



Human Resources Administrator

POSITION DESCRIPTION

Our Vision: Catherine McAuley College (CMC) lives out the Mercy charism, striving to make Jesus Christ known and loved by all. We are a Child Safe School, our learning community identifies, values and develops the gifts of each young person and provides them with educational opportunities to experience personal success.

Our Touchstone Statement: *Inspiring members of our community to be learners impelled to thrive and serve.*

We are dedicated to developing students who are critical and creative thinkers, with the skills to be self-motivated in the pursuit of knowledge. Our students are empowered to see themselves as positive agents of change, who are called to participate actively and ethically in society as young people of Mercy.

The College is a reGEN school committed to promoting and adopting an integrated curriculum approach to sustainable living including respecting, conserving, and renewing our global environment.

POSITION SUMMARY

The HR Administrator will perform their responsibilities in a manner which reflects and responds to the Mercy values of Compassion, Justice, Respect, Hospitality, Courage and Service across the College, consistent with the College's strategic plan, vision, mission, and values.

Workforce planning will be a major component of this role and will require collaboration with the daily organisers and payroll as well as the Executive Team and teaching staff. Planning for accrual and acquittal of time in lieu (TIL) will be a key focus.

With a passion for excellence, you will coordinate the end-to-end onboarding of new employees. You will ensure the sharing of information with payroll and daily organisers. As HR Administrator you will assist in all aspects of the employee lifecycle, ensuring a seamless employee experience from onboarding to offboarding.

ESSENTIAL DUTIES & RESPONSIBILITIES

Key Responsibilities

Workforce planning

- Understand school activities, and the allocation of tasks and duties for teachers and education support staff.
- Plan for the accrual number hours of time in lieu (TIL).
- Plan for the acquittal of TIL hours.
- Plan the allocation of teacher duties to individuals to ensure reasonable distribution of work and TIL.
- Understand each term's calendar and timetable commitments to ensure all required school activities and time allocation for the accrual and acquittal of TIL have been accounted for.
- Understand the management of a teacher's workload, including but not limited to:
 - Scheduled class time.
 - 30 + 8 model of teacher's workload distribution.
 - Preparation, planning, collaboration, assessment, meetings, student supervision and organisational duties.
 - Class sizes, curriculum mix, individual needs of students.
 - Structured school activities such as parent-teacher meetings, camps, concerts, excursions, information sessions.
 - Professional practice time.



	<p>HR Administration</p> <ul style="list-style-type: none"> • Providing support across all requirements of HR administration. • Responding to enquiries via centralised pandc@cmc.vic.edu.au inbox. • Updating and maintaining HR databases and systems (EMS360, CEVN-OSR, CEVN-PRS, Monday.com). • Maintaining staff profiles in Synergetic and other platforms. • Maintaining staff personnel files. • Assist with administration of staff performance reviews. <p>Pre-employment administration</p> <ul style="list-style-type: none"> • Draft job descriptions for various roles. • Draft and post job ads for various employment vacancies. <ul style="list-style-type: none"> ◦ SEEK, College website & socials, LinkedIn, Teachers on the net, Catholic Education Sandhurst Ltd • Acknowledge receipt of applications. • Maintain a schedule of applicants. • Liaise with panel members to facilitate needs, including room bookings and collation of applications. • Arrange interviews with selected applicants. • Ensure support for reference checking. • Communication with unsuccessful applicants. <p>Employment stage administration</p> <ul style="list-style-type: none"> • Pre employment checks (VIT, WWCC, NPR) • Assist with induction sessions. • Draft letters of offer. • Draft variation letters and other employment related correspondence. <p>Professional Learning and Compliance</p> <ul style="list-style-type: none"> • Manage and maintain compliance in relation to VIT, NPR and WWCC registers. • Administer the professional learning approval process and database via the ESM360 software. • Administer the processes for staff PL requests following approval by the College Professional Learning Committee. • Attend Professional Learning Committee as note taker. • Ensure all College arranged professional learning is added to EMS360 in a timely manner, with at least 4 weeks notice to staff. • Administer the processes for recording and entering College arranged PL attendance. • Follow up with staff who have not completed required compliance modules. • Report compliance data to Executive Team. • Arrange College compliance events, as required, such as first aid and CPR courses. • Keep the College LinkedIn profile active showcasing staff professional learning activities.
<p>General and Administrative Duties</p>	<ul style="list-style-type: none"> • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. • Demonstrate duty of care to students in relation to the physical and mental wellbeing. • As required, attend relevant school meetings and after school services/assemblies, sporting events, mass, community, and faith days as well as professional learning opportunities. • Demonstrate professional and collegiate relationships with colleagues.



