



HUMAN RESOURCES OFFICER

POSITION DESCRIPTION

Trinity College has its origins in Christian Brothers College (Perth). Founded in 1894, CBC Perth was located at the corner of St Georges Terrace and Victoria Avenue in the heart of the city. In 1938, the boarders moved to the new Aquinas College, while the day boys remained at CBC Perth. When Perth hosted the 1962 Commonwealth Games, the City Council acquired the Terrace site for a hotel and the College moved to the new Trinity College campus located beside the river in East Perth. In 2007 the Christian Brothers' handed the governance of their schools over to Edmund Rice Education Australia (EREA).

Trinity College is a Catholic school in the Edmund Rice Tradition. The College receives its educational mandate from the Catholic Archbishop of Perth and operates in accordance with the policies of Edmund Rice Education Australia and the Catholic Education Commission of Western Australia. Trinity College is a member of the Public Schools Association (PSA) of Western Australia.

Trinity College proudly provides an all boys' education for students from Year 4 through to Year 12. A Trinity College education is based on four pillars – Faith, Academic, Cultural and Sport, with our commitment to the development of each student's faith and personal spirituality being of most importance. A particular emphasis is placed on a developmental program that assists in the formation of each student as they journey from boyhood to manhood. The College motto *In Nomine Domini* - In the name of the Lord; is the foundation for all in our community to focus their endeavours in the heart of our call to be Christian. The maxim by which our students are encouraged to live by is *Men for Others*. This philosophy is clearly articulated through our Service programs, our Immersion experiences and our Retreat programs. We demonstrate the Church's commitment to the dignity of the individual, particularly by being called to relationship in community.

Our spacious and well-appointed East Perth campus has grown considerably thanks to the efforts of many in the College community. Several specialist facilities have been developed including the Chapel, Design and Technology Centre, Observatory, VR Laboratory and Swimming Pool. In recent years, a new Cultural Centre (Music, Art, Campus Ministry) was added along with extensions to the Library and Science Block. Most recently, the magnificent new Sports Centre was completed. These excellent facilities are complemented by our Outdoor Education Centre, (Camp Kelly, Dwellingup) and our playing fields at nearby Waterford. We enjoy a strong reputation for the excellent pastoral care of our students.



Due to its central location, Trinity College attracts enrolments from all over the metropolitan area and this provides a wonderfully eclectic mix of students. Trinity College aspires to be an inclusive, creative learning community centered in Christ, committed to the education and development of each individual. To this end, a range of pathways are offered to cater for the diverse needs of all boys. Our Mary Rice Centre provides education for students with particular learning needs, extension programs exist across all curriculum areas and our scholarship and bursary programs for Aboriginal and Refugee students is very highly regarded. The curriculum programs are current, utilise the latest technology and respond to emerging trends in education and the ever-changing demands of our modern world.

The College enjoys a strong reputation for the excellent pastoral care and formation of our boys. The College Staff are wonderful role models who give enormous amounts of time to both the formal and informal curriculum. They value the dignity and worth of every student and strive to create a positive learning environment in which the personal needs of all students are catered for. The boys are encouraged to seek personal excellence and challenged to discover and develop their talents not only for themselves, but in the service of others.

HUMAN RESOURCES OFFICER

The Role

The Human Resources Officer plays a pivotal role in the effective delivery of all human resource functions across Trinity College. This position supports the achievement of the College's educational, pastoral and strategic objectives by ensuring high -quality people practices, compliance with legislative and industrial requirements, and a safe, professional and child-safe workplace.

Working collaboratively with the Vice Principal and the College Leadership Team, this position has a key responsibility in recruitment, retainment, compliance and records administration. The Human Resources Officer provides direct human resource and operational support and advice to all staff that is reflective of the values of Trinity College and Edmund Rice Education Australia Colleges Ltd (EREAC).

The Human Resources Officer plays a critical part in building a positive workplace culture. They will maintain a high level of professionalism, discretion and confidentiality, with the capacity to work with initiative and autonomy

This role may involve work outside of normal working hours, as negotiated and agreed with the Business Manager.

