



# Oakleigh Grammar

## Position Description

**Position Title:** Human Resources Officer

**Reporting to:** Principal

**Date:** February 2020

**Role:**

As a trusted adviser to the Principal and Senior Management Team you will build strong partnerships across the School to ensure best practice HR initiatives are delivered and future planning is strategically managed.

**Key Relationships:**

- Executive Leadership Team
- All Staff

**Key Focus:**

- Manage recruitment and on boarding functions and ensure legislative compliance.

**You will oversee and have responsibility for:**

- Leading the HR function and day to day operational HR services
- Working with supporting managers through annual workforce planning processes
- Assisting to manage Employee Relations and Industrial Relations issues and delivering outcomes
- Assisting staff with employment issues or concerns and responding to queries
- Enterprise Agreement preparation work
- Ensuring compliance of VIT and WWCC policies
- Managing HR personnel files
- Overseeing internal recruitment functions including shortlisting, interview panels, referee checks, interview coordination
- General administration and carrying out all other duties as assigned by the Principal
- Promoting equality and diversity as part of the culture of Oakleigh Grammar
- Conducting of all exit interviews and relaying information to individual reports.

**Our ideal candidate:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

- Degree qualified in Human Resource Management, qualifications in industrial relations highly regarded but not essential

- Previous experience and success working as an HR Officer/HR Administrator in a small team and working environment is desirable.
- Well-developed communication skills, mentoring and coaching with the ability to influence and drive outcomes to meet organisational need.
- Proven capacity to generate ideas and implement processes.
- Sound administrative and organisational skills with the ability to manage competing demands and priorities to meet deadlines.
- Ability to work independently and collaboratively with a passionate team of staff.
- Proficient in computer skills as required for the position, especially Microsoft Office.
- Creative, resourceful and pragmatic with a positive can do attitude.
- Exceptional time management and the ability to balance competing priorities.
- People issues management (performance management, investigations, grievance and complaints experience)
- Currently hold or be able to obtain a Working with Children Check card

### **Child Safe School**

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- Oakleigh Grammar has a **zero-tolerance approach to child abuse**. The School must comply with the minimum standard for the care, safety and welfare of students as detailed in the child safe standards specified by Ministerial Order No. 870.
- Oakleigh Grammar is a Child Safe School and we are committed to ensuring a culture of child safety. We provide a safe environment for every child and student. All students have a right to feel safe and to be safe. We want our students to be secure, happy and empowered. We support and respect all children, from all cultural backgrounds and faiths.

Our School is committed to preventing child abuse and identifying risks early, and removing and reducing these risks. This includes measures to actively maintain a safe school environment both during school hours and outside the school day.

- All Oakleigh Grammar employees and volunteers have a legal and moral responsibility to respond to situations involving child abuse and neglect including mandatory reporting of abuse or suspected abuse.
- In addition Oakleigh Grammar is committed to the safety of children from culturally and/or linguistically diverse backgrounds, and to provide a safe environment for children with a disability.

We also have specific policies, procedures and training in place that support the Board of Management, Leadership Team, Teachers, Staff and Volunteers, to achieve this important outcome of a child safe school.

**All staff employed by the School are required to:**

1. Show evidence of a current Victorian Institute of Teachers Registration (or Provisional Registration) or Working with Children Check, as required.
2. Commit to the School's child safe school policies and procedures which include:
  - **Child Safe Policy**
  - **Mandatory Reporting Policy**
  - **Staff Professional Boundaries Policy**These policies can be viewed on the School website at <http://www.oakleighgrammar.vic.edu.au/policies-and-procedures/>

Take part in child safe school training each year.