



Position Description

<b>Position Title</b>	People & Talent Administrator
<b>Reports to (Position)</b>	HR Coordinator
<b>Location</b>	Melbourne, Australia
<b>Employment Status</b>	Full Time

Components of this Position Description	
1	Organisational Profile
2	Position Objective
3	Key Stakeholders
4	Core Responsibilities and Accountabilities
5	Key Capabilities and Competencies
6	Qualifications, Registrations and Experience
7	Additional Information and Special Conditions

This Position Description is a summary of the core responsibilities and expectations of a People & Talent Administrator. The incumbent may be directed to perform other functions to support the organisation to achieve its objectives.

### 1. Organisational Profile

Peninsula Grammar School (PGS) is a coeducational school of excellence, which fosters the full and balanced development of each child. In caring for students and their learning, we encourage them to take up life's challenges both at the School and beyond. The School values a spiritual and moral view of life that prizes the highest standards of personal character with a Christian ethic of service and concern for others.

The Principal is the Chief Executive Officer of the School. The Principal leads the School Senior Leadership Team, the members of which play a significant role in developing, implementing and evaluating School policy. Ultimately the responsibility for the leadership and management of the School rests with the Principal.

All employees of Peninsula Grammar have a responsibility to:

- Reflect and nurture the aims and philosophy of the School in the course of their work
- Through the example displayed in their approach to their work, energise fellow staff, students and parent by fostering quality relationships and community development
- Provide effective role modelling through the use of appropriate conflict resolution and negotiation skills
- Maintain strict confidentiality and support for the School
- Maintain professional competence and current knowledge in educational trends
- Maintain a client-centred approach to all aspects of their work.

Employees are appointed by and act under the direction of the Principal, through the School Leadership Team. The appointee to this position will be required to participate in a regular performance review in accordance with the School Professional Review and Development Program.

PGS is committed to promoting diversity and inclusion at the workplace and expects employees to consistently demonstrate its values through the quality of their work performance and conduct.

### 2. Position Objective

The People & Talent Administrator will proactively manage and drive all aspects of the recruitment cycle including working with external providers, facilitating candidates and stakeholder meetings, reference checking, contract management and onboarding.

### 3. Key Stakeholders

#### Internal

- Principal and Deputy Principal



Position Description

- HR Coordinator
- Head of Junior, Middle, Pre-Senior and Senior School
- Business Manager
- Operational Staff (Administration and Business Support functions)
- Employees

**External**

- Prospective Employees
- Recruiters and Consultants
- Members of the School Community
- Contractors and Visitors

**4. Core Responsibilities and Accountabilities**

The People & Talent Administrator is responsible for executing end-to-end recruitment activities and providing human resources administration support. The School reserves the right to alter roles and responsibilities including the re-allocation of administration areas of responsibility as operational needs require.

Human Resources

- Support the HR Team to execute and administer an effective end-to-end employment cycle including talent acquisition and management, onboarding, learning and development, engagement, performance management and exit
- Coordinate all recruitment activities including the preparation of job advertisements, job posting and management, screening and selection, interviews, pre-employment screening and appointment
- Input and maintain accurate employee records across HR and school information management systems
- Assist in the development and production of regular people performance, engagement and compliance (e.g WGEA), reports and dashboards
- Develop and revise Position Descriptions to accurately reflect the needs of the School
- Prepare employment contracts, variation agreements and documents
- Monitor and support Managers with the PAR (Performance Agreement Review) process to ensure compliance and quality outcomes
- Support Managers to execute and monitor staff onboarding and probationary processes
- With appropriate guidance, interpret the Teachers Award and General Staff Education Award to provide general advice to Managers and employees.

General Administration

- Act as the first point of contact for internal and external stakeholders, maintaining effective channels of communication, analysing requests and correspondence to prioritise urgent and sensitive matters
- Database management, file management, storage and archiving – physical and digital
- Assist with the administration of compliance requirements processes
- Any other administrative or general duties as required across the school

Workplace Health & Safety

- Adhere to all health and safety regulations
- Report any equipment or incident that is hazardous or has the potential to affect the health and safety of the Peninsula Grammar workplace and its people.

Child Safety

- Ensure adherence to all student safety standards and mandatory reporting requirements
- Attend training to maintain compliance with all child safety legislation, standards and regulations
- Complete all mandatory training in a timely manner
- Escalate and report all matters related to student safety immediately
- Understand and work diligently to deliver student duty of care accountabilities.

**5. Key Capabilities and Competencies**



**Position Description**

The incumbent is expected to have established knowledge, skills and competencies to be effective in this role:

- Good working knowledge on talent acquisition and management strategies
- Strong technical knowledge and experience with recruitment and selection processes
- Exceptional communication skills – written and verbal
- Excellent stakeholder management skills
- Effective organisational skills to deliver on outcomes and tasks within the required timeframe
- Excellent comprehension – written and verbal
- High attention to detail
- Exercise strict confidentiality and discretion
- Strong working knowledge of Microsoft Office and collaborative working platforms
- Strong working knowledge of School software/programs including Synergetic and Zenith Learning Management Systems
- Adaptable and committed to improve capabilities to enable effective multiskilling across the team
- Training and onboarding of staff on tasks and processes
- Work effectively in a demanding and changing work environment
- Contribute to a culture of continuous improvement and operational excellence for 'One School', through the positive embracing and implementation of change
- Satisfactory level of health and fitness to competently undertake the inherent requirements of the job

**6. Qualifications, Registrations and Experience**

Qualifications & Registrations

- Highschool education (VCE or VCAL equivalent)
- Diploma or higher qualification in HR, Business or Administration (preferred)
- Current Working with Children's Check
- Current Police Check
- Current First Aid – HLTAID003

Experience

- Minimum of three years experience in a HR administration and/or recruitment role
- Work experience in the education sector (preferred but not essential)
- Proven ability to work with stakeholder groups to complete required tasks across varied contexts
- Proficient in MS Office Applications – including OneNote, Word, Excel, PowerPoint and Microsoft Teams
- Confident in working autonomously and with diverse teams to produce consistently positive and productive outcomes
- Ability to multi-task and manage time effectively to deliver on priorities

**7. Attributes**

The following attributes will be relevant to support the incumbent in performing this role:

- Friendly and courteous manner
- High level of positive initiative
- Team-driven ('One School')
- Clear sense of personal accountability
- Strong work ethic
- Honest, trustworthy and respectful
- Display empathy, commitment and resilience
- Reliability and punctuality
- Embracing of change and improvement
- Genuine interest in the School, students and families in the School Community

**8. Additional Information and Special Conditions**

- As a member of the School staff, the incumbent is committed to the Aims and Philosophy of the School



Position Description

- In all matters concerning employment, this position is ultimately responsible to the Principal. However, for practical purposes, these functions are delegated to the Business Manager. In its day-to-day duties, the role will be responsive to the needs of the School
- Employment conditions are as detailed in the Educational Services (Schools) General Staff Award 2010) and the National Employment Standards. The position is graded at School Administrative Services Grade 3 in the Award
- Work attendance outside of ordinary school hours is required where directed to support events, functions and programs.

• **Core Demands**

PHYSICAL DEMAND	RARELY <15%	OCCASIONALLY 15-30%	REGULARLY 30-85%	FREQUENTLY >85%
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Running	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Listening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing (steps / stairs)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working from heights (>2metres)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual handling (>5kgs)				
Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carrying	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>