

# STAFFING AND RECRUITMENT COORDINATOR

## POSITION DESCRIPTION



<b>Reporting to:</b>	<b>Deputy Principal</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 3</b>
<b>Hours:</b>	<b>8:00am to 4:06pm</b>
<b>Location:</b>	<b>Mt Ridley Campus</b>
<b>Prepared:</b>	<b>June 2021</b>

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## Position Context

Hume Anglican Grammar is a dual 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.

In 2019, the School opened its second campus on an 8-hectare site on Donnybrook Road, 10kms and 10 minutes from the Mt Ridley campus. Commencing with junior primary, each year additional classes and year levels will be added so the campus will have an enrolment of 1,300 from Prep to Year 12. This year, the school has a total enrolment of over 1,660 students (Mt Ridley 1,270 and Donnybrook 390) and employs 168 staff - 120 teaching and 48 non-teaching.

The school is on a growth trajectory and in 2022 is expected to enrol over 1,800 students (Mt Ridley 1,350 and Donnybrook 450). It will ultimately have some 2,700 students on the two 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 and managing other key human resource functions.

The Staffing and Recruitment Coordinator coordinates end-to-end recruitment process. Operating in close liaison with other key staff, they coordinate all steps from the initial raising of the employment request to the completion of employee onboarding, and that it is completed effectively and efficiently.

The Staffing and Recruitment 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 Staffing and Recruitment Coordinator will be 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 Staffing and Recruitment Coordinator will ensure the School's recruitment and selection processes is well maintained, whilst promoting the school's philosophy, policies and procedures.

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

The Staffing and Recruitment 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 Officer, the Daily Organiser, the Executive Assistant to the Principal, the Executive Assistant to the Deputy Principal, and reports to the Deputy Principal.

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## Nature of the Position

Upon commencement, the Staffing and Recruitment Coordinator will be based at the Mt Ridley campus, with the need to travel to the other campus in their private vehicle as required. In the future there may be the requirement to perform part or all 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 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
- Coordinating the onboarding of new staff including digital and face-to-face induction programs
- Administering the 2- and 4-month new staff review
- Maintaining partnerships with various external providers (e.g. recruiters, consultants, SEEK, etc.)
- Providing input into and advice about organisational structure and staff roles and responsibilities
- Reviewing recruitment processes and suggesting changes for improvement

### Human Resource Management

- Managing all aspects regarding employment contracts, letters and agreements related to the employment of staff
- 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
- 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
- Familiarity with a recruitment software package
- Familiarity with a human resource database management system
- Advanced knowledge and proficiency in Microsoft Office 365, in particular Word and Excel
- 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 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 process 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.**