



ST PIUS X COLLEGE

CHATSWOOD

Human Resources Administration Officer

The Human Resources Administration Officer is responsible for demonstrating commitment to the Catholic ethos of the College and supporting a professional, respectful and service-focused workplace culture that enables staff to contribute effectively to the education and wellbeing of students.

Basic Role Purpose

The Human Resources Administration Officer provides accurate, confidential and responsive administrative support to the Human Resources and Compliance Manager. The role supports the Human Resources function with recruitment, onboarding, employment records, compliance, staff enquiries and general administration, and works collaboratively with College leaders and employees to ensure human resources processes are timely, consistent and aligned with College policies and legislative requirements.

Values

- Support the Catholic ethos of the College and the charism of Edmund Rice
- Work constructively with others in a supportive culture of trust, respect and open communication
- Fulfil all duty of care and child safeguarding responsibilities
- Maintain the highest standards of confidentiality, discretion, accuracy and professional judgement
- Provide responsive, courteous and impartial service to applicants, employees, leaders and members of the College community
- Value and develop collaborative relationships across the College
- Understand and implement College policies, procedures and lawful directions
- Support equitable, inclusive and consistent employment practices
- Actively participate in and contribute positively to teams and working groups
- Abide by all regulatory Work Health and Safety policies and guidelines
- Adopt a professional and appropriate manner in respect to dress, appearance and conduct

Major Responsibilities and Accountabilities

- **Recruitment and Appointment Administration**
 - Prepare and publish approved position advertisements and applicant information.
 - Coordinate applications, interview schedules, selection documentation and candidate communication.
 - Undertake reference, qualification, identity, Working with Children Check and other pre-employment verification processes as directed.

- Prepare contracts, letters of appointment and associated documentation for approval and issue.
- **Onboarding and Employment Administration**
 - Coordinate onboarding requirements, induction schedules, commencement documentation and internal notifications for new employees.
 - Process approved employee variations, including changes to hours, duties, classification, remuneration and leave arrangements.
 - Monitor probation, fixed-term contract and required check expiry dates and provide timely reminders to relevant leaders.
 - Support orderly offboarding by preparing correspondence, coordinating exit documentation and arranging relevant notifications.
- **Employee Records, Compliance and Reporting**
 - Create, maintain and securely archive accurate personnel files and human resources system records.
 - Maintain registers relating to employment documentation, mandatory training, professional accreditation and compliance checks.
 - Support the coordination and administration of the performance appraisal process.
 - Prepare regular and ad hoc reports, correspondence, spreadsheets and data summaries, checking all information for accuracy.
 - Assist with audits and compliance reviews by collating complete and accurate supporting records.
- **Employee General Human Resources Administration**
 - Respond to routine employee and applicant enquiries promptly and professionally, referring complex or sensitive matters to the appropriate person.
 - Maintain human resources templates, forms, procedures and intranet information, ensuring current approved versions are available.
 - Coordinate meetings, agendas, minutes, correspondence, filing and other administrative requirements as requested.
 - Liaise with ICT, Payroll and other College departments to support accurate and timely employment administration.
 - Undertake other duties consistent with the skills and responsibilities of the position as directed by the College.

September 2026