



Pymble Ladies' College

POSITION DESCRIPTION

Title: Human Resources Assistant
Reports to: Director – Human Resources

ORGANISATION SUMMARY

Pymble Ladies' College is a K-12 day and boarding school of the Uniting Church in Australia committed to providing quality educational opportunities for girls within the context of the Church ethos. The College is non-selective and welcomes girls of Christian and non-Christian faiths. With over 2100 students and more than 800 employees, Pymble Ladies' College is a dynamic and progressive educational organisation.

One of the key elements of our strategic plan *Towards 2020: Striving for the highest* is the provision of a personalised education for all girls that is universally acknowledged for its quality, innovation and excellent opportunities. This is underpinned by a strong focus on the development of an innovative and relevant academic and co-curricular curriculum that reflects individual and unique strengths, interests and promotes the wellbeing of girls and young women.

POSITION SUMMARY

The position provides HR administrative support to the Director – Human Resources as well as performing the full range of administrative tasks associated with College's Human Resources function.

1. Provide administrative and functional support to the Director - Human Resources

- 1.1 HR policies, processes and guides including: highlight areas of need, undertake research, suggest improvements to process and documentation, prepare draft documents and upload documents to the Pymble portal
- 1.2 Recruitment and Selection including: advertising placement (Pymble Employment website page, print media and online recruitment boards), arrange interviews, prepare draft 'offer of employment' documentation and other correspondence with candidates and/or to extend or renew fixed-term staff appointments. Collaborate effectively with the Payroll Manager regarding staff remuneration and conditions of employment
- 1.3 Onboarding including: prepare welcome packs and name badges for new staff members and assist with the new staff welcome and orientation activities/events,

recording staff qualifications, validating and keeping records of Working with Children Checks, tracking probation reviews and preparing documentation to confirm permanent appointments

- 1.4 Separation including: acknowledgements of resignations/retirements, manage the staff exit process and related documentation
- 1.5 Professional development and compliance training including: arranging in-house and on-line staff training events, inviting/reminding staff to complete training and recording successful completion in staff records
- 1.6. Performance and development planning and review including: drafting templates, tracking participation and maintaining records
- 1.7 HR systems and information including maintaining staff records in Edumate, Connx and other College systems, assist in the collation of data and preparation of reports and documents for the Principal, College Executive, College Council and external bodies (e.g. UCA, BOSTES and WGEA)
- 1.8 First line employee relations including: answering basic staff enquiries and responding to information requests, maintaining the Employment section of the College website and relevant sections in the *Pymble* Portal, co-ordinating staff feedback surveys and the teacher planning questionnaires for the upcoming year(s).

2. Communication

- 2.1 Interact with current, prospective and former staff with respect, care and integrity
- 2.2 Produce accurate documentation utilising desktop publishing, spreadsheets, word documents, email or other online tools as required
- 2.3 Draft correspondence and other documents for the Director - Human Resources
- 2.4 Contribute towards the development of effective communication through developing positive and professional relationships with all staff
- 2.5 Ensure all communication is courteous, professional, accurate and reflective of the professional standards of the College.

3. Risk Management

- 3.1 Ensure that work undertaken is done within the policy of Risk Management and WHS practices;
- 3.2 Meet the expectations for safety in the workplace and report potential risk to the Director – Human Resources

3.3 Remain informed about Emergency, Fire and Lock Down procedures and be capable of following and applying these should it become necessary

3.4 Report directly to the Principal on any matters relating to child protection.

4. Professional Development

4.1 Remain abreast of current and best practice standards

4.2 Identify and participate in training programs that will enhance innovation and improve knowledge and skill.

5 Other duties may be required from time to time

POSITION REQUIREMENTS / CAPABILITIES

- Willingness to support the ethos and values of the College
- Have an understanding of key principles, processes and legislative requirements relating to employment
- Excellent interpersonal skills and an effective communicator both verbally and in writing
- Have strong organisation skills including the ability to plan and prioritise own work
- A self-starter who actively engages in ongoing process improvement and own professional development
- Flexibility and adaptability to change
- Have advanced Microsoft Office and Excel skills and experience with online information and communication tools. Experience using an HR information system would be an advantage
- Typing skills that reflect a minimum speed of 70wpm with at least 95% accuracy word processing
- Ability to demonstrate accuracy and attention to detail in the preparation of materials (both hard copy and electronic)
- Demonstrated commitment to continuous improvement
- Ability to demonstrate professional conduct and discretion at all times.