



# Avila College

## ROLE DESCRIPTION

<b>Position Title</b>	Administration Assistant People and Culture
<b>Classification</b>	Education Support Officer
<b>Reports to</b>	<ul style="list-style-type: none"><li>– Principal</li><li>– Executive Assistant to the Principal</li></ul>
<b>Appointment Terms</b>	<ul style="list-style-type: none"><li>– Employment is in accordance with terms and conditions of Victorian Catholic School Multi-Employer Agreement (VCEMEA 2013)</li><li>– Remuneration in accordance with (VCEMEA 2013) and dependent on range of skills and experience</li></ul>

### **Avila College Mission Statement**

*We offer Avila girls the best Catholic education and inspire successful future.*

*We give our students options and opportunities to explore and understand what a great future looks like and what it takes to get there.*

*We teach, guide and support our girls to achieve that vision for themselves.*

*We challenge them to always strive to be their best...both today while they're students and tomorrow, long after they have left the college.*

### **Avila College Vision Statement**

*We inspire our girls today to become successful women tomorrow*

### **Avila College Child Safety Commitment**

*Avila College has a zero tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 870 requires Avila College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to: Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable) into account when creating a child safe environment*

### Position Purpose

To provide comprehensive People and Culture administrative assistance facilitating the administration and recruitment of both teaching and non-teaching staff in a large Catholic Girls School.

Role comprises of a mix of 80% administration/co-ordination with a human resource flavour and 20% administration assistance to the Executive Assistant.

Seeking an experienced Administration Assistant, who has solid recruitment administration experience, who enjoys a high level of administration with scope for development of processes and participating in change management program.

<b>Position accountabilities</b>	<b>Details</b>
Recruitment	<p>End to end recruitment administration including</p> <ul style="list-style-type: none"> <li>– processing of preselected candidate applications for interview</li> <li>– interview scheduling and communication with all candidates</li> <li>– coordination of interview panels and management of applicant files</li> <li>– posting of job advertisements and assisting with initial screening of resumes including telephone screening potential candidates</li> <li>– induction</li> <li>– preparation of induction / onboarding paperwork and follow up</li> </ul>
Leave	<ul style="list-style-type: none"> <li>– Coordinates the leave review process in association with the Executive Assistant and/or the Principal. Includes the administration of leave approval letters.</li> <li>– Data input of leave into CEVN Personnel Record System and liaison with daily organiser office in relation to leave absences</li> </ul>
Employment Contracts	<p>Preparation of letters of employment/contracts and (eg) letters of variation Contribute to the development of a range of People and Culture documentation to be developed in conjunction with People and Culture, including</p> <ul style="list-style-type: none"> <li>– presentations</li> <li>– self-help guides and checklists</li> <li>– e-filing and archiving of staff files</li> </ul>
Compliance	<p>Co-ordination and recording (via CEVN) of -</p> <ul style="list-style-type: none"> <li>– VIT registration process (annual)</li> <li>– Working With Children Checks (annual)</li> <li>– Mandatory Reporting Module (annual)</li> <li>– Police Checks</li> </ul> <p>The Administration Assistant is responsible for contacting staff who currently hold a valid WWCC and have an expiry date inside of 15-30 days. This prompt will remind the staff member they will be required to renew their check and provide the Administration Assistant with a hard copy of the new card. The Administration Assistant will then update the expiry date and/or details the staff members Personnel Record System via CEVN and Synergetic.</p>
Project Assistance	<ul style="list-style-type: none"> <li>– Assisting with projects and initiatives involving management of data and development of reports</li> <li>– Assisting with periodic learning and development activities and presentations</li> </ul>
Induction Co-ordination	<p>Co-ordinate the induction of all new staff including producing induction material, conducting individual staff inductions and facilitating the onboarding of new staff</p>
Other duties as required	<p>To undertake other duties in addition to the position accountabilities outlined above as required by the Executive Assistant to the Principal and/or the Principal.</p>
General accountabilities all staff	<ul style="list-style-type: none"> <li>– Demonstrate duty of care to students in relation to their physical and mental well being</li> <li>– Attend all relevant school meetings and after school services/assemblies, Mass, community days as well as professional learning opportunities</li> <li>– Adhere to the school professional dress code</li> <li>– Demonstrate professional and collegiate relationships with colleagues</li> <li>– Demonstrate awareness of alignment to the principles of the Catholic ethos in relationships with colleagues.</li> <li>– Proactively demonstrate the school values of inspiration, relationships, achievement, faith and community</li> </ul>

