

## Human Resources Advisor

<b>YOUR TITLE</b>	Human Resources Advisor	<b>WHO YOU REPORT TO</b>	Director of Business Services
<b>YOUR TEAM</b>	SEDA College WA	<b>WHO REPORTS TO YOU</b>	NA

At SEDA College WA, we help young people get the most out of life by walking side by side with them, every step of their journey. We believe that happy and healthy people, are high performing people.

<b>How do you contribute to the bigger picture?</b>	The Human Resources (HR) Advisor is responsible for the coordination and management of the human resources policies, programs and practices that enable the College to attract, retain, motivate, and professionally manage its workforce. In addition, the HR Advisor plays an important role in the quality assurance, risk and compliance of the College operations and direction. The HR Advisor is essential to the success of the College and is integral to the vision of the College.
<b>Our values</b>	<p>To walk beside our students and be GREAT together:</p> <ul style="list-style-type: none"> <li>• <b>Growth</b> - We challenge our people to grow and be stretched to become the best versions on themselves,</li> <li>• <b>Resilience</b> – We know that things don't always go to plan, and when they don't, we are strong, and we bounce back,</li> <li>• <b>Empathy</b> – We are inclusive and sincere, with a focus on understanding the individual and creating an environment where everyone feels welcome,</li> <li>• <b>Accountability</b> – We take responsibility for ourselves and follow through on our commitments,</li> <li>• <b>Teamwork</b> – We embrace one another. We share our successes, and our challenges.</li> </ul>
<b>Work requirements</b>	<p><b>ESSENTIAL</b></p> <ul style="list-style-type: none"> <li>• Current and valid Working with Children Check.</li> <li>• Current and valid Driver's License.</li> <li>• Education Police clearance.</li> </ul>

<b>Award</b>	<i>Education Department Ministerial Officers' Salaries, Allowances and Conditions Award 1983</i>
<b>Where and when will you be working?</b>	The HR Advisor works at the College office and across its campuses from 8.30am – 4.30pm
<b>Key relationships</b>	All College Staff
<b>Knowledge, experience and skills</b>	<ul style="list-style-type: none"> <li>• Demonstrated administration skills combined with a capacity to manage multiple projects,</li> <li>• Competent in developing and administering detailed policies and procedures,</li> <li>• Approachable and able to work as part of a team,</li> <li>• Demonstrated commitment to outstanding customer service including the willingness to go the extra mile to satisfy customer needs,</li> <li>• Excellent relationship management skills and strong interpersonal skills with the confidence to liaise effectively with all, including external providers,</li> <li>• Strong verbal and written communication skills,</li> <li>• Ability to exercise discretion and always maintain confidentiality,</li> <li>• Strong attention to detail and ability to check own work and produce high quality and accurate outputs.</li> </ul>
<b>The standards you need to meet – key activities</b>	
	<p><b>Recruitment and Selection</b></p> <p>The HR Advisor is responsible for the coordination and direction provided to management on all recruitment and selection matters. This includes, but is not limited to -</p> <ul style="list-style-type: none"> <li>• Guide Managers with their recruitment of staff including position descriptions, drafting and placing advertisements, shortlisting, drafting interview guides, coordinating interviews, reference checking;</li> <li>• Ensure relevant qualifications, teaching registration and working with children checks are provided prior to offer of employment.</li> </ul> <p><b>Employee Life Cycle</b></p> <p>The HR Advisor is responsible for the leadership of the employee life cycle. This includes, but is not limited to -</p>

- Probation review processes and documentation,
- Performance and salary review processes,
- Terminations / redundancies and exit interview processes,
- Lead the process and presentation of staff exit survey data and analysis,
- Lead the implementation and review of the College staff engagement survey.

#### **HR Administration**

The HR Advisor is responsible for the effective and accurate management of the human resource administration at the College. This includes, but is not limited to-

- Management of an accurate and effective Employee Personal Records system,
- Management of staff contracts, code of conduct booklets and all compliance related documentation (i.e. Teacher Registration (TRBWA), Police Checks, Working with Children Checks, etc.),
- Management of effective salary sacrifice documentation.
- Assist the Director of Business Services with the bulk of items processed within payroll – including changes to pay, salary, bonuses, employee working hours and benefit deductions.

#### **HR Projects**

The HR Advisor is responsible for the leadership and implementation of HR specific projects. This includes, but is not limited to-

- Develop and execute an employee remuneration and benefits strategy to position SEDA College WA as an employer of choice,
- Coordinate performance and salary review processes in line with Award Increments and Remuneration Review processes,
- Continue to improve the staff reward and recognition program and social interaction program.

#### **Quality Assurance**

The HR Advisor has a key role to play in maintaining and developing the College approach to quality assurance. This includes, but is not limited to-

	<ul style="list-style-type: none"> <li>• Forming part of the team of staff who manage, review, and continuously improve the College's risk management and assurance platform (CompliSpace),</li> <li>• Collaborate in leading the College in its review, management, and development of all College policies in collaboration with policy owners, via PolicyConnect,</li> <li>• Manage the development and implementation of induction processes, including creation and completion of appropriate learning modules via CompliLearn.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A relevant tertiary qualification or equivalent relevant experience.</li> </ul>
<b>What success looks like:</b>	<p>The success of the HR Advisor is defined by the engagement and outcomes of the College staff and reporting authorities. Specifically, success includes:</p> <ul style="list-style-type: none"> <li>• Leading and providing guidance to management on successful recruitment processes and practices,</li> <li>• Championing the College approach to the employee life cycle from recruitment to completion of services, including true and accurate employee records,</li> <li>• Driving the College approach to being an employer of choice, including proactive programs and initiatives that add value to our employment offerings,</li> <li>• Collaborating with key staff, including members of the college executive team on all matters regarding college quality assurance practices, processes, and policies.</li> </ul>
<b>Your work, health, and safety responsibilities</b>	<p>Your responsibilities as an employee include:</p> <ul style="list-style-type: none"> <li>• Having a duty of care to ensure the safety, health and welfare of all staff, students, their parents, community members and other persons who are legally present on college premises.</li> <li>• College premises may include places away from the College campuses such as a campsite or where College excursions may take place from time to time.</li> <li>• Ensure understanding and compliance of the College Occupational Safety and Health policy.</li> </ul>

	<ul style="list-style-type: none"> <li>• Create a culture of safety that precipitates the development, maintenance, and promotion of a healthy working environment.</li> <li>• Complying with, as far as practicable, all instructions given to you to ensure your own safety and health.</li> <li>• Not misusing or damaging any equipment you use.</li> <li>• Prompt reporting of any hazards or incidents/accidents to your Leader including damaged College property.</li> </ul>
<b>Code of conduct</b>	You are responsible for ensuring you act within the framework of the College's Staff Code of Conduct.
<b>Ongoing professional development</b>	Strive to be GREAT by consistently living the College values of Growth, Resilience, Empathy, Accountability and Teamwork. You are required to participate in the College performance development program (myDevelopment) which will assist you and your Leader in mapping professional development to meet your and the College's goals.