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| Title of Position: | Human Resources Coordinator |
| Reports to: | Business Manager |
| Stream: | Administration |
| Classification: | Grade 4, Year 1 (1.0 FTE equiv. \$80,480) |

Catholic Education South Australia (CESA) comprises over 100 schools, approximately 10,000 staff and more than 55,000 students across the Archdiocese of Adelaide and the Diocese of Port Pirie. Catholic schools and the Catholic Education Office (CEO) work in partnership with families, children, and young people to give life to the Living, Learning, Leading Framework and to successfully position CESA as the leading education system and an employer of choice.

Catholic Education South Australia is committed to ensuring the safety, wellbeing and dignity of all children and young people. All CESA staff undergo screening to ensure they are fit to work with children and young people. We uphold safeguarding values through thorough recruitment processes, ongoing training, support and supervision, and ensuring all staff are aware of safeguarding policies and procedures.

POSITION OVERVIEW

Under moderate direction, a Human Resources Officer undertakes various human resources activities from recruitment and onboarding to performance management and employee relations, ensuring a positive workplace environment and compliance with relevant legislation and policies. The position requires a wide range of varied dedicated human resources duties to support an efficient and responsive human resourced function.

This position requires a professional and competent human resources practitioner to efficiently handle the flow of people, enquiries, and activities, associated with the day-to-day operational human resources needs of the school and support CESA strategy.

SIGNIFICANT WORKING RELATIONSHIPS

- Principal / Deputy Principal / Business Manager
- School Leadership
- Teaching and non-teaching staff
- Parents / caregivers, students and school community
- Visitors
- External parties / stakeholders

KEY RESPONSIBILITIES

Duties include, but not limited to:

- Provide a complete professional human resources service including undertaking a broad range of operational activities (recruitment and onboarding, employee relations, performance management, training and development, legislative and policy compliance and human resources administration), work of a highly

confidential and sensitive nature, and meeting support (scheduling, taking notes, follow-up actions etc).

- Undertake responsibility for recruitment processes including preparing job ads, confirming Position Information Documents (PIDs) comply with Enterprise Agreement provisions, screening applications, facilitating interviews, notifying applicants, support with accommodation/removalists and undertaking all associated preparation of recruitment documentation (contract letters etc), where advanced administrative and organisation skills are required to effectively deliver required outcomes in accordance with CESA requirements. This includes working with CESA and Employment Agencies in recruiting staff and supporting the Principal in applying for Special Authority Teaching applications (SATs).
- Oversee the onboarding of new employees/volunteers/private engaged providers, ensuring they are properly inducted and have the necessary resources and information. As applicable, support the induction of volunteers, contractors and visitors.
- Provide advice to school leaders and employees on human resources matters in accordance with CESA's Enterprise Agreement, policies, procedures, guidelines, codes etc.
- Remain current with changes in employment legislation and best practice and brief school leaders (and other relevant school employees e.g. Payroll, WHS Coordinator) on changed requirements and/or practices and implement CESA-approved operational strategies to maintain compliance.
- Assist school leaders to address employee concerns and grievances consistent with CESA industrial obligations, policies and procedures, seeking specialist advice, as appropriate and/or working with CESA human resources or workplace relations specialists.
- As directed, draft more complex correspondence which initiates or responds to employee issues, cases or situations as well as non-standard executive correspondence including confidential and sensitive correspondence and communications.
- Undertake responsibility for special projects where an advanced level of administrative and organisation skills is required – this could include supporting staff to apply for VISAs or complete the annual Workplace Gender Equality Agency (WGEA) survey.
- Identify training needs and source/develop training sessions as appropriate to role requirements. Organise and facilitate training sessions, including ensuring timely employee completion to comply with mandated training, including online modules.
- Facilitate planning of professional reviews and assist leaders with the development and implementation of unsatisfactory performance plans and processes, consistent with CESA requirements. Maintain accurate records and associated documentation to demonstrate compliance with industrial relations obligations.
- Maintain accurate employee records and apply knowledge of CESA and school policies and procedures to provide accurate advice to other employees as appropriate to the role requirements, ensuring compliance with employment laws and legislation.
- Ensure relevant data systems are maintained for accurate employee records ensuring legislative compliance and provision of accurate reports.
- When required, process Working with Children Clearance and screening requests and maintain an accurate Volunteer Register to ensure timely completion and compliance with CESA and legislative requirements for new staff and volunteers. This includes ensuring all camps/excursion sites/transport staff have appropriate clearances.

- Supporting school leaders in seeking appropriate and relevant waivers and insurance for camps/excursions.
- Actively participate in CESA human resources initiatives e.g. HR Masterclass, as well as school events/activities, meetings, required training and professional reviews.
- Overall supervision and coordination of Admin, Canteen and Uniform Shop staff including conducting their professional reviews.
- Oversee the contract for any staff Traineeships (inc professional reviews)
- Cover duties of Senior Finance, WHS Coordinator, Principal's Assistant when they are on leave
- Undertake other duties, as required by the Principal (or delegate).

PERSON SPECIFICATION

- Commit to upholding and actively contributing to the Catholic ethos of the school.
- Demonstrated experience in providing a high level of human resources tasks and applying a broad knowledge base incorporating theoretical concepts with substantial depth in areas of responsibility.
- Advanced level of proficiency in using a computer and applicable programs, particularly Microsoft Office (i.e. Word, Excel, Outlook, Powerpoint), databases and other ICT equipment, and full technical competency to operate office equipment.
- Excellent interpersonal and communication (written and verbal) skills for positive engagement, role modelling, interaction and collaboration within the team, broader school community and with external parties. Experience in supervising others to achieve group outcomes is expected.
- Demonstrated ability to work under moderate direction, be responsible for own outcomes within broad parameters and remain fully competent requiring little or no guidance during the performance of work to achieve stated objectives.
- Demonstrated experience in supporting and administering projects.
- Able to analyse, diagnose, design and implement solutions across a broad range of functions and evaluate information and use for forecasting, planning or research purposes.
- Comprehensive knowledge of relevant legislation, industrial instruments, policies, procedures and associated obligations to meet all compliance requirements.
- Demonstrated ability to maintain a very high level of confidentiality.
- Willingness to positively lead and support school activities/events, attend meetings and undertake required training.
- Demonstrated ability to follow procedures lead and deal effectively with emergencies and/or unexpected situations.

ROLE REQUIREMENTS

- Relevant demonstrated knowledge and/or experience in a comparable role or a Diploma in Human Resources (or equivalent).
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.

- First Aid Qualification as directed by the school.
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer.
- Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.