



Position Description

Human Resource Officer

Position Title	Human Resource Officer
Reports To	Human Resource, Risk & Compliance Manager
College Objective	At Geelong Lutheran College it is expected that each staff member will support the Christian ethos of the schools. A good example for Christian living is to be given to children and parents by words and actions. The Christian Education environment we offer depends largely on the maturity and professionalism of all staff. Therefore, it is expected that all staff members co-operate fully with the Executive Principal, Head of School, other staff and the College Board in adhering to the policies, teachings and fostering the ethos, culture and traditions of Geelong Lutheran College. Staff are expected to support the Christian ethos of Geelong Lutheran College and to demonstrate courtesy, co-operation and teamwork with fellow members of staff.
Position Overview	The Human Resource Officer plays a key role in supporting the effective delivery of human resource functions across the College. Working closely with the HR, Risk & Compliance Manager, the Human Resource Officer is responsible for providing high-level administrative and operational support in a range of HR activities. Key responsibilities include assisting with end-to-end recruitment processes, coordinating staff inductions, monitoring probation periods, and facilitating performance appraisals. The role also involves supporting professional learning initiatives, managing employee relations matters under guidance, preparing and maintaining employment contracts and documentation, and ensuring the accurate maintenance of HR records and systems. In addition, the Human Resource Officer will contribute to the smooth running of day-to-day HR operations and provide general administrative support to ensure compliance with College policies and relevant legislative requirements. This position requires discretion, attention to detail, a strong understanding of confidentiality, and the ability to manage multiple tasks in a fast-paced environment.
Duties and Responsibilities	Human Resources Administration Oversee end-to-end recruitment for all staff including, but not limited to: • Creating and maintaining Position Descriptions • Generating advertisements, including posting on social media • Confirming selection panels and coordinating shortlisting • Responding to candidate enquiries • Assisting in the creation of interview questions and ensuring interviews are undertaken according to Policy • Ensuring candidates receive prompt and professional communication throughout the selection process • Validating credentials (e.g. VIT registration, Working with Children Checks, etc.) • Ensuring reference checks are completed to the highest standard, and in accordance with our Policies • Managing the creation of the employee contract or letter of appointment



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- Processing the completed contract and all documents pertaining to the appointment
- Communicating with unsuccessful candidates considering future possible employment
- Making administrative preparations for the new employee's commencement
- Maintaining recruitment collateral including information on the College's website
- Coordinating the induction program including onboarding processes to ensure staff are welcomed as part of the community

Onboarding & Staff Data Management

- Ensure all new staff member details are accurately recorded and maintained in College software systems (TASS, SIMON, and related platforms).
- Create and maintain comprehensive personnel files, ensuring documentation is complete, compliant, and securely stored.
- Liaise with ICT, Facilities, and other departments to coordinate timely provision of laptops, IT accounts, access passes, keys, and name badges.
- Arrange staff ID photos and induction setup, ensuring all systems access and requirements are in place prior to commencement.
- Monitor and follow up missing or incomplete staff data, ensuring accuracy and compliance at all times.

HR Records & Compliance Oversight

- Maintain and regularly update the Staff Handbook, ensuring alignment with College Policies, procedures, and legislative requirements.
- Update records relating to part-time schedules, Positions of Responsibility (PORs), contracts, and the master staff list, ensuring consistency across systems.
- Maintain College compliance with the Victorian Institute of Teaching (VIT) requirements by updating the VIT portal quarterly and coordinating annual VIT surveys.
- Provide timely reports and compliance updates, including monthly CRT reports and professional development (PD) reports to the HR, Risk & Compliance Manager and Business Manager.
- Administer refresher training in Valuing Safe Communities and other mandatory programs, ensuring staff complete requirements within set timeframes.
- Ensure staff medical certificates are collected and verified for absences occurring before or after public holidays or periods of annual leave, in line with Policy.
- Remain current with changes to employment legislation, industrial instruments, and compliance frameworks, and advise the HR, Risk & Compliance Manager on potential impacts for College Policies and practices.
- Monitor and interpret updates to Fair Work, awards, and education sector regulations, ensuring College HR practices remain compliant and recommending Policy or process adjustments where required.
- Proactively identify risks or gaps arising from legislative changes and contribute to developing strategies to address them.
- Reporting & Surveys



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- Coordinate and complete key external compliance surveys and submissions, including:
 - Annual salary surveys through LEVNT and AHISA.
 - Annual census survey.
 - Annual VIT survey.
 - Absentee reports each quarter
- Analyse and collate data for submission, ensuring accuracy and timely reporting to external bodies.

Documentation & Communication

- Oversee the distribution, collection, and processing of HR-related documentation, ensuring alignment with compliance, Policy, and records management standards.
- Maintain accurate and compliant records, including annual archiving of exiting staff files and secure storage of personnel data.
- Provide proactive and clear communication to staff regarding HR requirements, compliance deadlines, legislative changes, and policy updates, supporting a culture of accountability and awareness.
- Ensure consistency and transparency in HR documentation, recommending process improvements to enhance efficiency and compliance.

