POSITION DESCRIPTION

Job Title	HR Administrator	**Position Type**	3 days per week
Department	Administration	**Direct Supervisor**	HR Manager
Location	Onsite	**Hours**	8.00 am – 4.15 pm

Position Summary

The Human Resources Administrator provides operational and administrative support to the Human Resources function, assisting in the delivery of efficient, compliant, and professional HR services across the College. The role supports key areas of the employee lifecycle, including recruitment, onboarding, personnel file management, compliance administration, induction coordination, and responding to employee queries in a timely and professional manner.

Working closely with the Human Resources Manager, the HR Administrator contributes to maintaining accurate HR records, supporting workforce compliance obligations, and assisting with broader HR initiatives, including staff wellbeing, reporting, and continuous improvement projects. The role requires a high level of professionalism, confidentiality, organisation, and attention to detail while supporting a positive and service-focused workplace culture.

Mandatory Requirement

This position requires you to hold a Paid Working with Children Check (Blue Card), in accordance with QLD legislative requirements. Your employment is conditional upon obtaining a Working with Children Check (Blue Card) through the Queensland Government's Department of Justice and Attorney-General.

Reporting Relationships

The HR Administrator is accountable to the Human Resources Manager.

Role Responsibilities

Human Resources Administration

- Provide day-to-day administrative support to the Human Resources function.
- Maintain accurate and confidential employee records and personnel files.
- Assist with the preparation of employment letters and HR documentation.
- Support the administration of employee lifecycle processes, including onboarding, variations, and offboarding.
- HR Policy support, ensuring documentation is up to date and compliant for our staff.
- HR Process and Procedure creation and support
- Staff Kiosk, ensuring all HR documents are maintained and current.
- Support with WorkCover claims, return to work plans, suitable duties plans, and ensure HR has all current information on personnel files.

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Recruitment and Onboarding

- Coordinate recruitment administration, including advertising, interview scheduling, reference checks, and candidate communication.
- Support new employee onboarding, induction, and compliance processes.
- Ensure all pre-employment documentation and compliance checks are completed and recorded appropriately.

Compliance and Record Management

- Maintain compliance records, including Blue Cards, qualifications, licenses, training, and mandatory documentation.
- QCT Portal support, ensuring staff details are up to date and accurate, via termly audits.
- Assist in ensuring HR processes and documentation align with legislative, policy, and College requirements.
- Support the digitisation of personnel records.

Payroll and Employee Support

- Respond to employee queries professionally and in a timely manner.
- Liaise with Payroll, managers, and employees regarding HR administrative matters where required.

Training and Staff Support

- Coordinate staff induction sessions and compliance training.
- Support staff wellbeing initiatives and HR projects as directed.
- Assist in maintaining HR communication resources, procedures, and templates.

Reporting and Continuous Improvement

- Assist with HR reporting and workforce data management.
- Contribute to the review and improvement of HR processes, procedures, and systems.
- Support broader People and Culture initiatives and operational projects across the College.
- Support HR with Staff Surveys as required.

General Responsibilities

- Maintain a high level of professionalism, confidentiality, and discretion at all times.
- Build positive working relationships with employees, leaders, and stakeholders across the College.
- Demonstrate a commitment to the values, culture, and expectations of the College.
- Undertake additional duties as reasonably directed by the Human Resources Manager.

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Core competencies

Integrity:	• Demonstrates honest, ethical, and transparent behaviour in all actions and decisions. Acts in the best interests of the College, upholding its values and maintaining trust.
Initiative:	• Proactively takes on responsibilities and challenges, identifying opportunities to improve outcomes without needing direction.
Flexible Team Player:	• Works effectively across a variety of situations, individuals, and groups, applying a 'whatever it takes' attitude to support the broader team and College community.
Planning and Organisational Skills:	• Establishes and follows a clear course of action to achieve both short- and long-term goals in an efficient and structured manner.
Achievement Driven:	• Sets clear goals and works persistently to achieve them with enthusiasm, determination, and a commitment to continuous improvement.
Communication Skills:	• Communicates clearly, professionally, and confidently in both written and verbal forms with internal and external stakeholders.
Organisational Competencies:	• Community Orientation: Demonstrates a strong commitment to adding value to the student and family experience, always ensuring positive and supportive engagement.
	• Strives for high performance: Consistently seeks excellence in work output for self and others, setting high standards and striving for continuous improvement.
	• Teamwork and Co-operation: Works collaboratively with others, valuing diverse perspectives and contributing positively to team outcomes.
	• Flexibility: Adapts behaviour and approach to suit changing environments, responsibilities, or the needs of others.
	• Time Management: Effectively plans and prioritises tasks to manage time efficiently and meet deadlines.
	• Thoroughness: Pays attention to detail, ensuring accuracy and completeness in all work tasks and documentation.

