and hiring managers.
- Conduct initial phone screenings and reference checks.
- Maintain recruitment databases and track application statuses.
- Communicate with candidates regarding their application status.

**Onboarding:**

- Prepare onboarding materials and new hire paperwork.
- Coordinate with IT and facilities to ensure new hires have the necessary equipment and access.
- Conduct new hire orientation sessions.
- Assist in setting up employee profiles in HRIS.
- Ensure completion of mandatory training and documentation.

**Leave Administration:**

- Process and manage employee leave requests, including holiday, personal/carer's leave, parental leave, maternity leave, long service leave and other types of leave.
- Ensure accurate tracking of leave balances and update records accordingly
- Provide guidance on leave procedures
- Coordinate with payroll to ensure accurate leave deductions and payments

**Variations:**

- Process and document employee status changes.
- Prepare and issue change notices to employees.
- Update employee records in HRIS.
- Communicate changes to relevant departments.

**Staff Key Life Moments:**

- Manage processes related to key life moments (e.g., maternity/paternity leave, bereavement leave).
- Provide support and guidance to employees during significant life events.
- Ensure documentation and records are updated to reflect these changes.
- Coordinate with payroll and other departments to manage leave and benefits.

**Offboarding:**

- Conduct exit interviews.
- Process termination paperwork and ensure compliance with company policies.
- Coordinate the return of company property.
- Remove access to company systems and facilities.
- Update employee records to reflect terminations.

**HRIS Administration:**

- Maintain and update employee records in the HRIS.
- Ensure data accuracy and integrity in the HRIS.
- Generate reports from the HRIS as needed.
- Provide support and training to employees and managers on HRIS-related issues.

**Compliance Training:**

- Track and maintain records of employee training compliance.
- Schedule and coordinate training sessions.
- Assist in the development and updating of training materials.
- Ensure employees complete required training within designated timeframes.
- Generate reports on training compliance for management review.

**Administrate the College Staff Uniform program**

- Manage the ordering and distribution of staff uniforms.
- Maintain inventory of uniforms and ensure adequate stock levels.
- Handle requests for uniform replacements and exchanges.
- Coordinate with suppliers to ensure timely delivery of uniforms.

**Work Cover Claims and Return to Work:**

- Assist in the management of work cover claims.
- Coordinate with employees, healthcare providers, and insurance companies.
- Maintain records of work cover claims and monitor their status.
- Assist in developing and implementing return-to-work plans.
- Ensure compliance with relevant legislation and company policies.

**Other**

- HR administration tasks as requested by the Head of Operations.

**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. Team player with organisational, analytical, and problem-solving skills
5. Administration and communication skills to coordinate and facilitate activities with colleagues
6. Ability to prioritise and manage workload to meet critical deadlines
7. Ability to handle sensitive and confidential situations with diplomacy
8. Tertiary qualifications in Human Resources, Business Management, or similar discipline or equivalent experience preferred
9. Knowledge of an ability to apply relevant employment legislation, including the Fair Work Act
10. Good knowledge of contemporary HR practices
11. Strong proficiency with Microsoft Office and HR solutions

### **Occupational Health and Safety**

The Human Resources Assistant 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 that are appropriate for the hazards and risk profile of the activities of the classroom/workstation/office space are developed and implemented.
- 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 are scheduled agenda items during any staff team meeting.
- Ensure that all hazards observed and any incidents that 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 and planned for and that resources required to manage health and safety issues are included in budgets.
- Support management and colleagues in performing their roles in health and safety matters.
- Ensure that regular workplace inspections and audits are carried out under College safety systems

### **Child Safe Culture**

The Human Resources Assistant 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**

This is related to the Educational Services (Schools) General Staff Award 2020, with a salary depending on the candidate's experience and training.

Last Reviewed: 22/08/2024