



# ST JOHN'S

## Anglican College

## POSITION DESCRIPTION

### People and Culture Administrator

#### Overview of St John's

St John's Anglican College is the leading Kindergarten to Year 12 coeducational school in south west Brisbane and is an International Baccalaureate World School for the Primary Years Program. St John's Anglican College strives to provide an extraordinary, globally innovative and future-focused education from Kindergarten to Year 12. Our graduates are well educated, respectful, resilient and compassionate; equipped to be people of influence in their communities. Our teachers care about their students and are leaders in learning, focused on providing the best possible educational environment and ensuring that each child's academic potential is maximised. We value and acknowledge the skills, energy and commitment of our employees. Accordingly, we seek to attract, develop and retain staff of the highest calibre and provide a working environment that enables them to maximise their contribution to achieving the College's mission, vision and values.

#### Mission

St John's inspires lifelong learning by living faith with the courage to lead self and serve others.

"where learning comes alive"

#### Vision

Every learner is empowered to excel and equipped to embrace the challenge of any future.

"developing people of good character"

## Values

**Faith** – We are guided by faith in God, our community and our self.

**Hope** – We believe in the power of mindset and attitude. We foster a positive, safe, optimistic and empowering environment.

**Love** – We flourish by demonstrating cooperation, encouragement, compassion and joy.

**Courage** – We grow by being brave, confident, determined, resilient and putting in the effort.

**Community** – We are service-led and do so with respect by nurturing and celebrating relationships and traditions.

**Justice** – We stand for inclusivity, equity, acceptance of diversity and are stewards of the environment.

## Student Protection

The following Statement of Commitment seeks to provide a foundation to reflect, encourage and support a child safe culture.

The Statement is to be implemented by all persons within an Anglican School or Education and Care Service.

Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.

As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.

- Every child: made in the image and likeness of God.
- Every child: loveable and loved, unique and unrepeatable.
- Outstanding education for the flourishing of people and the good of community.

Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practiced.

Working and serving the best interests of children and young people is in everyone's best interest. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:

- place emphasis on genuine engagement with children and young people;
- create conditions that reduce the likelihood of harm to children and young people;
- create conditions that increase the likelihood of identifying harm where it exists; and
- respond swiftly and appropriately to any concerns, disclosures, allegations or suspicions.

This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools and

processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do.

POSITION DETAILS			
Department:	People, Culture and Compliance	Location:	Secondary Campus
Position reports to:	Manager People, Culture and Compliance		
Positions reporting to this role:	Nil		
Status:	Permanent Full-Time		
Salary Level:	Level 5 - Support Staff Classification Structure		
Academic Qualifications required:	Tertiary education in relevant field.		
Required experience:	Previous experience in People and Culture/Human Resource functions, preferably in an independent school environment is highly desirable. High level ICT competency and strong administration skills including experience with Microsoft Office products.		

## Purpose of the position

The People and Culture Administrator is the main point of contact for enquiries and works with the Manager People, Culture and Compliance to provide a quality service to the College. This includes administrative support, recruitment and onboarding, employee records management including professional development records, leave and attendance, developing and maintaining the HRIS (intelliHR) and reporting. Standards are to be maintained at the highest level, supporting the vision, values and objectives of the College. All responsibilities will be undertaken in a way that promotes ethical behaviour and quality service in a caring environment that values people.

## Duty of Care

The People and Culture Administrator will contribute to the College's duty of care for both staff and students by adhering to all requirements relating to the development of an environment which is free from the risk of injury, harm and/or disease as required by the Work Health and Safety and Child Protection Acts and relevant College policies and practices.

## College Expectations

Support staff at St John's Anglican College will be:

- Supportive of the Aims and Philosophy of the College
- Supportive of the Christian values and ethos of the College
- Focused on the needs of the College's clients
- Maintainers of the confidentiality of the team
- Facilitators of positive and productive College community relationships
- Focused on developing a culture of excellence

