



## **HR & Executive Support Officer Position**

Thank you for your interest in applying for the HR & Executive Support Officer Position at Samford Valley Steiner School. This is a Permanent, Part-time position. The package for the position is enclosed. It is composed of:

1. Information for Applicants
2. Role Description
3. Selection Criteria

Please read these documents carefully before seeking further information.

Yours sincerely,

Smitha Mallya  
Economic Development Manager  
[edm@samfordsteiner.qld.edu.au](mailto:edm@samfordsteiner.qld.edu.au)



## INFORMATION FOR APPLICANTS

Thank you for your interest in the advertised position of HR & Executive Support Officer. The aim of this *Information for Applicants Package* is to help you understand the selection process so that you can present your best case for appointment.

The basis for selection is the relative merit of each applicant in relation to the selection criteria identified in the *Role Description* and the *Selection Criteria*.

### Role Description

The *Role Description* should be read carefully. It provides information regarding the following:

1. Position title
2. Area
3. Location
4. Role Relationships
5. Role Context
6. Role Purpose
7. Key Accountabilities

### Remuneration

In line with the current staff award level.

### Hours of Duty

22.5 hours per week spread over 5 days, Monday-Friday. Start and Finish times negotiable.

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### How to Apply

Your application should include:

1. A **resume**, outlining educational qualifications and work experience of relevant positions you have held and major responsibilities.
2. **Response to selection criteria** which concisely but fully describe how you consider yourself suitable against each one.
3. The names, positions, and telephone contact numbers for two referees who can comment on your suitability for the position.

Your application should be emailed to [rcaynes@samfordsteiner.qld.edu.au](mailto:rcaynes@samfordsteiner.qld.edu.au) and marked *Confidential – HR & Executive Support Officer Position*.

### Closing Date

Applications close at **12pm, Wednesday, 1 December 2021**.

### Selection Process

All applications received will be acknowledged. If you do not receive confirmation of your application, please email [rcaynes@samfordsteiner.qld.edu.au](mailto:rcaynes@samfordsteiner.qld.edu.au).

Short listed applicants will be contacted by phone and will be required to attend a face-to-face interview. All applicants will be notified of their outcome.

### Contacts for Further Information

If you require further information after reading this information package, please contact our Economic Development Manager, Smitha Mallya, on [edm@samfordsteiner.qld.edu.au](mailto:edm@samfordsteiner.qld.edu.au)



## ROLE DESCRIPTION

### HR & Executive Support Officer – Role Description

POSITIONDETAILS	<b>Position Title</b>	<b>HR &amp; Executive Support Officer</b>
	<b>Area</b>	Whole School
	<b>Position Reports to</b>	Economic Development Manager (Direct Up-line Manager) School Director
	<b>Role Location</b>	Brisbane (Samford)
	<b>Key Role Relationships</b>	School Director Economic Development Manager Faculty Directors All Staff External Contacts for Executive Support

ROLECONTEXT	<p>Samford Valley Steiner School (SVSS) has experienced considerable growth since its inception in 1987, most notably over the past five years. This growth has included a High School operating since 2006, significant capital works, an increase in both students and staff and, importantly, a change of focus from pre- and primary education to 'whole school'. Anthroposophy and the developmental picture of the human being is the underpinning of Steiner education philosophy. The school has a Senior Leader Team (SLT) consisting of the School Director, Early Childhood Director, Primary School Director, High School Director, Economic Development Manager (EDM), and the Chairperson of the College of Teachers (COT), which develops the pedagogical direction and vision from a deep understanding of Steiner's indications and child development perspective. Teachers creatively translate this vision and direction into observable and practical actions in a way which engages and develops students.</p> <p>The HR &amp; Executive Support Officer must be willing to learn, engage and work from our Vision and Core Principles at Samford Valley Steiner School. <a href="https://www.samfordsteiner.qld.edu.au/about-us/vision/">https://www.samfordsteiner.qld.edu.au/about-us/vision/</a> Working collaboratively with and under the direction of the School Director and EDM, the HR &amp; Exec Support Officer will support the school's HR and Executive function.</p>
ROLEPURPOSE	<p>The HR role provides support and assistance to the School Director and EDM regarding all generalist HR matters including recruitment, employee relations, performance management and workers compensation. They also work proactively as part of the Workplace Health and Safety Risk Management Committee for the School. As Executive Support Officer, the role assists the School Director (or Faculty Directors when advised by the School Director) in day-to-day tasks such as appointment scheduling, meeting arrangements, proof-reading documents, creating draft communications and any other support tasks.</p>

