



**Human Resources Administrator
Central Office
0.8FTE**

About Alta-1 College:

Transforming communities through justice, knowledge, recovery and hope.

Alta-1 College WA is an independent Christian, co-educational, CARE (Curriculum and Reengagement in Education) School of 800 students located in various locations across the state. As a College, we intentionally work with disengaged and disadvantaged young people who are considered educationally, behaviourally and socio-emotionally at-risk.

Alta-1 College is committed to providing a child-safe environment which safe-guards all students and is committed to promoting practices which provides safety, wellbeing and welfare of our children and young people

The Opportunity:

This is a fantastic opportunity for a dedicated and passionate Administrator, with a heart to play a role in the lives of our students through administrative support within the Human Resources Department, in conjunction with general office duties.

Key Responsibilities

- Assist in oversight and administration of staff development and induction programs
- Assist in oversight and administration of staff recruitment including onboarding
- Assist with administrative support of Occupational Health and Safety
- Providing administrative support to the College Executive Team as required

About You:

Essential requirements to be considered for the role:

- A Christian committed to demonstrating that their beliefs and values are real and impact their daily life
- Meet the requirements to be granted a Working with Children's Check and Nationally Coordinated Police History Check
- Previous administrative experience
- Willingness to learn and undertake recruitment and human resources processes
- A great eye for detail

For more information regarding the function and requirements of this role, please refer to the Job Description located below.

Benefits of working for Alta-1 College:



- Attractive Salary Packaging options available
- A fun and friendly Christian working environment

Application Process:

If you can see yourself becoming a member of the Alta-1 team and succeeding in this role then please apply. In order to be considered, applications must include:

- a document addressing the **Selection Criteria**,
- a current **Resume** and,
- a **written reference from your pastor**.

Incomplete applications will not be considered for shortlisting.

You can locate the selection criteria in the Job Description below.

All applications must be submitted via e-mail to recruitment@alta-1.wa.edu.au addressed to the Director of Corporate Services, David Geldart.

Application closing date is Sunday, 5th September.

Alta-1 College encourages you to apply for this vacancy as soon as possible and reserves the right to close this vacancy without notice.



SELECTION CRITERIA

Please ensure you address the below selection criteria in no more than four pages and submit together with a cover letter, your resume and pastor's reference.

Section 1 - Essential

1. Demonstrated personal faith and commitment to the Lord Jesus Christ.
2. Attend church on a regular basis.
3. Meet the requirements to be granted a Working With Children Check and a Nationally Coordinated Criminal History Check.
4. Demonstrated sound understanding of human resource and office administration procedures.
5. Intermediate to advanced knowledge of Microsoft Office Suite.
6. Proven record of self-motivation, efficiency and professionalism.
7. Experience in adapting to and implementing new database systems and processes.
8. Demonstrated capacity to work as part of a team.
9. Ability to interact with a range of clientele in various capacities.
10. Experience in a similar role.
11. Experience in writing, developing and reviewing policies and procedures.

Section 2 - Desirable

1. Recruitment experience
2. Relevant qualifications



Human Resources Administrator

Primary Role

The primary role of the **Human Resources Administrator** within Alta-1 College is to provide administrative support to the Human Resources Manager and Broader College as required.

Role Domains

This role of the Human Resources Administrator is built around the following domains:

- Assist in the oversight and administration of staff development and induction programs including support and training.
- Assist in oversight and administration of staff recruitment including onboarding.
- Assist in reviewing and maintaining Human Resource policies and processes.
- Assist in the oversight and administration of College wide Occupational Health and Safety.
- Providing administrative support to the College Executive Team as required.

Responsibilities of the Role

Professional responsibilities:

- The Human Resources Administrator serves as a member of the school's administration team.
- The Human Resources Administrator is required to maintain collegial and professional relationships with other members of the staff across Alta-1 College.
- The Human Resources Administrator is expected to actively support the Christian ethos of Alta-1 College.

Specific responsibilities of the Human Resources Administrator within the Alta-1 College office include the following:

Staff Recruitment and onboarding

▪ Develop and post job advertisements and job descriptions as requested
▪ Receive and collate job applications
▪ Assist the interview panel in the short-listing process and organising of the interviews including relevant paperwork
▪ Represent HR on interview panels, including the conducting of interviews as required
▪ Conduct reference checks as requested
▪ Advise candidates of the outcome of their interview/application.
▪ Collate and record all required paperwork of successful candidates, ready to be processed by payroll.
▪ Review and maintain recruitment documents such as referee checks, interview questions, job descriptions etc
▪ Assist in reviews of recruitment process, policies and job descriptions.
▪ Ensure recruitment process and policies are followed.



Occupational Health and Safety (OHS)

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| ▪ Provide administrative support to the Head Office OHS Committee |
| ▪ Assist in the development and maintenance of College wide OHS documents e.g inspection checklists, incident reports etc |
| ▪ Assist in the collation of College wide OHS reporting |
| ▪ Assist in the review of College OHS policies and procedures |

Staff development and induction programs

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| ▪ Assist with the administration of the staff induction program BRIDGE. |
| ▪ Manage and maintain the administration of the staff development program TRAKSTAR. |
| ▪ Provide training and administrative support as required to new and existing staff in BRIDGE and TRAKSTAR. |
| ▪ Assist in reviewing and implementing the staff development and induction process and policy. |

Compliance

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| ▪ Review and maintain Working with Children Check process according to legislation |
| ▪ Keep up to date with any changes in employment legislation e.g Fair Work |
| ▪ Keep up to date with any changes in OHS legislation |

Office and general duties

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| ▪ Administration support to the executive team as required. |
| ▪ Liaise with payroll to monitor staff employment changes that may affect database systems e.g. cease of employment, change in line management, FTE, region etc |
| ▪ Provide support to the QLD College as required. |
| ▪ Other duties as directed. |

Reporting Relationship

The Human Resources Administrator is responsible to the Human Resources Manager or their delegate for the general discharge of all his/her duties.

External Relations

Public relations (eg. contact with the media, police other organisations) and corporate communications with general external agencies is the responsibility of the EO or their delegate.