- Willingness to support colleagues in administration tasks, including from time to time working in the general office.

KEY SELECTION CRITERIA

Qualifications and Experience	Essential: <ul style="list-style-type: none"> • Extensive experience and competency in the employee lifecycle, preferably within a Catholic Education setting. • Demonstrated understanding of statutory compliance, practices, policies and guidelines in relation to employee relations. • Experience in implementing and reviewing quality systems, processes and strategies that are relevant in a school context.
	Desirable: <ul style="list-style-type: none"> • Certificate IV in Human Resources, Business, Administration, Finance or similar field. • A demonstrated understanding of Mercy Education Limited (MEL) and Catholic Education Commission of Victoria policies. • A demonstrated understanding and application of the Victorian Catholic Education Multi Enterprise Agreement (VCEMEA) 2018, or as to be replaced.
Skills and Attributes	<ul style="list-style-type: none"> • Outstanding communication and interpersonal skills and the ability to build and maintain relationships with key internal and external stakeholders. • Excellent organisational skills, including the ability to manage complex tasks, set priorities, organise workloads and meet strict deadlines. • Excellent attention to detail and the ability to prepare accurate and meaningful reports and documentation as requested. • Excellent problem-solving skills and a commitment to working towards a successful resolution to issues. • Advanced level of IT skills, including a thorough and diverse knowledge of the Microsoft suite of products (Word, Excel, Outlook and Internet) and payroll, software. • Demonstrated ability to deal with sensitive information in a professional and confidential manner.
Commitment to Catholic Education	<ul style="list-style-type: none"> • A demonstrated awareness or understanding of the ethos of a Catholic school and its mission. • Support and model College values and Catholic ethos when dealing with all stakeholders.
Commitment to Child Safety	<ul style="list-style-type: none"> • A demonstrated understanding of child safety including the Victorian Child Safe Standards and Ministerial Order 1359. • Familiarity with legal obligations relating to child safety (e.g., mandatory reporting) and comply with the College's child safe policy and code of conduct and any other policy, procedures or legislation related to child safety. • Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check. • Complete annual training in Child Safeguarding as required by Mercy Education.

EMPLOYMENT CONDITIONS

Appointment	This position is appointed by Catherine McAuley College and the incumbent is an employee of Mercy Education Limited. The role is subject to the College's Policies and Procedures as provided as part of the Induction Program and ongoing Training Program.
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CATHERINE McAULEY COLLEGE

Reports to	Executive Administration Leader Deputy Principal Staff and Administration Business Manager
Conditions	Conditions are in accordance with the Victorian Catholic Education Multi Enterprise Agreement (VCEMEA) 2018. Category C - works 45 weeks per year and receives seven weeks paid school holidays.
Review and Appraisal	As an employee of Mercy Education Limited this appointment will comply with the contract of employment. The incumbent is subject to the College's Annual Review Policy.
Professional Development	Undertake professional development in line with the College Professional Learning policy.
Last Reviewed	May 2023

No position description can be entirely comprehensive. The incumbent will be expected to carry out such other duties as may be required from time to time and are broadly consistent with the position description and the status of the post within the College. The position encompasses participation in decision-making processes and other activities relevant to the role which may require occasional involvement outside the currently designated school hours.