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Key Performance Indicators

	Task	Skills	Measurable Metrics
HR Operations and Employee Lifecycle Administration	Provide efficient and accurate administrative support across the employee lifecycle, ensuring HR processes are delivered professionally, confidentially, and within required timeframes.	HR administration	Employment letters and HR documentation are prepared and issued within agreed service timeframes.
		Organisation and time management	Employee onboarding, employment variations, and offboarding processes were completed accurately and on time.
		Attention to detail	Employee and manager queries are responded to within 2 business days.
		Confidentiality and discretion	Personnel files are maintained with 100% accuracy and compliance.
		Communication and stakeholder support	Positive feedback received from employees and managers regarding HR support and responsiveness.
Compliance, Governance and Record Management	Maintain accurate compliance records and ensure HR documentation, personnel files, and workforce records align with legislative, policy, and College requirements.	Compliance management	Blue Card, qualification, license, QCT registration, and mandatory training records are maintained with 100% compliance.
		Record keeping and auditing	Termly audits completed for QCT registrations and compliance records.
		Data accuracy	Personnel file digitisation project progressed in line with agreed milestones.
		Attention to detail	HR policies, procedures, and Staff Kiosk documentation reviewed and updated as required.
		Risk management awareness	No compliance breaches were identified during internal audits relating to employee documentation or record management.
Recruitment, Onboarding and Employee Experience	Support recruitment, onboarding, induction, and employee engagement activities to deliver a positive employee experience and ensure compliance from commencement.	Recruitment administration	Recruitment administration was completed within the agreed recruitment timelines.
		Coordination and planning	100% completion of pre-employment checks and onboarding documentation prior to commencement.
		Customer service	New employee induction and compliance requirements completed within designated timeframes.
		Communication skills	Support the coordination of staff induction and training programs throughout the year.
		Relationship building	Positive feedback from new employees regarding onboarding and induction experience.

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	Task	Skills	Measurable Metrics
Reporting, Continuous Improvement and HR Projects	Support the delivery of HR projects, reporting requirements, workforce initiatives, and continuous improvement activities that strengthen People and Culture outcomes across the College	Analytical skills	HR reports, workforce data, and survey administration were completed accurately and within required deadlines.
		Process improvement	Contribute to at least 2 process improvement initiatives annually.
		Reporting and data management	Support WorkCover administration, Return to Work Plans, Suitable Duties Plans, and associated documentation.
		Initiative and problem-solving	Assist with staff wellbeing initiatives and People & Culture projects throughout the year.
		Collaboration and teamwork	Demonstrate continuous improvement through recommendations that enhance HR efficiency, compliance, or employee experience.
Brand	To maintain the school brand. Ensuring excellence and professionalism	Consistent adherence to school values and presentation standards	100% compliance with dress code; communication evaluated as “professional” in termly check-ins
		High-level written and verbal communication	
		Commitment to delivering a positive and professional first impression	0 complaints related to professionalism: consistent recognition in feedback loops
Environment	Support a quality workplace culture and contribute to a positive working environment	Team collaboration and respectful communication	Active contribution in monthly team meetings.
		Initiative to support and uplift colleagues	Participation in workplace initiatives; absence of unresolved interpersonal issues in team reviews

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Position Requirements

- Cert IV in HR / HR Management or working towards as a minimum.
- A minimum of 2 years' experience in an HR Administration position, or similar role.
- Handle confidential and sensitive information with discretion and professionalism.
- High attention to detail and accuracy, particularly in data entry tasks.
- Professional judgement and high-level initiative are needed.
- Demonstrated sound personal qualities of tact, reliability, and an ability to work with others both individually and as a member of a team.
- Proficiency in Microsoft 365, with strong skills in Word and Excel.
- A self-starter who is detail-oriented and thrives in a fast-paced learning environment
- A proactive attitude with a willingness to learn and take initiative
- A commitment to integrity, professionalism, and the well-being of students, reflecting the College's values such as responsibility and good citizenship

How to apply

- Via Seek – submitting your resume and cover letter, which includes covering the selection criteria.
- Via Email – submit your application to humanresources@ormistoncollege.com.au. Please attach your resume and cover letter, which includes covering the selection criteria.

We extend our sincere thanks for your interest in joining the team at Ormiston College; however, only those selected for an interview will be contacted.

Applications will not be accepted after the closing date.

The College reserves the right to interview and appoint a suitable candidate prior to the closing date of this advertisement. We encourage interested applicants to submit their application as soon as possible.

Other conditions of employment, including entitlements, are as per the Ormiston College Enterprise Agreement, a copy of which will be available upon request, should your application progress to interview.

Further information about Ormiston College can be accessed at www.ormistoncollege.com.au

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