Induction

- Coordinate and deliver induction processes for new staff, relief teachers, and student teachers, ensuring all required documentation, systems access, and compliance training are completed prior to commencement.
- Assign and monitor completion of Child Safety and other mandatory training (via CompliSpace and College systems), escalating non-compliance where necessary.
- Continuously refine induction content and processes to align with best practice, compliance frameworks, and College culture.

Probation & Appraisal

- Monitor and coordinate probation and appraisal processes, including advising the Executive Principal, Heads of Sub-Schools, and Director of Staff & Logistics (Secondary) of upcoming reviews.
- Prepare, collate, and analyse probation and appraisal documentation, ensuring feedback is comprehensive and stored securely.
- Schedule probation reviews one month prior to due dates, ensuring all stakeholders are engaged.
- Draft outcome correspondence for staff, ensuring accurate communication of results and follow-up actions.
- Assist in the development and administration of appraisal surveys, providing data to support staff development and organisational improvement.

General Administration

- Manage accurate filing, archiving, and digital recordkeeping systems, ensuring accessibility and compliance with data retention requirements.
- Coordinate and monitor internal staff training, including First Aid, Child Protection, Anaphylaxis, and Asthma, ensuring compliance with accreditation cycles.



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- Update and maintain the Lexicon database bi-monthly, ensuring consistency across HR and operational systems.
- Provide reception and general administration support as required, ensuring continuity of service across the College.

Professional Development

- Oversee the processing of professional development (PD) applications, ensuring approval by the Executive Principal, Heads of Sub-Schools, or Business Manager in line with policy.
- Communicate PD approvals and requirements to staff, Daily Organiser, and HR, Risk & Compliance Manager, ensuring transparency and accountability.
- Manage PD registers within TASS, ensuring accurate tracking of staff participation and compliance with mandatory training.
- Coordinate financial processing of PD, including purchase orders and payments through the Finance Office, ensuring accuracy and timeliness.
- Monitor and report on PD participation trends, providing data to inform workforce capability and development planning.

Staff Leave & Exiting

- Administer staff leave, resignation, and exit processes, ensuring accurate documentation and compliance with contractual and legislative requirements.
- Coordinate offboarding activities across systems (SIMON, TASS, Lexicon, VIT portal), ensuring timely removal of access and finalisation of records.
- Implement and monitor exit checklists to ensure all College property and documentation are returned, and outstanding matters are resolved.
- Support staff wellbeing and College culture through the organisation of farewell acknowledgements, staff gifts, and recognition of significant life events (births, deaths, marriages).

Risk & Compliance Administration Support

- support HR Manager with the communication and coordinator of the College's OHS Compliance Training program
 - Annual Warden Emergency Training
 - Emergency Evacuation drills for all staff
 - Anaphylaxis briefings and tests
 - First Aid and CPR – including liaising with First Aid company and set up of the training
 - Child Safety and Code of Conduct
 - Valuing Safe Communities online training
 - update MSDS folders annually or when staff member advises of changes
 - update Chemwatch with MSDS information
 - provide reports to Faculty Leaders or Managers (Facilities) annual for a stock take of their products

General Office Duties and attendance at daily Staff Devotions as required



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Selection Criteria	<i>These Selection Criteria will form the basis to assess applicants for short-listing and determine the successful candidates. Applicants should address the Selection Criteria in their application.</i> 1. Demonstrated ability to read and interpret employment awards and enterprise agreements 2. At least 5+ years' experience in Human Resources role is an advantage. A Certificate in Business Administration or Human Resources is preferable 3. Proven capacity to write and issue employment contracts on behalf of the College 4. Exceptional administration skills, including attention to detail, with the ability to work autonomously and with the need of minimum supervision 5. Proven experience in the efficient, accurate and timely administration of systems and databases with advanced ICT skills including Microsoft Office 6. Confidentiality 7. Excellent communication skills - both oral and written 8. Ability to work in a team environment and support for the Christian ethos of the College 9. Flexibility in working extra days or covering leave when required 10. Current Working with Children Check, current National Police Check, First Aid Certificate
Classification	Salary: Lutheran Education (Victorian Schools) Multi Enterprise Agreement 2023 Tenure: Full-Time ongoing (includes 4 weeks' annual leave at Christmas and 1 week of leave at the beginning of each Term Break) Location (Base): Geelong Lutheran College Armstrong Creek campus and may be required to work at St John's Newtown campus.

STATEMENT OF COMMITMENT TO CHILD SAFETY

Geelong Lutheran College is committed to being a Child Safe organisation. Geelong Lutheran College has a zero tolerance for child abuse and is committed to acting in children's best interests and in keeping them safe from harm. Geelong Lutheran College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture.

Geelong Lutheran College is an Equal Opportunity Employer