



JOB DESCRIPTION

Job Title:	Human Resources Officer
Job Type:	Full-time
Salary Classification:	NT Christian Schools AO3,1 – AO4,6 scale
2018 Salary Range:	\$58,006 - \$75,414 (6 weeks AL) Dependent on qualifications and experience Plus superannuation contribution of 9.5% of your annual salary.
School/Entity:	NT Christian Schools System Office
Responsible to:	Manager Human Resources and Payroll
Date Advertised:	October 2018

Introduction

All people who work for NT Christian Schools are expected to have a clear understanding of, and unqualified commitment to the biblical basis, *'What We Believe'*, and to act both in the work place and in other contexts in ways that are consistent with that basis.

With a mutual commitment to God through Jesus Christ, staff members ought to serve and love one another as Christ loves them. This also means an acknowledgement that all people are fallible and need to be entirely reliant upon God. The association has expectations of mutual love, service, trust, acceptance, patience, forgiveness and support.

General Expectations

Your work for the organisation involves serving and supporting those people for whom we exist, namely students and their parents. This is the core function for all people employed by NT Christian Schools. Each is expected to work as a member of a team serving and supporting each other in the various tasks to which God has called them. Each team member is expected to contribute positively to the maintenance of a pleasant, purposeful, productive and safe workplace.

These responsibilities and duties are, therefore, underpinned by expectations of generosity, openness, teamwork, effectiveness, efficiency, attention to detail, pleasant working relationships and maintenance of an effective, attractive, safe work environment.

Primary roles

- Actively protect and promote the vision and mission of NT Christian Schools, and an organisational culture in line with the strategic framework of the company.
- Provide operational advice and support in relation to specific aspects of human resource management services.
- Proactively provide human resource assistance within workforce projects.
- Manage the NT Christian Schools Recruitment and Selection Process in line with the purpose and beliefs of the organisation.
- Work as part of a team that provides Human Resources services to the NT Christian Schools System Office, and actively participate in the team's work to build and sustain positive relationships with team members and the broader organisation.

- Provide administrative support to the System Office as requested by the Human Resources and Payroll Manager.

Key areas of responsibility

- *Human Resources*
 - Work as a member of the HR team, under the direct supervision of the HR Manager and in conjunction with the Operations Manager.
 - Understand the legislative frameworks, acts, awards, and implications of policies and procedures for human resource management.
 - Provide general advice regarding recruitment and staffing issues and proactively follow through within limited timeframes.
 - Provide well informed advice to ensure that procedural activities promote current human resource best practice and enhance the effectiveness of significant activities.
 - Confidently communicate and use clear and appropriate language for a range of human resource stakeholders across the organisation.
 - Utilise, develop and maintain a range of recording and tracking tools that support staffing, learning and development, and recruitment processes.
 - Maintain human resource databases to ensure correct recording of all staff and employment related information.
 - Coordinate and maintain the Human Resources personnel filing systems.
 - Provide administrative support for staff PD events including 'Induction' and 'Over the Top' conference, as requested.
 - Participate in regular Human Resources team meetings.
- *Recruitment*
 - Responsibility of the recruitment process, i.e. preparing and placing job advertisements, answer applicants' enquiries, checking application forms, ensuring all documentation completed, forum entries, liaising with Principals and identifying/establishing HR Recruitment networks.
 - Ensure all recruitment processes are in line with relevant legislation.
 - Action forum instructions, including preparation of letters of employment.
 - Assist with job descriptions as required ensuring compliance with the relevant Award.
 - Maintain the currency of all employment related forms
 - Determine strategies for improved delivery of recruitment services and processes
- *Compliance*
 - Coordinate NT Teacher registration and Working With Children clearance compliance, i.e. correspondence with employees, data entry and generating reports.
 - Ensure relevant employment related checks are performed and records maintained, i.e. police checks, Australian work rights etc.
- *Other duties*
 - Coordinate Relief Teacher and Educator lists.
 - Assist with the administration and maintenance of the New Staff Review and Performance Appraisal processes.
 - Booking of travel.
 - Any other duties as directed by the Human Resources and Payroll Manager or as required by the CEO or delegate.

Selection criteria

- *Essential*
 - Ability to reflect and express our organisation's purpose, statement of Faith '*What We Believe*' and vision in the workplace;
 - Present a friendly, welcoming and pleasant manner (face to face and phone), and demonstrate exceptional people skills;
 - Ability to engage with and represent a complex and multi-faceted organisation;
 - High level interpersonal language skills and accuracy in written and spoken communication;
 - Competent level of computer literacy and keyboard skills; working knowledge of Windows computer platforms and experience with Microsoft Office software;
 - Willingness to learn and ability to grasp concepts quickly;
 - Capacity to be a constructive member of a cohesive team while showing initiative and reliability to work unsupervised;
 - Ability to maintain confidentiality.
 - Demonstrated understanding and ability to develop and maintain organisational systems and processes.
 - Current NT Working with Children Clearance (Ochre Card).
 - Recent Criminal History Check (issued within the last 12 months)
 - Relevant qualification or demonstrated experience in Human Resources, Business or related field.

- *Desirable*
 - Qualification and/or experience in Human Resources area
 - Driver's licence