**HR role will consist of but not be limited to the following tasks:**

- Support the School Director and SLT by coordinating the recruitment of new staff to the School. This includes developing and reviewing role descriptions, advertising vacant positions, updating the school website, arranging interviews, answering simple inquiries from applicants, convening recruitment panels, checking references as needed and ensuring all relevant paperwork and qualifications for appointment is completed.
- Prepare the letters of contract for new staff under the direction of the School Director and EDM and follow up the return of the contracts. Act as the first point of contact for potential new staff regarding any enquiries they may have.
- Provide advice and guidance regarding informal and formal Performance Management to both Faculty Directors and staff.
- Review, update and write HR and WHS policies and procedures in conjunction with the Site Manager, EDM and School Director and conduct monthly workplace inspections.
- Keep abreast of the EBA document and provide advice on policy interpretation and application.
- Provide advice and guidance regarding the Performance Appraisal process for non-teaching staff.
- Provide information to Payroll regarding Contract variations, changes to workdays, terminations, new arrivals
- Ensure that staff details, regarding recruitment and onboarding, are entered and updated in the school management systems.
- Ensure that all new staff, where appropriate, have valid Blue Card clearances and that data is correctly entered into the school management systems.
- Coordinate the induction process for new staff including providing new staff with school related information, arranging induction training, and ensuring all necessary equipment is ready and arrangements are made to allow for a smooth introduction to work at SVSS.
- Track Probation periods and follow up/feedback on the review with concerned up-line supervisors.
- Undertake simple data entry, extraction and formatting tasks using TASS.
- Assist with timely and accurate communication with staff regarding HR and WHS related matters and, in conjunction with the Payroll Manager, answer staff enquiries regarding HR.
- Working with the Site Manager and Compliance Officer, assist with incident investigations and advise the Economic Development Manager of corrective and preventative systems that will mitigate future events.
- Coordinate the Return-to-Work function for staff on workers compensation.
- Ensure that your own training and development is appropriate to fulfil your role.

**Executive Support for School Director will consist of but not be limited to the following tasks:**

- Manage internal and external correspondence and communication as required
- Manage diary and appointments
- Preparing and completing minutes, reports, agendas, and other documentation for SLT
- Manage general administration of the School Director office
- Organize meetings including booking venues and correspondence
- Coordinate travel and accommodation arrangements
- Specific project coordination as required
- Any other duties as requested by the School Director

**Safety and Compliance**

Safety is a priority for all SVSS staff. All staff employed in any capacity by SVSS are expected to understand and effectively apply safety policies and practices as relevant to their role.

**Professional Conduct and Development**

Proactively seek and participate in continuing professional development activities as required, including peer and mentor support. Attend Administration meetings as required and any relevant School-based in-service activities, to establish and maintain a high level of professional knowledge and expertise. Strengthen parent and community confidence in the school by always acting professionally with due consideration and awareness of issues of sensitivity and confidentiality, remaining mindful of the HR & Exec Support Officer's role to communicate matters of concern, maintaining good rapport with all stakeholders, and with appropriate duty of care toward fellow colleagues.



## SELECTION CRITERIA

**Position title:** HR & Executive Support Officer

### **Desirable Experience and Legal Requirements**

1. Experience in a similar position, preferably in a school environment
2. Knowledge of HR, WHS, Privacy, Fair Work, and other basic employment legislation
3. Current First Aid Certificate.
4. Blue Card

### **Selection Criteria**

1. HR qualification / Knowledge of HR, WHS, Privacy, Fair Work, and other basic employment legislation and experience of HR work, preferably in a school environment or applicable transferable skills.
2. Ability to work in a fast-paced, growing organisation to meet changing needs and processes with a 'can do' attitude.
3. Excellent written and verbal communication skills.
4. Sound IT skills particularly when using Microsoft Office Suite.
5. Excellent attention to detail with high levels of accuracy.
6. Excellent organisational and time management skills with ability to maintain systems and procedures and establish task priorities to meet deadlines and commitments.
7. High degree of customer service skills when dealing with staff including dealing sensitively and confidentially with difficult situations.
8. A demonstrated proactive approach with high level of initiative and the ability to work without direct supervision