



St Bede's
College

Role Description

Human Resources Coordinator

Mentone Campus

St Bede's College is a Catholic school in the Lasallian spirit and tradition. The College is a faith community committed to social justice, especially to those who are *"the lost, the least and the last"*. Our motto is *Per Vias Rectas* (By Right Paths).

This role description is written in light of the Mission and Vision Statements of the College. Our Community is characterised by a strong set of values that underpin the way we live. We enact those values by respecting and honouring our collective heritage while looking with imagination to the future. The College seeks to assist our students to take their place in society, alive with the wisdom of the gospel.

Commitment to Ethos

All staff in the Catholic school have an indispensable role to play in furthering the mission of the Church. It is expected of all employed in a Catholic school that they:

- Accept the Catholic educational philosophy of the school.
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work by their teaching and other work and by personal example, strive to help students to understand, accept and appreciate Catholic teaching and values.
- Avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church Community, in whose name they act.
- Comply with the accreditation policy of the CECV to teach in a Catholic school.

Furthermore, it is expected of all employed at St Bede's College that they accept and support the ethos of the *Lasallian Order* and activities directed at the broader aims of the College.

St Bede's College is a Child Safe School

St Bede's College holds the care, safety, and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our young men and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular and appropriate learning opportunities in relation to child safety and young people's protection and wellbeing.

We also commit to listening to, and taking seriously, all concerns voiced by students, staff, parents and caregivers, volunteers, contractors, and clergy. We commit to continuously reviewing and improving our systems to protect children from abuse.

Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice, and the sanctity of each human person at the heart of the Gospel.

Overview

The HR Coordinator supports the Director – Human Resources in various administrative and operational functions. It also supports recruitment efforts, onboarding of staff, the delivery of HR projects, the maintenance of accurate HR employee and leave data across College systems and assists in fostering a positive workplace culture. The HR Coordinator works closely with the Payroll Manager and provides payroll related support when required.

Attributes & Competencies

The HR Coordinator is expected to exhibit the following qualities and competencies:

- A lively and practical support to the Catholic and Lasallian nature of the College.
- A firm belief in, and commitment to, the mission and vision of the College and an ability to articulate and promote these.
- Exhibit ongoing professional growth on a personal level and for the benefits of the College community, including participation in different Lasallian Professional Learning activities that the College offers.
- Honest and compassionate – ability to deal with confidential information in the appropriate manner.
- Innovative thinker who can use initiative to provide best outcomes for the College.
- Ability to problem solve with sound judgement when needed.
- Motivated and committed to continuous improvement.
- Demonstrated initiative and advanced thinking in dealing with issues in a decisive, sensitive and consistent manner when they arise.
- Professional and well-developed communication skills, ability to communicate clearly and succinctly with the capability to remain calm under pressure.
- Absolute attention to detail in all tasks undertaken.
- Respectful of all people and able to fosters a positive attitude to change when needed.
- To be highly organised, time management skills are essential for this role.
- Ability to engage with and build positive relationships in a small team.
- High level of professional personal presentation.
- Enthusiastic and highly motivated to contribute.
- Flexibility and ability to operate effectively in a changing environment.
- Working with Children Check for Victoria and National Police Record Check required prior to commencement.

The Role is significant in the administration of the College. The following are important points:

- 1) Due to the nature of the role, confidentiality in all matters is vital.
- 2) While there are the regular office hours it is an expectation from time to time that the nature of the role means that some duties may need to be organised outside of these hours.
- 3) You will be located at Mentone; however, you may be required, on occasions, to attend the Bentleigh East campus.

Specific Duties

The College HR Coordinator is directly responsible to the Director – Human Resources.

Support the Director – Human Resources:

- Coordinate and facilitate meetings.
- Assistance with the preparation of HR reporting, letters, email communication and other documents
- Creation of Purchase Orders in Alii
- Provide administrative support on HR project initiatives and planning activities.
- Ad hoc research on projects, initiatives, legislation as required.

Recruitment:

- Prepare, edit and post job advertisements on relevant recruitment platforms e.g. SEEK, LinkedIn, St Bede's website, Teachers On Net and other specialist job boards.
- Maintain an up-to-date applicant tracking record.
- Schedule and organise interviews to accommodate panel members and shortlisted candidates' availability.
- Conduct background and reference checks as requested.
- Prepare employment collateral for successful candidates.
- Ensure that communication to unsuccessful candidates occurs in a timely manner.

Onboarding / Induction:

- Ensure new staff data is entered into relevant systems in a timely and accurate manner.
- Create new staff profiles to notify relevant departments (IT, Payroll) to ensure new staff are first day ready.
- Assist with the onboarding process, including preparation of orientation materials and conducting initial orientation sessions.
- Scanning and uploading to Synergetic of employment contracts, personal and tax information, CVs, interview notes and referee checks
- Follow up outstanding new staff information and completion.

Compliance:

- Assist as required, in processing payroll changes such as new hires, terminations, and salary adjustments.
- Ensure compliance with labour laws, School policies and procedures and the CEMEA 2022
- Maintain the Working with Children Check register, VIT register, National Police Record Check register.
- Ensure staff records are kept up to date on the Synergetic dataset and the Personnel Record System (PRS) on CEVN
- Ensure staff have recorded leave accurately in EMS, including follow ups as required.
- Responsible for maintaining Time in Lieu on EMS, when required
- Assist the Payroll Manager with the fortnightly payroll as and when required.

Other:

- Assist in creating and updating policies, manuals, handbooks, role descriptions, organisational charts and other HR material.
- Manage and respond to all enquiries via the HR email inbox and ensure correspondence is actioned in a timely manner.
- Respond to employee enquiries about HR processes and policies.
- Coordinate new human resource initiatives and projects as assigned by Director – Human Resources
- Assist and support with the organisation of staff events i.e. Open Afternoon; Induction Session/s; Professional Learning Session/s by booking venues, ordering catering as required.
- Responsible for the staff social club fund, including preparing monthly reports and ensuring that all funds are managed and accounted for in accordance with College policies and procedures.
- Responsible for the management of staff uniforms, including purchasing and staff allocation in accordance with College policies and procedures.
- Work with the Director – Human Resources and Finance Team to implement a system for Onboarding and Offboarding staff at the College.
- Support the Finance team by assisting with other duties in times of need, i.e. assist with payroll tasks and duties when required.
- Assist in identifying new processes and procedures to improve efficiency and implement revised internal controls as agreed, including implementing paperless systems.
- Undertake other duties as assigned by the Principal or Director – Human Resources as required.

No position description can be entirely comprehensive. The HR Coordinator will be expected to perform other duties from time to time that are broadly consistent with this position description.

The HR Coordinator reports via the Director – Human Resources to the Principal.

Qualifications and Experience:

- Experience in a school setting preferred but not essential.
- Working knowledge of the Catholic Employment Multi Enterprise Agreement (CEMEA)2022 an advantage

The HR Coordinator is classified as an Education Support Employee Category C (7 weeks leave.) Category A (4 weeks leave) is also an option. Employment is in accordance with terms and conditions outlined in the Victorian Catholic Education Multi-Employer Agreement (VCEMEA 2022.) Remuneration is in accordance with the VCEMEA 2022 and dependent on skills and experience.