

Wyndham Community and Education Centre Inc

Job Description

HR Officer

Job Description

General Information

Incumbent:	
Classification:	Education Services Award 2020 General Staff Level 5.1
Reports to:	CFO
Hours:	38 hours per week
Core hours:	9.00 am to 5.06 pm
Duration:	On-going

Position objective

Responsible for the maintenance of human resources and related records of the Wyndham Community and Education Centre Inc (Wyndham CEC) and delivering the activities as outlined in the work plan provided by the Chief Financial Officer (CFO).

The HR Officer works closely with the CFO to attend to matters relating to Human Resources (HR), Industrial Relations (IR), compliance and wellbeing of the Centre. The HR Officer works closely with the Finance Coordinator (FC) in matters related to payroll.

Duties & responsibilities

1. *Staff Onboarding*

- Assist managers in staff recruitment and interviews
- Prepare new staff contracts and onboarding documents
- Ensure new staff provide correct documentation required for employment at Wyndham CEC.
- Enter staff data into the HR platform (Employment Hero) and create a hard copy staff file
- Induct staff prior to commencing employment ensuring they have the necessary knowledge and training to effectively carry out duties in a safe manner consistent with Wyndham CEC policies and procedures
- Inform IT of new staff's details
- Monitor probation period and prepare end of probation letters as required

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2. Contract and Data Management

- Maintain staff files, information and records
- Monitor and prepare staff contracts
- Report monthly to senior management on WWCCs expiring within 6 months & ensure renewals
- Report to senior management on VIT registrations expiring / renewed
- Assist and train staff on the HR platform

3. Awards and Conditions

- Have and maintain a knowledge of modern awards relevant to Wyndham CEC
- Have a clear understanding of the National Employment Standards (NES) and staff entitlements
- Provide assistance to managers and employees in HR and IR matters related to Awards, contracts and conditions of employment
- Attend professional development to maintain knowledge of current HR and IR
- Contribute to the development and review of policies and procedures

4. Payroll

- Have an understanding of payroll process
- Liaise with payroll to ensure staff receive the correct remuneration, and employment entitlements
- Liaise with payroll to ensure staff receive increments and other relevant pay increases
- Inform payroll of new staff and provide employment details

5. Staff Wellbeing

- Motivate and promote a positive working environment within the organisation
- Organise staff wellbeing social events
- Lead the 'Culture Club'
- Prepare and distribute the 'Culture Club' newsletter
- Organise professional development for the organisation in relation to HR
- Uphold the Employee Assistance Program

6. OH&S

- Be an active member of the OH&S team
- Promote OH&S throughout the organisation
- Participate in the development of a safe and healthy workplace
- Assist in the follow up of accidents and incidents
- Assist with Workers Compensation claims and staff returning to work

7. Offboarding

- Assist managers in the exit process of staff
- Ensure all exit documentation is completed and recorded on the staff file
- Ensure all assets are returned to the organisation
- Inform IT and payroll of staff exit

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8. Other duties

- To take on other duties consistent with the position as directed by the CFO.
- Participate in meetings as required.

Important notes

Maintain confidentiality of clients, staff & office operations and support staff & students with any identified needs.

Promote the purposes of Wyndham CEC as stated in its Constitution and Mission and Vision statements.

All staff should have a basic understanding of Occupational Health and Safety requirements and must ensure that their work practices reflect this.

Wyndham CEC has a commitment to child safety and zero tolerance of child abuse.

All staff must have a strong understanding of and comply with the new child safe standards that were introduced in Victoria in 2022.

Have a strong understanding of child safe standards, MARAM and family violence reforms.

Key Selection Criteria

The person for this position will have demonstrated experience in:

1. Managing staff records
2. HR Management Systems
3. Comprehensive knowledge and understanding of Modern awards and NES
4. Excellent verbal and written communication skills
5. Proficient with MS Office suite
6. Working within a team oriented environment alongside both paid and volunteer workers
7. Independently managing time, prioritising and planning work to meet set timelines in an environment of competing priorities

Mandatory

- Qualification in HR and/or IR
- Current Working with Children Check and Police Check
- A current Victorian driver's licence
- OH&S qualification or experience an advantage

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