

# HUMAN RESOURCES COORDINATOR

## POSITION DESCRIPTION



<b>Reporting to:</b>	<b>Director of Human Resources</b>
<b>Status:</b>	<b>Ongoing</b>
<b>Employment:</b>	<b>Full time (5 weeks paid annual leave, 2 weeks unpaid leave)</b>
<b>Salary:</b>	<b>General Staff Level 4</b>
<b>Hours:</b>	<b>8:00am to 4:06pm</b>
<b>Location:</b>	<b>Mt Ridley Campus</b>
<b>Prepared:</b>	<b>October 2022</b>

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## Position Context

**Hume Anglican Grammar** is a multi-campus co-educational Anglican Diocesan School offering education from Prep to Year 12 in the Northern growth corridor of Melbourne. We aim to provide our students with an education that prepares them for the challenges of life, equips them to contribute to the community in an environment based on Christian values and at a cost affordable to as many families as possible.

Hume Anglican Grammar has an open enrolment policy so educates children from many faiths and with a diverse range of backgrounds and abilities. It has a strong sense of inclusivity and a community-minded focus.

Since 2011, the School has occupied the Mt Ridley P-12 campus of 10 hectares, this site will ultimately have some 1,400 students. In 2019, it opened an 8-hectare second campus in Donnybrook. Commencing with junior primary, each year additional classes and year levels are added so the campus will ultimately have an enrolment of 1,300 from Prep to Year 12. This year, the school has 2,023 students and employs some 200 staff - 150 teaching and 50 non-teaching.

In 2023, the School will open its third campus in Kalkallo, as a Primary (P-6) school and as feeder to the Mt Ridley and Donnybrook Secondary schools, it will follow a similar growth pattern to Donnybrook with eventually some 600 students. In 2022, the first classes for the new campus have commenced and are being accommodated at the Donnybrook campus, to then move to the new site in 2023. Currently, the student enrolment at each campus is: Mt Ridley 1,345, Donnybrook 500 & Kalkallo 120.

The school is on a growth trajectory and in 2023 is expected to increase to 2,265 students and ultimately have some 3,300 students (Mt Ridley 1,400, Donnybrook 1,300 and Kalkallo 600) with a corresponding cohort of teaching and general staff on its three campuses with plans for further expansion.

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## Purpose of the Position

The primary purpose of this position is to coordinate the School's workforce recruitment and selection from beginning to end and manage other key human resource functions.

The Human Resources Coordinator coordinates end-to-end recruitment processes. Operating in close liaison with key staff, they coordinate all steps in the recruitment cycle, from raising the employment request to completing employee onboarding; and ensuring that the cycle is completed effectively and efficiently.

The Human Resources Coordinator manages the School's human resources database (currently Synergetic) ensuring all staff information is accurate, up to date and complete. They have a particular focus on ensuring all regulatory requirements for staff are maintained with the highest level of accuracy.

The Human Resources Coordinator is involved in workforce planning across the School to ensure it has the right people, with the right skills, in the right roles.

With proven experience in coordinating recruitment and with a human resources background, the Human Resources Coordinator will ensure the School's recruitment and selection processes are well maintained, whilst promoting the School's philosophy, policies and procedures.

The Human Resources Coordinator upholds a high level of integrity and trust and undertakes all duties in accordance with school policies and procedures. They promote a culture of mutual respect, encouragement, equity and process improvement and work with others in a professional, ethical, and co-operative manner, ensuring the School is presented in a positive and welcoming manner.

The Human Resources Coordinator has a sound working knowledge of general recruitment and human resource functions, practices, and workflows. They attend work-related professional development activities and keep abreast of best practice within their field.

The Human Resources Coordinator is part of the Administrative Staff and works collaboratively in a team environment to support and enrich their collective responsibilities. They work in close collaboration with the Payroll Administrator, the Daily Organiser, the Executive Assistant to the Principal, the Executive Assistant to the Deputy Principal, and reports to the Director of Human Resources.

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## Nature of the Position

Upon commencement, the Human Resources Coordinator will be based at the Mt Ridley campus. There may be a requirement to travel to the other campus in their private vehicle as required and or perform part or all of this role at other locations.

