

Job Description

HR Officer

Maranatha Christian School is the trading name for the Association for Christian Education of Dandenong. The School was established in 1970 for the purpose of providing Christ-centred primary and secondary schooling; currently this is undertaken on three campuses – Endeavour Hills, Doveton and Officer.

The School currently has student enrolments totaling 1100 with further growth expected.

This is a new role within the school requiring a dedicated, hardworking, motivated and innovative individual.

The main objectives of the role are:-

- a. Implement core Human Resource activities and train staff in these areas.
- b. Train management and staff in best practice performance procedures.
- c. Implement and maintain a comprehensive OHS Management system for the school
- d. Ensure the school's compliance responsibilities are met

The HR Officer will be responsible to the School Executive (Principal and Business Manager) but will work closely with the Senior Management Team.

This position is a permanent position.

Responsibilities and Duties:

- a. Implementation of core Human Resource activities and the training of staff in these areas.
- b. Training of management and staff in best practice performance procedures.
- c. Recommendation and maintenance of a comprehensive OHS Management system for the school.
- d. Assisting with regulatory compliance activities
- e. Liaising with other campuses as necessary.
- f. Undertaking other duties as required.

Skills required: Strong organisational ability, first class communication and inter-personal skills, and personal demeanour is essential. Being able to work under direction, while at the same time showing initiative and problem solving skills, is also essential. A minimum of 5 years relevant experience would be preferable. In addition, safety for all at our school is paramount, and therefore a common sense approach must be applied when conducting duties

Membership of Association: it will be a condition of employment that membership of the Association for Christian Education of Dandenong be maintained at all times. It is a condition of membership that the Educational Creed of the Association be agreed with and adhered to at all times – it is expected that the successful applicant will hold a strong and active faith consistent with the Creed.

Location: in the normal course, the role will be undertaken at the Endeavour Hills Campus although this may be varied according to the School's operational requirements.

Remuneration: to be negotiated. In addition to the nominated salary, the School will make contributions to superannuation in line with Superannuation Guarantee legislation – currently, this is set at 9% of ordinary time earnings. Salary sacrifice will be available within the provisions of Taxation legislation provided there is no additional cost to the School.