



## Position Description

<b>Position title</b>	Human Resources (HR) Officer
<b>Address</b>	77-81 Willesden Road Oakleigh VIC 3186
<b>Appointed by</b>	Principal
<b>Responsible to</b>	Principal
<b>Employment type</b>	Full-time/Part-time

### Overview

Oakleigh Grammar is a highly reputable Christian co-educational ELC to Year 12 School located in the South-Eastern suburbs of Melbourne.

Oakleigh Grammar values education that goes beyond academic development. At its core, the School is dedicated to building compassionate, confident and active lifelong learners espousing all students to have a zest for life.

### Our Values

**Humility** – We promote the quality of having a modest or low view of one's importance.

**Aspiration** – We promote the notion of hope and ambition in all that we and others do.

**Respect** – We promote due regard for the feelings, wishes and rights of others.

**Kindness** – We promote the quality of being friendly, generous and considerate.

### Primary Purpose of the Role

The HR Officer supports the Principal who oversees all employment and management of staff, underpinning an environment which prioritises the learning and wellbeing of the School community. The recruitment and management of staff supports a workplace culture which is transformative, caring, contemporary, reflective, collaborative and visionary. The HR Officer supports the Principal in the recruitment of teaching and non-teaching staff and in relation to compliance, EBA implementation, employee relations and general staff management. The HR Officer will focus on the development, implementation and ongoing review of the entire Human Resources program.



## Responsibilities

The HR Officer is a member of the Executive Leadership Team and is responsible for:

- Working with the Principal to oversee the processes and procedures associated with the recruitment of all staff including positions of leadership;
- Making recommendations to the Principal where HR systems require upgrade or improvement;
- Annually updating the Oakleigh Grammar Staff handbook;
- Providing high level, timely and professional advice and support to the Principal on all people-related matters;
- Advising the Principal on potential HR issues, staff tensions, and workplace dynamics;
- Assisting the Principal with Employment and Industrial Relations issues;
- Reviewing and updating HR related Policies as required;
- Overseeing the end-to-end recruitment, including drafting job descriptions and advertisements, selection and screening, reference checking, formal offer;
- Overseeing the on-boarding process for new staff, ensuring they feel welcomed and informed about school policies and culture, ensuring the annual staff induction is aligned to the key elements of the Oakleigh Grammar Strategic Plan;
- Overseeing the off-boarding process, including conducting and documenting exit interviews for departing staff as well as ensuring the return of all school property including intellectual property when staff exit the school;
- Manage the induction of school contractors engaged in the delivery of extra curricular activities eg., sports coaches, private music tutors, speech therapists etc;
- Undertaking all administrative tasks associated with the HR Department including but not limited to – the preparation of annual remuneration letters for all staff, employment contracts, position descriptions, advertisements, variation letters, and overseeing all staff leave procedures;
- Ensuring that all employee spreadsheets are kept up to date and that the Principal is readily updated of changes;
- Facilitating the probation process for all new staff and provide to support the performance review process as and when required;
- Working with the Bursar – payroll to ensure accurate and appropriate application of relevant salaries after approval by the Principal;
- Ensuring that the provisions of the current EBA and relevant Employment Awards are applied to the salary and conditions of all employees of Oakleigh Grammar;
- Assisting staff with employment issues or concerns and responding to queries;
- Ensuring all staff personnel files are up to date (digitally and manually), including the review of an exiting staff member prior to archiving;
- Monitoring and reviewing VIT Registration and WWCC currency;
- Cultivating and maintaining trusting relationships with staff at all levels, promoting a positive workplace culture;
- Promoting equality and diversity as part of the culture of Oakleigh Grammar;
- Other duties as required from time to time by the Principal.



## Qualifications and Skills

### Required

- Proven HR or Business Administration experience;
- Proven experience in HR roles, preferably within an educational setting;
- Strong knowledge of HR laws, regulations, and best practices;
- Excellent interpersonal, analytical, problem solving and communication skills, with the ability to build rapport with all staff with attention to detail and a high level of accuracy;
- Strong organisational skills and attention to detail;
- Proven ability to work in a fast-paced environment;
- Proficiency in HR software and Microsoft Office Suite;

### Desired

- A Degree in Human Resources Management or Industrial Relations.

### Attributes

- Empathetic and approachable manner;
- Problem-solving mindset with a proactive approach;
- Ability to handle sensitive information with confidentiality;
- Strong commitment to fostering a positive school culture

## Expectations of Staff

Oakleigh Grammar staff members are expected to maintain professional and responsible attitudes, and to communicate respectfully and effectively. All Oakleigh Grammar staff members are required to:

- Treat each other with courtesy and respect.
- Respect the right of each person to learn/work without disruption.
- Accept responsibility for their own progress development.
- Accept responsibility for maintaining safe, clean, and pleasant surroundings.
- Demonstrate self-respect and uphold Oakleigh Grammar's reputation through their appearance and actions.
- Understand and abide by all child safe principles.
- Notify responsible staff promptly any occupational, health and safety issue/s which compromise the aim of maintaining a safe school environment.
- Support the vision, and values of the School.
- Commitment to uphold and contribute to the Orthodox ethos of the School.
- Contribute to and support the strategic directions of the School.
- Support all Oakleigh Grammar's policies and procedures.
- Obey the law.

*This Position Description is a guide only. The Principal may assign duties for this position at his discretion depending on the operational needs of the School.*



## Child Safe Standards

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. 1359.

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:**

- Show evidence of a current Victorian Institute of Teachers Registration (or Provisional Registration) or Working with Children Check, as required.
- Commit to the School's Staff Conduct and Professional Boundaries Policy and Mandatory Reporting Policy by way of reading and taking part in an on-line questionnaire each year.
- Take part in child safe school training each year including the on-line Mandatory Reporting e-Learning Module.

Mark Robertson

### **Principal**

B Ed, M Ed St, AMACEL, MACE, AFAIM, GAICD

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