Role Reporting responsibilities

- Accountability: Business Manager
- Reporting: Principal

KEY AREAS

The Human Resources Officer's responsibilities include, but are not limited to, the following key areas:

Recruitment Processes

- Coordinate all aspects of the recruitment process, including collaborating with the College Leadership Team in the development of position descriptions, advertising, scheduling of interviews, candidate liaison, and preparation of documents for respective interview panels
- Coordinate all aspects of the preparation of appointment documents and the onboarding process of new staff
- Respond appropriately and in a timely manner to all unsuccessful applicants
- Review and refine all aspects of the recruitment and onboarding process to ensure they are contemporary and provide effectiveness for all relevant stakeholders
- Ensure all appointments comply with relevant industrial and legal obligations

Staff Induction

- Develop, implement and maintain a relevant and contemporary staff induction process
- Ensure all new employees are aware of and complete the necessary Edmund Rice Education Australia College Ltd (EREAC) and Catholic Education WA Ltd (CEWA) training modules related to Induction, and on an ongoing basis as required
- In liaison with the Risk and Compliance Officer, monitor the completion of relevant training modules by Teaching and Support Staff, Relief Teachers, Music Tutors Coaches and other casual staff, and those staff returning from extended periods of leave
- Liaise with all other relevant College areas such as Payroll, ICT, and Risk and Compliance to ensure the proper readiness of new staff to commence their role
- Provide consistent checks and follow ups on staff responsibilities and understanding regarding Child Welfare and Staff Code of Conduct matters

Human Resources Processes

- Develop, review and implement contemporary HR policies, procedures and initiatives
- With reference to relevant Enterprise Agreements, provide advice to all employees on matters relating to their employment conditions, pay, and leave entitlements
- Manage staff records as they relate to employment and conditions
- Maintain the currency of the Staff Register to accurately reflect staff records such as WWCC, Child Protection Practices and Mandatory Reporting training, TRBWA, CEWA Accreditation, professional learning, etc
- Constantly monitor the College's WWCC and TRBWA Register and alert the Vice Principal to all anomalies in a timely manner
- Administer annual reports such as the Workplace Gender Equity Agency (WGEA) Report, relevant sections of Census data and other relevant reports
- Liaise with the College Leadership Team to plan and determine workforce needs on a term-by-term basis
- Liaise with the College Leadership Team when needed, to provide support to staff who require consideration and assistance in personal matters
- In consultation with the College Leadership Team, coordinate Staff Probation and Promotional Review Processes, including the maintenance of an accurate schedule of Reviews
- Liaise with the College Leadership Team to effectively manage staff Exit interviews
- Establish and maintain a working knowledge of contemporary HR practices including industrial data instruments, industry benchmarks and market trends
- Be a positive advocate for Staff Wellness across all staff and ensure staff are aware of accessing the College's Employee Access Program
- Be a member of the Staff Wellbeing Committee and assist, investigate and promote relevant opportunities to provide staff wellbeing opportunities
- Liaise with the Staff Health and Safety Committee for related matters
- In consultation with the Business Manager, manage Worker Compensation claims and act as the Rehabilitation Officer for any work-related injury claims that may arise
- Examine new systems and platforms with a view to establishing efficient, contemporary HR systems
- Liaise with EREA Colleges on HR matter as required

Employee and Industrial Relations

- Assist members of the College Leadership Team in Industrial and Employee Relations matters
- Assist the Principal by leading relevant investigations as required
- Provide consistent advice and support to the College Leadership Team to appropriately

manage industrial issues and risks in keeping with EREAC, CEWA and Trinity College policies and other appropriate legal and industrial frameworks

- Give advice to all staff members with reference to relevant enterprise agreements
- Provide high level interpretation of Enterprise Agreements, current legislation such as the FairWork Act, and other legislation and rules administered by WorkCover WA, WA Work, Health and Safety Act 2020 and Regulations
- Assist the College Leadership Team through the provision of advice in relation to employee Industrial Relations matters
- Develop, review and implement contemporary policies and procedures and initiatives in accordance with IR guidelines and policies
- Ensure compliance with Enterprise Bargaining Agreements, appropriate Awards, and relevant Legislations
- Respond, on behalf of the Principal to Regulators or similar, regarding staffing and IR matters
- Liaise with EREA Colleges on IR matters as required

Administrative Responsibilities

- Ensure all appropriate employee data is compiled in accordance with statutory requirements (e.g. TRBWA, WWCC, Child Protection Practices and Mandatory Reporting training, First Aid, etc)
- Prepare and update Contracts and Appointment Letters for staff as directed by the Principal
- Maintain an accurate HR Report and provide at regular intervals to the Vice Principal and Principal
- Work closely with the Vice Principal and Relief Coordinator to monitor leave entitlements and balances across staff
- Liaise with Accounts/Payroll for CEWA data for leave portability where required
- Ensure confidentiality and security of all Human Resource information is maintained at all times
- Ensure all personnel files are accurate and up to date
- Respond, on behalf of the Principal, in working through and completing communications on relevant HR and IR matters, as required

