

POSITION TITLE:	Human Resources Administration Officer
SECTION:	
REPORTS TO:	The Principal
CLASSIFICATION:	Remuneration in accordance with the <i>Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland</i> SOF Level 4
AUTHORISATION:	Executive Director

Catholic Education Services – Diocese Of Cairns

Catholic Education Services in the Diocese of Cairns is a dynamic and growing organisation that is actively inviting schools to co-create with us, schools that are places of rich learning for now and into the 22nd Century.

Our vision is to offer every student in every school a world class education enriched by their lived encounter with the Catholic Faith.

Catholic Education Services is committed to this vision through Co-Leadership with schools to build communities of learning that provide a safe, nurturing and academically challenging environment. Our schools are places where we create opportunities for every student and every staff member so that they are inspired to contribute to our society, innovate, explore possibilities, and achieve excellence.

Catholic Education Services in the Diocese of Cairns embraces thirty (30) schools including twenty (20) primary schools, two (2) Prep to Year 12 colleges and eight (8) secondary colleges. One of these colleges is a Special Assistance College with campuses in Cairns, Cooktown, and Edmonton. This community also includes Catholic Education Services located in Cairns itself. Over the next five years there are two new schools planned.

All schools and colleges, except three, are within a two-hour drive of Cairns. Cooktown, Waibeni Island (Thursday Island) and Weipa are accessed by daily flights and located in some of the most beautiful parts of the country. In total, there are 11 500 students and 1500 staff.

Leadership and strategic management of Catholic Education Services is the responsibility of the Executive Director of Catholic Education. Through a team of professionals, and in Co-Leadership with principals, the Executive Director manages and facilitates a number of significant delegations which include:

- Support of the mission of the Church as delivered through Catholic Education
- Support of schools by providing services that strengthen school capacity
- Provision of leadership and forward planning to develop organisational capability
- Distribution to schools of government allocated funds and their accountability
- Monitoring quality of schools and compliance/accountability with requirements of governments, Church, and parents
- Within limits, provision of some centralised, specialised student services, where this is the most effective and efficient approach

Our staff are supported to experience success and satisfaction in their vital role.

Cairns also offers many lifestyle opportunities that can be found in few other places and is surrounded by World Heritage listed areas including the Great Barrier Reef and the Daintree Rainforest, all within an hour's journey from the growing City of Cairns. It is the gateway to our Asian neighbours with direct flights to China, Japan and Singapore as well as having direct flights to all the east coast capital cities, Darwin, and Queensland's Sunshine and Gold Coasts.

Purpose Of The Role

The purpose of the Human Resources (HR) Administration Officer is to provide high level administrative support across a wide variety of HR operational processes, including the recruitment and selection of employees, staff position descriptions, leave applications, probation, induction, resignation, termination, contracts, compliance matters, staff wellbeing, goal setting, formative review process of school staff and to provide support in the application of organisational guidelines and policies.

The Human Resources (HR) Administration Officer reports directly to the principal.

The Human Resources (HR) Administration Officer works closely with the school Leadership Team in carrying out their essential duties and responsibilities.

Essential Duties and Responsibilities

Typical duties performed may include, but are not limited to:

- Ensuring that the school meets its employment obligations in consultation with Human Resources – Catholic Education Services, Cairns.
- Managing the compliance obligations for the Queensland College of Teachers (QCT) registration and Blue Card registration.
- Coordinating and booking relief staff as required
- Maintaining a human resources database, including the recording of leave
- Assisting the Principal in maintaining staff position descriptions.
- Ensuring position descriptions are formatted correctly and stored on each staff member's file.
- Organising the staff probationary review process.
- In conjunction with the principal, ensure the school is complying with workplace policies and the Catholic Employing Authorities Single Enterprise Collective Agreement.
- Coordinating submissions to QCT, including Permission to Teach and full registration applications for teachers.
- Coordinating requests for staff leave periods in consultation with the principal / or delegate.
- Responsibility for the maintenance of up-to-date accurate personnel records.
- Responsibility for cost-effective and efficient ways of advertising job vacancies.
- Working with the WHS Officer where staff have been injured to ensure they are safe to return to duties at work.
- Provide administrative support to the process of updating relevant human resources school policies and procedures.
- Ensure that staff are regularly informed of updated policies, procedures and operational issues related to their employment at the school.
- Support the various line managers in providing a collegial and confidential environment for staff members who wish to discuss aspects of their working conditions and raise concerns.
- Implement staff exit procedures.
- Attend appropriate professional learning opportunities.
- Network with other school human resource professionals.
- Provide support and advice regarding employment documentation and understanding of employment terms and conditions.