Most challenging part of the role	<ul style="list-style-type: none"> <li>- Coordinating a range of operational and administrative processes while simultaneously developing new procedures and upskilling staff</li> <li>- Implementing change in an environment which is learning about HR and what HR can offer</li> </ul>
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<b>Position requirements</b>	
Skills	<p>Must have:</p> <ul style="list-style-type: none"> <li>- Excellent written and verbal communication skills</li> <li>- Excellent relationship skills</li> <li>- Demonstrated time management, organisational and planning skills</li> <li>- Intermediate level minimum on Word, PowerPoint, Excel</li> <li>- Strong data management/reporting skills</li> <li>- MAC skills desirable but not essential</li> </ul>
Experience	<ul style="list-style-type: none"> <li>- Prior end to end recruitment administration experience required including liaison with candidates</li> <li>- Previous payroll/HR data analysis experience highly desirable</li> <li>- Prior Administration Assistant experience to senior leaders highly desirable</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>- Enjoys a high proportion of HR administration, is comfortable with and likes the challenge of establishing new processes and procedures in a changing environment</li> <li>- A high level attention to detail</li> <li>- High degree of maturity and emotional intelligence and to flexibly manage a variety of stakeholders</li> <li>- The ability to develop relationships across all areas of the school and to deal with sensitive issues with discretion and sound judgement</li> <li>- Ability to capably multi task across a range of issues, of varying complexity, simultaneously (including routine administration processes)</li> <li>- Collaborative approach but also able to work autonomously</li> <li>- Pragmatic and lateral thinker</li> <li>- Strong client service orientation</li> </ul>

Education/qualification	Completed HR (or related discipline) undergraduate degree
Key Selection Criteria	<ul style="list-style-type: none"> <li>- Working With Children Check</li> <li>- Completion of the Mandatory Reporting Module</li> <li>- Police Check</li> <li>- Anaphylaxis Certificate or willingness to undertake</li> <li>- First Aid (Workplace Level II) or willingness to undertake</li> <li>- Well-developed interpersonal skills, excellent verbal and written skills including the ability to deal effectively with clients by phone, email and in person</li> <li>- Well-developed organisational skills with an ability to prioritise workload, meet deadlines and demonstrate flexibility in dealing with people in competing demands</li> <li>- Highly developed attention to detail and accuracy</li> <li>- Demonstrated advanced computing skills including the use of Microsoft Office and Mac products, particularly the use of spread sheets as well as email and internet</li> <li>- Ability to exercise judgement and work autonomously when required with minimal supervision</li> <li>- Self-motivation and the ability to work as part of a cohesive team</li> <li>- A commitment to the provision of excellent client service including stress tolerance</li> </ul>

	<ul style="list-style-type: none"> <li>- Ability to cope with change and willingness to learn new systems and procedures</li> <li>- Demonstrated problem analysis and problem solving skills</li> </ul>
Key Internal Relationships	<ul style="list-style-type: none"> <li>- People and Culture Team (Principal, Executive Assistant, Administration Assistant)</li> <li>- Administration Team</li> <li>- Daily Organiser</li> <li>- All staff</li> </ul>
Key External Relationships	<ul style="list-style-type: none"> <li>- Broader school community</li> <li>- External employment providers</li> </ul>
School Wide Accountabilities	<ul style="list-style-type: none"> <li>- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures</li> <li>- Maintain excellent communication and relationships with students and other staff</li> <li>- Proactively participate in meetings, community and faith days, school events and Mass as required by the school</li> <li>- Appreciate and encourage differences, valuing people for their skills, competencies, and contribution to Avila College's continuing success.</li> <li>- Proactively demonstrate Avila College Values in daily work and interactions with students and colleagues and adheres to the and proactively demonstrates the values of inspiration, relationships, achievement, faith and community</li> <li>- Demonstrate and ensure compliance with Avila College's policies and procedures</li> </ul>

as at May 2018