



POSITION DESCRIPTION

Position name	People & Culture Administrator
Employment Status	Permanent
Load	15 hours per week
Classification	Grade 2 of the Scotch College EA
Key Relationships	Reporting to the People & Culture Partner the role will work closely with all members of the People and Culture Team, and have a close relationship with line managers and staff across the College.

Our Mission:

Scotch College aims to prepare our students to make an impact.

We plan to deliver consistent, outstanding innovation in our people, programs and infrastructure on a sustainable basis, in order to provide opportunities for young people to thrive and develop the awareness, boldness and versatility to make a difference in any part of the world.

We are a forward looking, externally focused, nurturing and ambitious community driven by a powerful sense of the wellbeing of our stakeholders, so that the wellbeing of others may be enhanced. Wellbeing is embedded in everything we do, and we want our staff to be:

- able to flourish: be physically adept, mentally resilient, intrinsically motivated, highly skilled,
- practicing effective work life integration, and
- demonstrating an adaptive capability which will enable the College to confidently embrace disruption.

Key to the achievement of this vision is the College's strategy of attracting and retaining the best people whose values align with Scotch.

Position Overview:

The role is part of the People & Culture team, working closely with the Director of People & Culture, People & Culture Partner and the Payroll Administrator. This role will be responsible for administering the onboarding process for new employees along with day-to-day People & Culture administrative duties in the employee lifecycle.

Position Objective:

The incumbent's primary duties are to provide high quality, confidential administrative support to the People & Culture Team. This role will be responsible for the administration of the College onboarding process and any follow up compliance requirements for new employees. Working across all parts of the College this role will work with new employees and line managers to ensure a smooth onboarding process.

Key Responsibility Areas:

1. Onboarding

- Administrative support throughout the employee life cycle such as coordinating induction, probation, and off-boarding processes.
- Contract preparation and onboarding of new staff.
- Ensure compliance requirements are met for new employees.
- Coordinate training for new employees.
- Liaise with Line Managers regarding new employee status.
- Data entry creating new employee files.

2. People & Culture Administration

- General administration tasks throughout the employee lifecycle.
- Maintain of all P&C records.
- Assisting with recruitment processes.

3. Work Health Safety and Wellbeing

- Take reasonable care of and cooperate with actions taken to protect the health and safety of self and others.
- Report all accidents, incidents and hazards as soon as is practicable.
- Read and adhere to all Scotch WHS guidelines and policies.

Key Selection Criteria: Qualifications, Skills and Experience

Essential experience

- Experience in a similar administrative role.
- Proven organisational and administrative skills.
- Intermediate level of MS Office and ICT tools.

Qualifications, Skills and Knowledge

- An interest in Human Resources, currently studying in this field would be advantageous.
- Ability to use multiple IT platforms.

Key Selection Criteria:

- An ability to communicate effectively both in writing and verbally.
- Proficiency with the Microsoft Office Suite of programs.
- A positive upbeat and friendly attitude.
- Ability to quickly build rapport and trust with stakeholders.
- A proactive approach to work, taking the initiative to complete tasks with limited supervision or requirement for follow up.
- Excellent attention to detail.
- High level of professionalism and an understanding of privacy and confidentiality requirements
- Some knowledge of Human Resources principles and practices, or an interest in building this knowledge, is desirable.

Conditions of Employment:

- All applicants must be eligible to work in Australia.
- All employees must satisfy child protection screening and adhere to Scotch's Child Protection policy and procedures.
- Position is employed under the terms and conditions of the College's Enterprise Agreement.
- All staff are responsible for ensuring that the data they collect, access or retain is done so within the requirements of the College Privacy Policy.

Finally

No position description can capture the complexity of tasks within a school. Therefore, this position description should not be seen as limiting and some flexibility is required when using this position description. There will be other tasks, not described above, that may be given to this position from time-to-time.

All positions evolve and change over time, and the school commits to regularly review and update position descriptions to accurately reflect the contribution of employees.

Scotch College is a child-safe organisation and committed to the safety and wellbeing of children and young people. We undertake appropriate screening and suitability assessments to determine the commitment of applicants to supporting child safety and wellbeing values in practice.