<b>DOMAINS OF PROFESSIONAL RESPONSIBILITY</b>	
The People and Culture Administrator is responsible for meeting the following domains of professional responsibility. These responsibilities should be read within the context of the Statement of Principles of Effective Support Services below.	
<b>Student Protection:</b>	The People and Culture Administrator will know, understand, apply and abide by all requirements of the Protecting Children and Young People in Anglican Education Policy and Procedures.
<b>Commitment to the College Vision and Goals:</b>	The People and Culture Administrator demonstrates a commitment to the College aims and philosophy in holistic education and supports the College’s worship and value-based approaches. The People and Culture Administrator will embrace change and support College development, with a particular focus on building positive and productive relationships with all stakeholders.
<b>Collaboration within the Learning Community:</b>	The People and Culture Administrator contributes to the creation and maintenance of a collaborative and supportive learning community; upholding the values and standards of the learning community.
<b>Administrative Support:</b>	<p>The People and Culture Administrator will facilitate the efficient functioning of People and Culture services by:</p> <ul style="list-style-type: none"> <li>Assisting the Manager People, Culture and Compliance with day-to-day administrative tasks, including scheduling meetings, managing calendars and coordinating appointments.</li> <li>Preparing and distributing effective communications to relevant stakeholders.</li> <li>Liaising with Payroll to ensure appointments and staff changes are processed correctly.</li> <li>Processing and quality checking documents, letters and contracts.</li> <li>Maintaining and regularly updating the HRIS (intelliHR) including professional development records.</li> <li>Assist with the facilitation of workshops and information sessions.</li> <li>Maintaining a high level of accuracy in all documentation and record keeping.</li> </ul>
<b>Recruitment and Onboarding:</b>	<p>The People and Culture Administrator will support the recruitment and onboarding processes by:</p> <ul style="list-style-type: none"> <li>Effectively communicating with all stakeholders to achieve timely and quality outcomes.</li> <li>Ensure all recruitment documents are up-to-date and reflect the current operating environment including position descriptions, handbooks, checklists and Fair Work and payroll information.</li> <li>Support the College’s onboarding processes for various departments.</li> <li>Actively contribute the enhancement of current processes and projects.</li> </ul>
<b>Employee and Volunteer Records Management:</b>	<p>The People and Culture Administrator will ensure high level and confidential records management by:</p> <ul style="list-style-type: none"> <li>Maintaining accurate and confidential employee and volunteer records management via the HRIS (intelliHR).</li> <li>Liaising with the Homestay Coordinator and other stakeholders to ensure accurate records for Homestay families.</li> </ul>
<b>Leave and attendance:</b>	<p>The People and Culture Administrator will:</p> <ul style="list-style-type: none"> <li>Assist managers and staff with queries relating to leave to ensure compliance with provision in the Enterprise Agreement.</li> <li>Record extended periods of leave in the HRIS (intelliHR).</li> </ul>

HRIS and Reporting:	<p>The People and Culture Administrator will:</p> <ul style="list-style-type: none"> <li>• Assist in the development and further implementation of the HRIS to ensure effective and efficient procedures and information processes.</li> <li>• Produce reports that use the right logic, analysis, measures and processes to inform decisions and measure success in relation to People and Culture.</li> </ul>
Service Delivery:	<p>The People and Culture Administrator will assist with the development, implementation and management of processes to evaluate the effectiveness of the College’s People, Culture and Compliance practices. In doing so, the People and Culture Administrator will assist with practices that ensure the College meets all statutory compliance obligations relating to the function, including record keeping and reporting.</p>
Confidentiality:	<p>The People and Culture Administrator upholds the highest standards of confidentiality when dealing with sensitive information concerning either the College or any member of its community. The People and Culture Administrator complies with all policies and procedures of the College.</p>

All employees recognise and accept that multi-skilling is an essential component of employment with the College and that they may be required to undertake duties that are outside their normal position description but within their skills, competency and capability.

### SELECTION CRITERIA/COMPETENCIES

The ideal candidate will possess the following competencies, skills, qualifications and experience.

#### Knowledge, Skills and Competencies

- Demonstrated knowledge of Child Protection and Vetting policies and procedures
- An understanding of or ability to understand Industrial/Employee Relations legislation and associated frameworks
- High level verbal and written communication skills
- Excellent organisational skills with the ability to prioritise, manage competing demands and meet deadlines
- Highly developed administration skills with exceptional attention to detail
- Proven ability to handle and maintain workplace confidentiality
- Ability to exercise initiative and judgement
- Ability to develop effective working relationships across both internal and external networks

#### Experience

- Demonstrated experience within a People and Culture or Human Resources environment
- Significant experience with computer technology and computer programs
- Significant experience with Microsoft Office products

#### Personal Qualities

- Growth mindset
- Positive approach to problem solving
- Strong interpersonal and communication skills
- Maturity of judgement and discretion
- Reliable, responsible and committed to providing all-round excellent service and support
- Integrity, diplomacy and sensitivity in communicating with a wide range of stakeholders
- Adaptable to change

## St John's Anglican College Statement of Effective Support Services

The College believes that the success of support staff will occur when they are committed to the provision of quality professional services for staff, students and families, which adds value to the College's operations and programs. This will be achieved through:

- Providing quality client service
- Pastorally caring for students as appropriate
- Supporting teacher's work
- Working efficiently and harmoniously
- Participating in and supporting teamwork
- Being flexible and open to learn new ways
- Embracing fully the use of technology

Critical to our success will be an approach that:

- Embodies the values and standards of the College
- Adopts a personal approach to client service
- Demonstrates efficiency, accuracy and competency in our work
- Is proactive
- Seeks continuous improvement through opportunities for training and development

## Important information

People who work for St John's Anglican College must comply with the Code of Conduct, relevant legislation, policies and procedures.

- A National Register Check will be conducted on recommended candidates in relation to any circumstances which exist that may conflict with the candidate's employment at St John's Anglican College.
- People appointed to this position must have the ability to successfully obtain and maintain a Working with Children Blue Card in accordance with the *Working with Children (Risk Management and Screening) Act 2000*.