



## HUMAN RESOURCES ASSISTANT – DUTY STATEMENT

### 1. POSITION IDENTIFICATION

<b>POSITION TITLE:</b>	Human Resources Assistant
<b>REPORTS TO:</b>	College Principal, through the Business Manager
<b>AWARD:</b>	The Roman Catholic Archbishop of Perth Non-Teaching Staff Enterprise Bargaining Agreement 2014
<b>CONDITIONS:</b>	0.6FTE (three days per week from Tuesday to Friday) – days to be determined 8am to 4pm each day, 44 weeks per annum
<b>REMUNERATION:</b>	Administrative and Technical Officers, Level 4 (44 weeks), Step 1 – 5 (dependent on experience).

### 2. THE ROLE

The Human Resources Assistant is an integral member of the Administration Team. The Human Resources Assistant plays a pivotal role in supporting the end-to-end employment process of our staff. The role performs a variety of duties that support HR functions of Chisholm Catholic College, including oversight of Human Resources policies and procedures.

The Human Resource Assistant functions by maintaining accurate employee records, assisting with recruitment and onboarding, and ensuring all staff meet mandatory screening and compliance requirements, including Working with Children Checks, TRBWA and CEWA Employment Checks.

The Human Resource Assistant maintains high standards of confidentiality and accuracy, and contributes to a safe, professional and well-organised workplace.

### 3. SPECIFIC DUTIES

The primary responsibility of the Human Resources Assistant is to provide support in the following:

#### Recruitment

Performs recruitment and candidate attraction activities including but not limited to:

- Drafting and posting job advertisements in consultation with the Principal, Vice Principals and Business Manager
- Liaise with relevant HOLAs and upline leaders throughout an appointment process
- Drafting position and recruitment information packages
- Answering job enquiries
- Collating applications and performing first assessment of applications
- Arranging interviews and documentation distribution, communicating recruitment outcome
- Conducting Check of Employment Status checks



- Attending to tasks associated with induction, on-boarding, orientation and Accreditation
- Other recruitment strategies as directed by the Principal, Vice Principals and Business Manager

### Personnel

- Preparing letters of appointment as directed by the Principal and Business Manager
- Processing Salary Assessments for new staff to indicate salary level upon appointment
- Ensuring data on personnel records is accurate and up-to-date
- Keeping personnel files in a systematic and orderly manner
- Assisting the Vice Principal (Teaching & Learning) in the annual staffing intentions data collection process
- Preparing employment separation certificates when required
- Update and review Position Descriptions for accurate and relevant position title and content
- Assist the Principal, Vice Principal (Pastoral Care) and the Business Manager in administering staff reviews and appraisals

### Compliance

- Understanding of The Roman Catholic Archbishop of Perth (Teachers and Support Staff) Enterprise Agreements and any other Awards relevant to the workplace
- Understanding of National Employment Standards and Employment Legislation Acts
- Maintenance of College Compliance Register requirements for all staff members, relief staff and various regular contractors/volunteers.
- Update and review staff handbook, in consultation with the Vice Principal (Pastoral Care) to ensure compliance with regulatory requirements
- Providing employee data required for statistical and audit purposes
- Responsible for the oversight and administration of the Human Resource policies of the College and liaison with the Business Manager to ensure human resource practices align with CEWA Ltd policies, Child Safe Standards, and other statutory requirements

### Administration

- Continual review and enhancement of the College recruitment process and mechanisms (eg. College website, application forms, etc)
- Customer service, ability to liaise with internal and external stakeholders and support provided to the administration team when required

## 4. SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

- Demonstrate a strong understanding of Catholic Ethos and models this in all decision making.
- Possess a high level of interpersonal skill evidenced by a proven:
  - ability to organise effectively and efficiently



- ability to accept responsibility
- ability to facilitate cooperation and have a capacity for initiative
- Possess outstanding interpersonal and communication skills with an ability to relate well and to communicate and interact positively, effectively, and professionally with all stakeholders of the College.
- Capable of delivering effective and efficient human resource practices.
- Knowledge of recruitment, selection, induction and policy procedures.
- Demonstrated commitment to contributing to a positive and constructive team environment with an ability to work independently.
- A proven ability to work in a collaborative decision-making environment, where teamwork, open communication, confidentiality, integrity, and loyalty are valued and modelled.
- High level initiative and flexibility, with the ability to respond to the changing demands of the position.
- Excellent attention to detail and accurate data entry skill.
- Ability to remain calm under pressure.
- High level of enthusiasm and motivation.
- Willingness to work flexible hours as the role demands
- Excellent time and priority management knowledge and skills.
- Excellent capabilities in the use of information and communication technologies (Office 365 Suite)
- Experience in a similar role in Education (desirable)
- Certificate or Degree in Business Management or Human Resources (desirable)
- Have a current Working with Children Card
- Have a National Coordinated Criminal History Check from the Department of Education
- Have or be prepared to obtain Accreditation to Work (Support staff) in a Catholic School
- Have or be prepared to undertake CEWA Child Protection and Mandatory Reporting training.

## 5. OTHER

### ACTIVELY SUPPORT COLLEGE OPERATIONS

- Comply with all relevant legislative, regulatory obligations, College policies and procedures.
- Actively support administrative and operational activities in alignment with College requirements, including but not limited to, Workplace Health and Safety.
- A willingness to undertake tasks as requested by the Principal or their delegate.