



Now hiring

PEOPLE & CULTURE OFFICER



FULL TIME | IMMEDIATE START

Lead, Support, and Enhance the People & Culture Journey

We're seeking an experienced **People and Culture Officer** to join our System Office in Berrimah, providing essential support across our schools and early learning centres throughout the Northern Territory.

As a People and Culture Officer, you will play a vital role in supporting the day-to-day operations of our People & Culture function, ensuring the effective delivery of services across a wide range of HR activities. Your unique role will support transformation with insight, integrity, and heart.

If you're ready to take the next step in your career and work with a dynamic team committed to shaping the future of education in the Northern Territory, we'd love to hear from you.

WHY WORK WITH US

- Six weeks annual leave
- 15 days personal leave
- 12% Super Contribution
- Long-Service Leave pro-rata after five years
- Tuition discounts for staff children*
- Salary Sacrificing and health care corporate rates*
- Relocation assistance*
- Ongoing professional development
- ELC fee discount of 80% for your own children
- Additional paid maternity leave
- Access to staff wellbeing program

*Conditions apply

APPLY NOW

 ntchristianschools.com.au

 humanresources@ntchristianschools.com.au

JOB DESCRIPTION

Job Title:	People & Culture Officer
Job Type:	Fulltime 1.0FTE
Salary Classification:	AO4.1 – AO4.6
2025 Salary Range:	\$80,025 - \$91,868 depending on qualifications and experience Plus, superannuation contribution of 12% of your annual salary
Annual Leave:	6 weeks AL pa
Location:	NT Christian Schools System Office
Reporting to:	Senior Manager People & Culture
Date advertised	October 2025

Introduction

NT Christian Schools is a Christian organisation. It exists to advance the Christian religion through the provision of education and religious instruction. Accordingly, in furtherance of the religious ethos of NT Christian Schools all staff will be required to deliver or contribute to religious education, to lead or otherwise assist in the conduct of religious services and otherwise engage in religious practices and observances (including, but not limited to, leading prayers or devotions and sharing testimonies), either with fellow staff or students. As representatives of NT Christian Schools, it is a genuine occupational qualification of such roles that applicants hold and act consistently with the religious beliefs of NT Christian Schools, including as articulated in the Policies and Procedures of NT Christian Schools.

NT Christian Schools exists to provide a thoroughly Christian education and to give effective witness to the biblically based religious beliefs of the Company. As such, holding the religious beliefs of NT Christian Schools as articulated in the Policies and Procedures of NT Christian Schools is a genuine occupational qualification of this role.

You are expected to have a clear understanding of, and unqualified commitment to the biblical basis, including as articulated in the Policies and Procedures of NT Christian Schools, and to act both in the work place and in other contexts in ways that are consistent with those beliefs, in order to provide an authentic Christian witness.

This role is required to practice, deliver and contribute to religious education in a manner that is consistent with the Policies and Procedures of NT Christian Schools and to model a life consistent with those beliefs. As such, this role requires the highest commitment to the Lord, the Bible and to schooling from a distinctively Christian perspective, consistent with the Policies and Procedures of NT Christian Schools.

This will be evident in supporting the teaching of the Australian curriculum from a biblical worldview, participating in and leading staff and/or student devotions and prayer time and through the sharing of your personal testimony. In addition, staff offer a reflection of their own growing relationship with

Christ, which is itself affirmed by living a life consistent with the teaching of the word of God. Accordingly, the modelling of an authentic Christian life is a core requirement of the position, reflecting the foundational contribution the position makes to the maintenance of the religious ethos of the NT Christian Schools.

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. NT Christian Schools has expectations of mutual love, service, trust, acceptance, patience, forgiveness and support.

All employees for NT Christian Schools are to be committed to ensuring child safety, health and wellbeing practices are followed and upheld. These practices are embedded in NT Christian Schools policy and culture as guided under current legislation.

General Expectations

NT Christian Schools is a recognised school system and the System Office plays a key role in ensuring that teaching and learning and corporate services are all managed for our school system as efficiently and effectively as possible.

The relationship between our staff and students is nevertheless uppermost in our minds, as we endeavour to provide the best corporate services possible to allow that relationship to flourish and for school communities to live out our mission and values.

The system office also plays a key role in relationship building and promotion to government departments, members of parliament and national associations such as CEN.

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

Purpose of the Role

The People and Culture Officer will play a key supporting role in the delivery of human resources and people management strategies within NT Christian Schools. Reporting to the Senior Manager, People and Culture, the People and Culture Officer will assist with the implementation of a contemporary people and culture strategy that aligns with the organisation's mission, vision, and values, while supporting the development and wellbeing of all staff across NT Christian Schools.

This role is integral to driving operational efficiency, supporting staff development, ensuring compliance with HR policies, and contributing to a Christ-centred organisational culture. The People and Culture Officer will collaborate with school leadership teams, staff, and external partners to ensure the smooth and effective delivery of all people and culture services.

Key Duties and Responsibilities

- Contribute to the coordination and delivery of initiatives related to workforce capability and strategic planning.
- Support the Senior Manager with research, data gathering, and reporting for strategic decision-making and workforce planning.

- Support end-to-end recruitment and onboarding processes, including advertising, interviews, induction programs, and maintaining accurate HR records.
- Collaborate with marketing and hiring teams to create engaging recruitment content, deliver targeted campaigns, and support staff training and development initiatives.
- Provide administrative support for employee relations, performance management, grievances, investigations, and WorkCover or return-to-work processes while ensuring compliance with relevant legislation and frameworks.
- Assist with maintaining up-to-date HR policies and procedures, payroll processing and staff enquiries.
- Support staff wellbeing and engagement programs and initiatives that promote work-life balance, mental health, and professional development.
- Assist with staff surveys, data reporting, and performance or recognition initiatives to drive continuous improvement.
- Assist in the preparation of reports for the Board and Executive on workforce metrics and HR-related initiatives.
- Support the Senior Manager in maintaining effective governance, including HR risk management and compliance with workplace health and safety regulations.
- Assist in budget tracking and resource management for People and Culture initiatives.
- Other duties as directed by management.

Selection Criteria

Essential:

- A committed Christian actively involved in your local church.
- Prove an ability to effectively model Christian values as expressed in the Policies and Procedures of NT Christian Schools and to give an authentic witness to those values.
- Familiarity with Australian employment legislation and industrial relations frameworks.
- Strong interpersonal, communication, and organisational skills, with attention to detail and the ability to manage multiple priorities.
- Collaborative attitude and proactive team player who supports senior leadership and engages effectively with staff at all levels.
- Creative, people-focused, and committed to fostering a positive and Christ-centred workplace culture.

Desirable:

- Experience in education, not-for-profit, or complex multi-site organisations.
- Familiarity with the Northern Territory context and regional workforce challenges.
- Tertiary qualifications in Human Resources, Business Administration, or a related field or a minimum of 3-5 years of experience in HR or people and culture roles, with a strong foundation in HR administration, recruitment, and employee relations.

Further Requirements:

- Must hold a valid Working with Children (Ochre) Card.
- Must have a valid NT police check within the last 12 months, or invoice of order for one.
- Must hold a current NT Driver's License.