POSITION DESCRIPTION

HR COORDINATOR
Position: HR Coordinator
Reports to: HR Manager
Type of position: Full time - Fixed Term Contract
Date prepared: February 2017

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 support to the HR Manager across a range of functions including, recruitment, employment agreements, policy review and development, HR projects and more.

Key Responsibilities

• End to end recruitment
  o Posting jobs
  o Shortlisting
  o Post ads to www.seek.com.au, newspapers, School website etc.
  o Forward applications to relevant CGS manager(s)
  o Print CVs / applications for manager(s)
  o Coordinating interviews
  o Prepare for interviews – printing CVs, interview guides etc.
  o Interviewing
  o Manage candidate communications e.g. email / phone unsuccessful notifications
  o Reference checking
  o Offers
  o Provide general administration support duties as required e.g. employment paperwork / packs etc.

• Support developing and implementing new HR initiatives / HR projects:
  o Performance Appraisal
  o Reward and Recognition
  o Induction and Onboarding
  o Salary Review
  o Position Descriptions
  o HR Policies

• Support the Induction and Onboarding of New Employees:
  o Facilitate the induction and orientation process for new Office Staff e.g. meet and greet / first day ready
  o Coordinate Welcome Packs for new Office Staff

• Support with management of WorkCover claims and Return to Work processes
• Preparation and coordination of position descriptions
o Format position descriptions – ensuring PDs are in correct template, a PD on file for every staff member

- Learning and Development
  o Training support – research and book courses, briefings, conferences etc., when directed
  o Assist with Professional Development training requirements
  o Maintaining training attendance lists etc.
  o Administration support

- Assist with HR engagement and culture activities as requested and practicable

- General administration
  o HR reporting
  o Updating spreadsheets
  o Filing
  o Drafting variation letters
  o Maintenance and administration of employee files
  o Maintain School organisational charts
  o Probation reporting and administration

- Understand and monitor current workplace laws, awards and policies as applicable

Other Duties

- Perform various other duties as required

KEY RELATIONSHIPS & AUTHORITY

Internal

- HR Manager
- Business Manager
- Headmaster
- CGS employees

External

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

Direct Reports

- NA

Expenditure Authority

- NA

POSITION REQUIREMENTS

Knowledge & Skills

- Have at least 2-3 years proven experience in an HR administration (generalist) role
- Prior experience in managing end to end recruitment in accordance with targeted selection recruitment methodology
- Strong ability to understand and interpret the relevant award and associated legislation
- Understanding of employment legislation, HR principles and best practices
- Highly developed emotional intelligence, confidence in dealing with a wide range of stakeholders
- Excellent computer skills including advanced skills in Office computing applications such as Word, Excel, PowerPoint, and Outlook.
- Sound written and oral communication, interpersonal and customer service skills and the capacity to deal confidently and courteously with people at all levels.
- Sound analytical and problem solving skills
- 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 or working towards tertiary qualification in Business, Human Resource Management or Industrial Relations (essential)
- Working with Children Check

Competencies, Behaviors & Attributes

- Facilitates an open exchange of ideas and fosters an atmosphere of open communication
- Builds partnerships, influences and establishes trust
- Fosters commitment and team spirit / pride
- Attention to detail
- Balances interests of a variety of stakeholders; readily readjusts priorities to respond to pressing and changing client demands
- Pursues self-development. Seeks feedback from others and opportunities to master new knowledge
- Is customer service focused
- A high level of discretion and confidentiality
- 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: ____________