



Position Information Document

Education Support Officer | Human Resources Officer

Title of Position:	Human Resources Officer
Department:	People and Culture
Reports to:	Executive Officer – People and Culture
Stream:	Other Professionals
Classification:	Grade 5
Number of Direct Reports:	Nil

CATHOLIC EDUCATION SOUTH AUSTRALIA (CESA)

Catholic Education South Australia (CESA) comprises over 100 schools, approximately 9,000 staff and more than 50,000 students across the Archdiocese of Adelaide and the Diocese of Port Pirie. Catholic schools and the Catholic Education Office (CEO) work in partnership with families, children, and young people to give life to the Living, Learning, Leading Framework and to successfully position CESA as the leading education system and an employer of choice.

Catholic Education South Australia is committed to ensuring the safety, wellbeing and dignity of all children and young people. All CESA staff undergo screening to ensure they are fit to work with and protect children and young people. We uphold safeguarding values through thorough recruitment processes, ongoing training, support and supervision, and ensuring all staff are aware of safeguarding policies and procedures.

MERCEDES COLLEGE

As a Catholic school in the Mercy tradition, we work in partnership with families enabling students to flourish in all aspects of their humanity – academic, social, emotional, physical - to help prepare them to be Leaders, for Life.

It is our vision to be a sustainable, internationally minded world-class school, providing a holistic educational experience for our students within a unique culture and community where we honour our Catholic traditions and live the Mercy Keys of Compassion, Loyalty, Justice, Integrity, Responsibility and Mutual Respect in our daily interactions and strategic decisions.

POSITION OVERVIEW

Under minimal direction, the role of the Human Resources Officer is to provide an effective and efficient human resources service for the school. The Human Resources Officer is responsible for the implementation and maintenance of employment-related systems and processes while also delivering comprehensive human resources administrative support and advice to leadership and staff.

SIGNIFICANT WORKING RELATIONSHIPS

- Principal / Deputy Principal
- Teaching and non-teaching staff
- Parents / caregivers, students and school community
- CESA People, Leadership and Culture Section
- External parties / stakeholders

KEY RESPONSIBILITIES

Duties include, and are not limited to:

- Assist school leadership to manage the human resources function for the school, consistent with applicable industrial instruments, policies and legislation.
- Use available HR management information systems to record, maintain, and plan the school's human resources activities to meet compliance requirements.
- Organise employee welfare services such as health and wellbeing programs, first aid and fire warden training, superannuation and social activities.
- Coordinate end-to-end recruitment activities including job advertisements, interviews, timely communication with panel members and applicants, preparing employment contracts and employment packs.
- Review, update and develop Position Information Documents (PIDs) ensuring compliance with Enterprise Agreement provisions and support leadership to achieve accurate assessment and review of ESO classification and reclassification processes.
- Undertake onboarding and offboarding planning and associated activities for commencing and exiting staff.
- Maintain accurate and complete employee files including in relation to salary, superannuation, leave and training and prepare associated management reports, to ensure all employee records exist and are available to comply with legislative requirements.
- Provide advice and information in relation to Enterprise Agreement provisions and industrial and employee relations matters, including workers compensation.
- Ensure school policies and procedures are reviewed, updated and readily accessible to staff (as required) and are consistent with CESA policy requirements.
- Provide advice and support, to school leaders regarding disciplinary, grievance, change and consultation, and performance matters, ensuring compliance with legislative and Enterprise Agreement requirements. This includes seeking specialist support and preparing correspondence to document processes as applicable.
- For system consistency and compliance, liaise and work with CESA specialists when addressing disciplinary and other matters with significant industrial impact including termination of employment.
- As required, coordinate and oversee required staff training including WHS site inductions for all staff including Temporary Relief Teachers (TRT) and casual non-teaching staff, first aid and emergency warden training.
- Actively participate in school activities, regular professional reviews and undertake training as required.
- Undertake other duties as required by the Principal (or delegate).

PERSON SPECIFICATION

- Commit to upholding and actively contributing to the Catholic ethos of the school.
- Apply specialised knowledge and demonstrated Human Resources generalist background to support strategic and operational activities of the school's Vision, Mission and Strategic Plan.
- Demonstrated autonomy in decision-making and proficiency in applying specialised HR practices, standards, and statutory requirements. Experience working in an education environment and/or with enterprise agreements and unions is highly desirable.
- Full technical competency to operate office and dedicated equipment and have excellent proficiency using a computer, applicable programs and a range of ICT equipment.
- High level of confidentiality, trust, integrity, and work ethic, with ability to work under minimal direction.
- Excellent communication and interpersonal skills to foster collaboration, clarity flexibility in the leadership and supervision of team members.
- Able to initiate, analyse, design, plan, execute and evaluate human resources and employee/industrial relations matters and generate and evaluate ideas through analysis of information and concepts to meet the needs of the school.
- Excellent time management and organisational skills and ability to effectively prioritise tasks and meet timelines including undertaking extensive research or investigations to achieve stated objectives and support others to achieve same.
- Demonstrated ability to maintain appropriate confidentiality.

- Demonstrated ability to deal effectively with emergencies and/or unexpected situations.
- Demonstrate an active commitment to ongoing professional learning and timely completion of required training, and participate in professional (and other) reviews, as applicable.

ROLE REQUIREMENTS

- Formal tertiary qualifications in Human Resources (or equivalent) and/or relevant experience to fulfil the role requirements. Knowledge and/or experience in a comparable role and/or work environment is desirable.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- First Aid Qualification as directed by the school.
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
 - Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
 - Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer.
 - Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.