- Accurate and effective provision of recruitment and employment related administration.
- Provision of accurate and timely correspondence and reports as required.
- Prompt, accurate and professional responses to staff and external bodies.
- Maintain appropriate behaviours when engaging with children
- Relieve in other Administration Officer positions as required including reception and functions/event
- Additional duties as directed by the Principal

Genuine Occupational Requirements

The occupational requirements of the role are:

- Unless an exemption applies all staff are required to hold a current Working with Children Blue Card or be eligible to apply
- Current drivers' licence
- A strong demonstrated commitment to the objectives, vision and ethos of Catholic Education
- Promote child safety at all times
- Demonstrated support of and respect for the school vision, values, goals, policies and procedures.
- Demonstrated knowledge and understanding of current workplace laws, awards, Enterprise Agreements and policies.
- Effective, positive and cohesive working relationships with all members of the school community and relevant external bodies.
- A solutions-orientated person with an ability and a desire to identify and bring about significant improvement, streamlining of processes, systems and record keeping.
- An ability to deal with staff on a wide range of HR issues.
- Excellent consultation, negotiation, and people management skills.
- A team player who can work under limited supervision and capable of self-direction.
- Collaborative support for leadership decisions-making to manage staff and processes.
- An ability to work towards meeting deadlines, prioritise tasks and achieve results in timely manner.
- Cultivates credibility and honesty.
- Displays empathy, enthusiasm, adaptability, commitment and is highly motivated to contribute.
- Facilitate the prevention of child harm by recognising and responding appropriately
- Accountable and responsible for ensuring professional behaviour
- Ability to cope with own emotions and behaviour effectively
- Ability to comply with legislation and professional regulations to reduce the risk of harm to self and others
- Ability to maintain an appropriate level of confidentiality
- Ability to communicate in English both verbally and in writing to meet necessary standards with respect to clarity, accuracy and professionalism appropriate to the position

Physical requirements of the position are:

- Work is normally performed in a typical interior office environment
- Manoeuvring within the office/school environment appropriate to the position
- Frequent use of telecommunication and electronic equipment

Mandatory Qualifications And Requirements

- Unless an exemption applies all staff are required to hold a current Working With Children Blue Card or be eligible to apply
- Current drivers' licence

- A strong demonstrated commitment to the objectives, vision and ethos of Catholic Education
- Tertiary qualifications at Associate Diploma/Diploma level or equivalent qualifications relevant to the position or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position
- Promote child safety at all times

Related Documents

- Statement of Principles for Employment in Catholic Education
- Code of Conduct for Employees of Catholic Education
- Catholic Employing Authorities Single Enterprise Collective Agreement Diocesan Schools of Queensland

Additional Information

The incumbent will need:

- The appointee to this position will be required to complete a period of 6 months' probation, in accordance with The Fair Work Act 2009.
- An in-depth understanding of and commitment to the mission and objectives of Catholic Education in the Diocese of Cairns
- A sound working knowledge of the Catholic Education context and an appreciation for Catholic Education issues.

Employee Acceptance

The employee's signature signifies an understanding and acceptance that the content contained herein and forms an integral part of their employment terms and conditions.

I have read and acknowledge receipt of this Position Description:

Employee Name:

Signature:

Date:
