

1. POSITION IDENTIFICATION

POSITION TITLE	Human Resources Officer
REPORTS TO:	Principal
AWARD:	The Roman Catholic Archbishop of Perth Non-Teaching Staff Enterprise Agreement 2014 (EBA) (or as updated). Classification: Administration and Technical Officers
CONDITIONS	<ul style="list-style-type: none">• Full time 37.5 hours per week (44 weeks per year)• Monday to Friday 8am to 4pm with flexibility to accommodate after hours work as required.• Salary determined by the applicants' qualifications and experience.

2. THE ROLE

The Human Resources Officer will manage all facets of Human Resources at Mazenod College (the College). This role is responsible for recruitment, retainment, onboarding and off-boarding, compliance, and records administration. The role also provides direct Human Resources support and advice to the College Leadership Team and to all staff.

Reporting to the Principal and working in consultation with the College Leadership Team and Finance Manager, this role plays a critical part in building a positive workplace culture, ensuring legislative and child safe compliance, and supporting staff across the full employee lifecycle.

3. KEY RESPONSIBILITIES

The Human Resources Officer's responsibilities include, but are not limited to the following key areas:

Recruitment Processes

- Coordinate all aspects of the recruitment process, including collaborating with the College Leadership Team in the development of role descriptions, advertising, scheduling of interviews, candidate liaison, and preparation of documents for respective interview panels
- Coordinate all aspects of the preparation of contractual appointment documents, including Music Tutors and annual Boarding staff confirmation
- Respond appropriately and in a timely manner to all unsuccessful applicants
- Review and refine all aspects of the recruitment and onboarding process to ensure they are contemporary and provide effectiveness for all relevant stakeholders

Staff Induction

- Develop, implement and maintain a relevant and contemporary staff Induction Process
- Ensure all new employees are aware of and complete the necessary Mazenod College and Catholic Education WA Ltd (CEWA) training modules related to Induction, and on an ongoing basis as required
- In liaison with the Risk and Compliance Officer, monitor the completion of relevant training modules by Teaching Staff, Support Staff, Relief Teachers, all Boarding staff, casual staff and those staff returning from extended periods of leave

- Liaise with all other relevant College areas such as Payroll, ICT, and Risk and Compliance to ensure the proper readiness of new staff to commence their role

Human Resources Processes

- Develop, review and implement contemporary HR policies and procedures and initiatives
- With reference to relevant Enterprise Agreements, provide advice to all employees on matters relating to their employment conditions, pay, and leave entitlements
- Manage staff records as they relate to employment and conditions
- Maintain the currency of the Staff Register to accurately reflect staff records such as WWCC, Child Protection Practices and Mandatory Reporting training, TRBWA, CEWA Accreditation, professional learning, etc
- Constantly monitor the College's WWCC and TRBWA Register and alert the Principal to all anomalies in a timely manner
- Administer annual reports such as the Workplace Gender Equity Agency (WGEA) Report, and relevant sections of Census data and other relevant Reports.
- Liaise with the College Leadership Team to plan and determine workforce needs on a term-by-term basis
- In liaison with the Risk and Compliance Officer, monitor the completion of relevant training modules by Relief Teachers, Music Teachers, Coaches, and those staff returning from extended periods of leave
- Liaise with the College Leadership Team when needed to provide support to staff who require consideration and assistance in personal matters
- In consultation with the College Leadership Team, coordinate Staff Probation and Promotional Review processes, including the maintenance of an accurate schedule of Reviews
- Liaise with the College Leadership Team to effectively manage staff Exit Interviews
- Establish and maintain a working knowledge of contemporary HR practices including industrial data instruments, industry benchmarks and market trends
- Maintain an effective working relationship with the CEWA Employee Relations Team
- Be a positive advocate for Staff Wellness across all staff and ensure staff are aware of how to access the College's Employee Assistance Program
- Be a member of the Staff Wellbeing Committee and assist investigate and promote relevant opportunities to provide for staff wellbeing opportunities
- Liaise with the Staff Health and Safety Committee for related matters
- In consultation with the Finance Manager, manage Workcover claims and act as the Rehabilitation Officer for any work-related injury claims that may arise

Employee and Industrial Relations

- Assist members of the College Leadership Team in Industrial and Employee Relations matters
- Provides consistent advice and support to the College Leadership Team to appropriately manage industrial issues and risks in keeping with Mazenod College Ltd and CEWA Ltd policy, and other appropriate legal and industrial frameworks
- Give advice to all staff members with reference to relevant Enterprise agreements
- Provide high level interpretation of Enterprise agreements, current legislation such as the Fair Work Act, and other legislation and rules administered by WorkCover WA, Work, Health and Safety Act 2020 and Regulations
- Assist the College Leadership Team through the provision of advice in relation to employee Industrial Relations matters
- Ensure compliance with Enterprise Bargaining Agreements, appropriate Awards, and relevant Legislations