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## Responsibilities and Duties

### Recruitment

- Coordinating all internal and external recruitment for the School
- Administering all aspects of the School's recruitment software
- Liaising with the responsible manager and selection panel ensuring the recruitment process is conducted strictly according to the Recruitment and Selection Policy
- Managing position descriptions to ensure they are created to the accepted standard, are consistently formatted, reviewed, updated as required and retained
- Creating job advertisements and posting on the applicable sites, which include the School's website, SEEK, isRecruit, newspapers, LinkedIn, etc.
- Preparing interview documentation under the guidance of the selection panel
- Communicating with candidates during the recruitment process and conducting pre-screening as required
- Advising the selection panel by providing insight on candidates as required
- Confirming compliance relevant to the new staff member (e.g. VIT Registration, Working With Children Checks, Police Checks, etc.) and certification of credentials
- Constructing employment contracts, letters of offer and changes to conditions of agreements
- Maintaining complete records of all recruitment documentation, including applications, interview notes, referee discussions, qualifications, and other credentials
- Coordinating the onboarding of new staff including digital and face-to-face induction programs
- Maintaining partnerships with various external providers (e.g. recruiters, consultants, SEEK, etc.)
- Developing, documenting, and reviewing recruitment processes and workflows, and innovating for improvement

### Human Resources Management

- Managing all aspects regarding employment contracts, letters and agreements related to the employment of staff
- Administering staff 2- and 4-month new reviews

- Developing and maintaining organisational charts ensuring they are reviewed and updated as required
- Tracking and reporting staffing movements and adjustments allowing managers to plan workforce changes
- Managing the physical and electronic staff files including creation, accuracy, integrity, updating, security and archiving of records
- Ownership and maintenance of the human resources database within the School's administration system (currently Synergetic) including ongoing auditing and validation of staff records to ensure accuracy
- Ensuring staff have the applicable, authentic and up-to-date qualifications and meet regulatory requirements, and the School information system accurately records this compliance (including VIT Registration, WWCC).
- Generating and presenting staffing reports as required by management
- Completing various internal and external human resources audits, compliance surveys and reports
- Managing the School's online training management system (currently Velpic) under the direction of the Assistant School Operations Manager
- Assisting managers with workforce matters as required
- Contributing to the development and maintenance of the School's human resources management systems and procedures to ensure efficiency and effectiveness

#### **General:**

- Promoting the effective and efficient management and administration of Hume Anglican Grammar by providing administrative support where needed
- Monitoring and proposing changes to the School's documented policies and procedures as pertaining to recruitment, human resources and staffing
- Operating as a member of the Administration team in supporting its mission
- Ongoing review of processes and systems to bring improvement and efficiency
- Any other duties as directed by the Principal or their delegate.

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## **Qualifications, Skills and Experience:**

### **Essential**

- Proven experience in the recruitment field
- Sound knowledge of contemporary human resource management processes and practices
- Ability to operate within a fast-paced, complex and rapidly growing environment
- Ability to undertake research/investigations, analyse problems and formulate suitable solutions, and to prepare reports with appropriate recommendations
- A sound level of technological literacy in a business environment
- Excellent communication skills, both written and interpersonal
- Familiarity with a recruitment software package
- Familiarity with a human resource database management system
- Familiarity with social media, including LinkedIn
- Advanced knowledge and proficiency in Microsoft Office 365, in particular; Word and Excel
- High-level attention to detail
- Support for the educational culture and Christian/Anglican ethos of the School
- Motivated to deliver the highest level of client service
- Current Working with Children Check

### **Desirable**

- Highly developed skills in the use of a recruitment software package
  - Experience using the Synergetic School Management System
  - Exposure to the practical application of the Australian Privacy Principles (APPs)
  - Experience in an education setting
  - Involvement in professional communities
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## Personal Qualities

- Personal sense of initiative, enthusiasm and high energy
  - Excellent communication and interpersonal skills to build strong relationships within and outside the School
  - Good investigative, problem-solving and analytical skills
  - Self-disciplined and with the ability to work autonomously
  - A resourceful team member who is able to operate in a collaborative and inclusive manner
  - High standards and striving to improve their own practice and to make efficiencies in the school setting, and the ability to receive and respond to constructive feedback
  - Commitment to professional learning and continuous improvement
  - The highest level of loyalty and discretion, and the capacity to maintain the strictest levels of confidentiality
  - Intuitive and proactive approach to the facilitation of and improvement to the School's recruitment and human resource management processes
  - Demonstrated interest in ongoing personal professional development
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## Key Selection Criteria

1. Demonstrated experience in a similar role.
2. Excellent organisational skills, planning capabilities, and meticulous attention to detail to ensure all processes are completed to the highest of standards.
3. Excellent interpersonal and communication skills to form the strongest of relationships with all internal and external stakeholders.

**This Position Description may be altered from time to time to meet the operational needs of the School.**