



Donvale Christian College

Position Description

Position:	HR Administration Assistant
Accountable to:	HR/Assistant Business Manager
Major Relationships:	Business Manager Administration Assistant (HR) Risk and Compliance Manager
Time Fraction & Duration:	0.60 to 0.80 over 4 days (negotiable) with 5 weeks annual leave

Application Information:

Applicants are invited to provide a concise curriculum vitae including personal details, church involvement, career experience, academic attainments and addressing the criteria listed in the end of the Position Description. Three referees are required to be listed.

Applications will be received as advertised until **Tuesday, 3 October 2023**. Please send your application via email to: employment@donvale.vic.edu.au.

Please indicate in your application that you are applying for the '**HR Administration Assistant**' role.

Please note that the College does not accept unsolicited agency approaches. We expect candidates to apply directly.

Donvale Christian College:

Donvale Christian College opened in 1975 and is located in the eastern suburbs of Melbourne. The current enrolment is over 1570 students from Prep to Year 12 and the total number of employees is approximately 300.

Donvale Christian College is governed, as provided for in its Constitution, by the College Board. The Board are elected by the members of the College. The full range of Christian denominations is represented in the parent body of the College. There is no position on the Board elected or appointed by any single church community. The Executive Principal is appointed by the Board and together they appoint staff.

Because members of the Donvale Christian College community come from many different Christian faith traditions, and to ensure a sense of harmony between home and school, the College has adopted a Statement of Faith based on a Christian worldview. All parents and Staff are specifically asked if their faith commitment is echoed in the words of this Statement of Faith and they are requested to indicate agreement when applying for the enrolment of their children or employment at the College.

All Staff are expected to actively support the Christian aims of the College and to be members of a Bible based worship community.

The College is committed to promoting and protecting the interests and safety of children. We have zero tolerance for child abuse. Everyone working at the College is responsible for the care and protection of children. All potential employees and volunteers will be required to comply with the College's Child Safety Code of Conduct and the College's Child Protection and Safety Policy. Applicants are required to provide a valid Working With Children Check/VIT and will be subject to background checking in accordance with this policy.

Role Description

This role supports the College's HR and Risk team by providing effective, efficient and timely administration support. The HR Administration Assistant is a new role that has been developed due to staff growth and reallocation of roles within the team.

College Requirements

All staff are expected to:

- Perform their responsibilities in a manner which reflects the College's mission, objectives and philosophy. In particular, staff are expected to role model an active Christian faith that will be demonstrated in part by an active involvement in the wider Christian Church.
- Be Christian role models and examples to all people associated with the College.
- Participate in leading College devotions that involve staff and students and attendance at the staff retreat.

Essential Duties and Responsibilities:

- Draft contracts and variations of contracts for staff.
- Update and maintain staff status and FTE through the College's payroll/HR system Aurion.
- Undertake HR reporting, including:
 - Benchmarking;
 - Board/management reporting;
 - Staff turnover; and
 - Staff changes and variances.
- First point of call for staff HR enquiries.
- Support and administer the recruitment of casual staff as required.
- Administer the onboarding of College contractors ensuring that they have undertaken the relevant induction through the College's visitor management system (LinkSafe).
- Coordinate the emergency management training.
- Assist with HR policy development and review.
- Review and update procedures, forms and workflows.
- Support processing of Workover claims.
- Prepare and take minutes of the College's Health and Safety Committee which meet on a termly basis.
- Assist in the development and maintenance of a contract management system for the College.
- Assist with the College's VRQA audit where required.
- Process staff OSH club reimbursements.
- Undertake administration assistance and cover for the HR and Risk team when required.
- Other duties as directed.

Minimum Qualifications and Experience:

- Previous HR administration experience is highly regarded.
- Ability to work as part of a team and provide key support to other members of the team.
- Previous experience in using the HRIS Aurion system is advantageous.
- Strong Word and Excel skills.

- Strong organisational skills and the ability to meet deadlines.
- Friendly personality and ability to demonstrate a high level of professionalism and interpersonal skills when relating and communicating with staff.
- Maintain discretion and a high level of confidentiality.
- Valid Working With Children Check (Employee) and police check.

College Expectations:

All staff are expected to:

- Support the College's guidelines and policies.
- Implement the programs, teaching practices and other activities as decided by the College.
- Perform their responsibilities in a manner which reflects and responds to continuous improvement.
- Contribute to the efficient and effective functioning of their team/s in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor.
- Perform their responsibilities in a manner which reflects the College's zero tolerance for child abuse and in accordance with the College's Child Safety policies.
- Familiarise themselves and comply with the relevant College policies including Occupational Health and Safety.

Applications to include:

- Applications will be received as advertised until **Tuesday, 3 October 2023**. Please send your application via email to: *employment@donvale.vic.edu.au*.
- Applications are required to:
 - Indicate that you are applying for the '**HR Administration Assistant**' role.
 - Include a **covering letter** which includes your ability and experience to undertake the duties and responsibilities of the role and the reasons why you want to work at Donvale Christian College.
 - Provide a concise **curriculum vitae** including personal details, church involvement, career experience and academic attainments.
 - **Three referees** are required to be listed.

The College reserves the right to interview candidates prior to the advertisement closing date. If you are successful in obtaining an interview you will be contacted by telephone. If your application is not successful, you will be notified by email.