



CAMBERWELL

GRAMMAR SCHOOL

POSITION DESCRIPTION

HR COORDINATOR

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Position:	HR Coordinator
Reports to:	HR Manager
Type of position:	Permanent – Part time (25-30 hours p/w) Term Time Only
Date prepared:	May 2018

SCHOOL MOTTO

“Spectemur Agendo” which means, “By our deeds may we be known”

CGS VALUES

Courtesy & Respect, Integrity, Innovation, Adaptability, Commitment, Accountability

POSITION OVERVIEW

The role of the HR Coordinator is to provide administration support to the HR Manager across a range of functions including recruitment, generalist HR administration, HR projects and more.

Key Responsibilities

Recruitment & Selection

- End to end recruitment (Support staff):
 - Update position descriptions
 - Posting adverts for roles
 - Shortlist and screen candidates
 - Interview preparation – scheduling interviews, develop interview guides etc.
 - Conduct interviews
 - Candidate communications e.g. unsuccessful notifications etc.
 - Reference checking
 - Offers
 - Preparation and follow up of contracts of employment and accompanying paperwork
- Provide recruitment administration support to the HR Manager for more senior roles (interview coordination, candidate communication, employment contracts etc.)

HR Administration Support

- Provide administration support with regards to various HR initiatives and projects to be delivered across the School
- Professional Development (PD) administration for Support Staff:
 - Filing and tracking PD request forms
 - Book and organise payment of training
 - Research training providers when requested
 - Maintain PD tracking spreadsheet
 - Administration assistance with Training Needs Analysis (TNA)
- Induction / Onboarding administration:
 - Support staff
 - New starter documentation/packs prepare and distribute
 - Liaise with relevant departments (IT, Property etc.) to ensure the new starter is first day ready
 - Liaising with managers regarding the induction into the team / department / role – ensuring a smooth introduction to the School
 - New Starter Welcome emails

- Teaching staff
 - Liaising with the Deputy Head and relevant managers with regards to induction and onboarding of new teaching staff and providing support where needed for teacher induction
- Maintain a range of HR documentation including employment documentation, staff files, briefs, guides, org charts, templates etc.
- Prepare letters and other general correspondence e.g. variation letters, statement of service, secondments, change of hours etc.
- Preparation and ongoing maintenance of position descriptions
- Maintain and update HR policies and procedures as and when required
- Support the HR Manager with the coordination of the Probation Review process
- Administration of the Health and Wellbeing program:
 - Coordinate meetings
 - Research activities
 - Coordinate activities
- Assist with HR engagement and culture activities as required
- Responsible for all filing / scanning of HR related documents
- Coordinate various meetings when requested for the HR Manager
- Oversee the creation and maintenance of HR employee files for all Support Staff – creation and maintenance of
- Assist the HR manager with the coordination and completion of relevant HR surveys and reporting:
 - ISV Salary and Conditions of Employment Survey
 - ISV HR Benchmarking Survey
 - Workplace Gender Equality Agency Report
 - HR related data for School Grammarian (staff qualifications, new staff etc.)
 - Tracking new starters, leavers, staff movements etc.
 - Working with Children Check register
- Providing accurate and timely general administrative HR support to the HR Manager
- Reception cover when required

Other Duties

- Perform various other duties as required

KEY RELATIONSHIPS & AUTHORITY

Internal

- HR Manager
- Business Manager
- Headmaster
- Payroll
- CGS employees – Support and Teaching

External

- Employer groups and associations e.g. ISV, Recruitment Agencies
- Training consultants / providers
- AccessEAP
- Fair Work and the Fair Work Ombudsman

Direct Reports

- N/A

Expenditure Authority

- N/A

POSITION REQUIREMENTS

Knowledge & Skills

- Have a minimum of 2 years proven experience in an HR administration role (essential)
- Prior experience in end to end recruitment (essential)
- Previous exposure to working with Awards and associated legislation
- Previous experience using an HRIS (SharePoint)
- Understanding of employment legislation, HR principles and best practices
- Excellent computer skills including advanced skills in Office computing applications such as Word, Excel, PowerPoint, and Outlook (essential)
- Sound written and oral communication, interpersonal and customer service skills and the capacity to deal confidently and courteously with people at all levels (essential)
- Strong organisational skills, the ability to successfully complete several tasks concurrently, maintain high levels of attention to detail, maintain documentation and record keeping, and meet deadlines.

Qualifications

- Completed a tertiary qualification in Business - Human Resource Management or Industrial Relations (essential)
- Current Working with Children Check
- Current Police Check

Competencies, Behaviours & Attributes

- **Flexible with working hours as some work may be required during School holidays during busy periods or peak recruitment periods**
- A high level of discretion and confidentiality is essential
- Facilitates an open exchange of ideas and fosters an atmosphere of open communication
- Builds partnerships and establishes trust
- Attention to detail
- Highly developed emotional intelligence, confidence in dealing with a wide range of stakeholders
- Is customer service focused
- A “can do” attitude, projects enthusiasm and energy as part of the team
- Ensure adherence to all School policies, procedures and the organisational goals, values and principles
- Ensure the appropriate care and use of School assets and equipment at all times
- Positively demonstrate CGS's workplace values

Child Safe Standards

Camberwell Grammar School is fully committed to ensuring the safety of all children and young people in our school environment and outside of school hours.

We are committed to ensuring that all those engaged in our school promote the fundamental right of children and young people to be respected and nurtured in a safe school environment.

We have zero tolerance of child abuse and expect all of our staff to:

- Be aware of, understand and comply with the School's Child Safety Policy and Code of Conduct, including the Child Safe Standards, and demonstrate behaviours in accordance with these;
- Complete all required Child Protection training prior to beginning at the School;
- Participate in regular training and professional development in Child Safety;
- Respond according to the School's policies and procedures when interacting with children, taking all allegations and concerns very seriously;
- Be committed to providing a safe environment for all children, promoting physical, emotional and cultural safety.

Declaration

I, _____ (full name) acknowledge that I have read and understand the

HR Coordinator POSITION DESCRIPTION

Employee Name (print): _____

Employee Signature: _____ Date: _____

This Position Description is approved by:

Manager Name (print): _____

Manager Signature: _____ Date: _____

HR Manager Name (print): _____

HR Manager Signature: _____ Date: _____