Team Contribution

- Demonstrate a high level of interpersonal skills, ensuring a friendly, helpful and professional demeanour at all times
- Create positive and open communications to deliver the best possible outcomes for the College community
- Ensure systems and processes are optimised for efficiency and effectiveness, whilst seeking ways to continually improve such systems and processes

- Demonstrate a flexible approach to the role by undertaking other tasks to support all of the above
- Support others and facilitate a team-orientated, professional environment
- Demonstrate the ability to work independently and support other while facilitating a team- orientated, professional environment
- Demonstrate excellent time management and organisational skills, including the ability to meet deadlines
- Demonstrate the ability to work with a wide range of staff and have a demonstrated ability to build meaningful and professional relationships with College community
- Utilise effective interpersonal skills and initiative when dealing with challenging situations
- Contribute to a positive and vibrant workplace
- Maintain and promote the principles of Work, Health and Safety within the workplace in accordance with College policies including taking appropriate action in relation to identified hazards and risks to ensure the safety of self and others
- Maintain and promote the principles of the EREAC's Code of Conduct at all times, including taking appropriate action in relation to any breaches of the EREAC Code of Conduct to ensure the safety and wellbeing of students, self and others.

Additional Role Components

All staff within the College, are required to:

- Actively contribute to the maintenance of the Catholic Ethos; through a manner of life and stated beliefs that are in keeping with the teachings of the Catholic Church
- Ensure the underlying values of the College Mission are embedded within work practices
- Contribute appropriately to the implementation of the College's Strategic Plan
- Complete the necessary professional learning associated with this role
- Ensure attendance at staff meetings and other College functions as the Principal may require on occasions
- Be willing to undertake formation programs with Edmund Rice Education Australia (EREA) as required by the College
- Undertake any other duties or responsibilities that may be assigned by the Principal or their delegate

SKILLS AND ATTRIBUTES

The following criteria are required to achieve the outcomes in the context of this position

Essential Criteria

- A strong commitment to the ethos of Catholic Education and a willingness to promote and support Catholic values as a member of the Trinity College community
- Relevant qualifications in Human Resources or a related field
- Demonstrated experience and high performance in a similar or related Human Resources position
- High degree of personal and professional integrity while dealing with sensitive and confidential matters and information
- Knowledge of relevant Enterprise Agreements, FairWork, Health and Safety, Privacy and Equal Opportunity legislation, polices and procedures
- Demonstrated experience in the use of technology, such as Word, PowerPoint, OneNote, and Excel spreadsheets
- Demonstrated ability to effectively lead staff in a consultative and collaborative way, demonstrating a high level of interpersonal skills in communication
- An ability to manage the end-to-end Human Resource functions with demonstrated administrative and organisational skills and high-level attention to detail
- An ability to contribute to the development and maintenance of a College culture characterised by the safety of all, collaboration, consultation and engagement within and external to the College Community
- An ability to work flexible hours as the role demands

On appointment, the successful applicant will be required to:

- Obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- Have a current Working with Children Check (WWC)
- Undergo Mandatory Reporting Training
- Undergo EREAC Staff Code of Conduct Training
- Acquire and/or maintain relevant Accreditation requirements to Work in a Catholic School
- Complete other staff training modules as requested



Desirable Criteria

- Demonstrated experience and performance in a similar or related role within a school environment or similar
- Knowledge and experience with Human Resource platforms, such as EMS 360 , Mircopay and HRonboard
- Have the ability to work in a highly organised manner, including adherence to deadlines
- Have demonstrated the ability to show initiative, drive and a strong sense of professionalism
- Have demonstrated a capacity to manage staff relationships and enhance the synergy between key members of the College community
- Be self-directed and highly motivated
- Have excellent verbal and written communication skills and the ability to effectively liaise with staff, community members and other providers
- Demonstrated confidence in dealing with people of all levels
- Have the ability to competently manage conflicting priorities in order to meet deadlines
- A high degree of creativity, initiative and commitment to continuous improvement

Child Protection

Trinity College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the Catholic Education WA Child Protection Policy statement at all times.