Administrative Responsibilities

- Ensure that all appropriate employee data is compiled in accordance with statutory requirements (eg TRBWA, WWCC, Child Protection Practices and Mandatory Reporting Training, First aid, etc)
- Maintain an accurate HR Report and provide such at regular interval to the Principal
- Monitor all leave entitlements and accruals across staff
- Work closely with the Relief Coordinator or such relevant staff to monitor leave entitlements and leave balances across staff
- Advise the Principal of leave entitlements and leave balances of staff at set intervals
- Liaise with Accounts/Payroll for CEWA data for leave portability where required
- Ensure confidentiality and security of all Human Resource information is maintained at all times
- Ensure all personnel files are accurate and up-to-date

Team Contribution

- Demonstrate a high level of interpersonal skills, ensuring a friendly, helpful and professional demeanour at all times
- Create positive and open communications to deliver the best possible outcomes for the College community
- Ensure systems and processes are optimised for efficiency and effectiveness, whilst seeking ways to continually improve such systems and processes
- Demonstrate a flexible approach to the role by undertaking other tasks to support all of the above
- Demonstrate the ability to work independently and support others while facilitating a team-orientated, professional environment
- Demonstrate excellent time management and organisational skills, including the ability to meet deadlines
- Demonstrate the ability to work with a wide range of staff and have a demonstrated ability to build meaningful and professional relationships with the College community
- Utilise effective interpersonal skills and initiative when dealing with challenging situations
- Contribute to a positive and vibrant workplace
- Maintain and promote the principles of Work Health and Safety within the workplace in accordance with policy, including taking appropriate action in relation to identified hazards and risks to ensure the safety of self and others
- Maintain and promote the principles of the Mazenod Code of Conduct at all times, including taking appropriate action in relation to any breaches of the Mazenod Code of Conduct to ensure the safety and wellbeing of students, self and others

Additional Role Components

All staff within the College, are required to:

- Actively contribute to the maintenance of the Catholic Ethos through a manner of life and stated beliefs that are in keeping with the teachings of the Catholic Church
- Ensure the underlying values of the College Mission are embedded within work practices
- Contribute appropriately to the implementation of the College's Strategic Plan
- Complete the necessary professional learning associated with this role and the associated requirements of Accreditation to Work in a Catholic School
- Ensure attendance at Staff meetings and other College functions as the Principal may require on occasions
- Be willing to undertake formation programs with Mazenod College as required by the College
- Undertake any other duties or responsibilities that may be assigned by the Principal

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4. SELECTION CRITERIA

Essential Criteria

- A strong commitment to the ethos of Catholic Education and a willingness to promote and support Catholic values and the Oblate Mission as a member of the Mazenod College community
- Relevant qualifications in Human Resources or a related field is highly desirable
- Demonstrated experience and high performance in a similar or related Human Resources role
- A high degree of personal and professional integrity while dealing with sensitive and confidential matters and information
- Knowledge of relevant Enterprise Agreements, Fair Work, Health and Safety, Privacy and Equal Opportunity legislation, policies and procedures
- Demonstrated experience in the use of technology, such as Word processing, PowerPoint, OneNote and Excel spreadsheets
- Demonstrated ability to effectively lead staff in a consultative and collaborative way, demonstrating a high level of interpersonal skills in communication
- An ability to manage the end-to-end Human Resources functions with demonstrated administrative and organisational skills and high-level attention to detail
- An ability to contribute to the development and maintenance of a College culture characterised by the safety of all, collaboration, consultation and engagement within and external to the College Community
- An ability to work flexible hours as the role demands.

On appointment, the successful applicant will be required to:

- Obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- Have a current Working with Children Check (WWCC)
- Undergo Mandatory Reporting Training
- Undergo Staff Code of Conduct Training
- Acquire and/or maintain relevant Accreditation requirements to Work in a Catholic School
- Complete other staff training modules as requested.

Desirable Criteria

- Demonstrated experience and performance in a similar or related role within a school environment
- Knowledge and experience with Human Resources platforms such as EMS and HRonboard
- Have the ability to work in a highly organised manner, including adherence to deadlines
- Have demonstrated the ability to show initiative, drive and a strong sense of professionalism
- Have demonstrated a capacity to manage staff relationships and enhance the synergy between key members of the College community
- Be self-directed and highly motivated
- Demonstrated confidence in dealing with people at all levels
- Have the ability to competently manage conflicting priorities in order to meet deadlines
- A high degree of creativity, initiative, and commitment to continuous improvement.