ROLE DESCRIPTION:  
Human Resources Co-ordinator

PURPOSE OF POSITION
To co-ordinate and deliver the operational human resources activities within the school.

ORGANISATIONAL RELATIONSHIPS
This role is part of the HR Team and reports to the Human Resources Manager and requires daily contact with staff from all areas of the organization.

KNOWLEDGE, SKILLS, EXPERIENCE AND PERSONAL CHARACTERISTICS
- Human Resources or demonstrated experience in an administration role
- Understanding of HR practices, legislation and current issues
- Highly organized, keen attention to detail, ability to prioritize and excellent time management skills
- Strong problem solving skills, excellent administration and project management skills
- High level ICT skills including experience using a HRIS
- Ability to work autonomously whilst also working as part of a team
- Excellent interpersonal skills and the ability to exercise initiative
- Professional demeanour, demonstrated ‘can-do’ attitude and enthusiasm for the work involved in the role

KEY RESPONSIBILITIES
- Contributing to the strategic direction of HR within the organization
- Promotion of HR policies and programs
- Handling staff and candidate enquiries to the HR department in a professional, sensitive and confidential manner and referring them to the HR Manager when appropriate
- Organization of employee recruitment processes including advertising placement (print media and online), organization of interviews, preparation of related documentation and correspondence.
- Policy development; preparation of presentations and reports (including the Annual report and EOWA report)
- Organization of all HR functions, meetings and events
- WHS Return to Work Coordination
- Preparation and production of HR publications
- Maintenance of all HR records and system administrator for the HRIS
- Preparation of HR documentation and correspondence
- Carrying out of tasks associated with staff induction processes (staff and student teachers), staff development days, performance appraisal, teacher accreditation and mentoring processes
- Organization of the staff exit process and related documentation
- Maintenance and ongoing development of the HR Portal and employment section of the school website. Taking a proactive approach to ensuring these are a vibrant and informative method of communication of HR information.
- Undertaking a range of administrative tasks including filing

ALL EMPLOYEES
- Promotion of a positive safety culture in the School and compliance with the School’s WHS policy, safe work procedures, instructions and rules, particularly in the correct use of equipment
- All employees at Loreto Normanhurst are expected to actively support the Catholic ethos of the School. This includes a commitment to the School’s mission statement and Loreto values.

January 2014