



Human Resources Officer Position Description





Human Resources Officer

Rehoboth Christian College

This is an exciting opportunity for someone looking to grow and develop their career in Human Resources. In this role you will be working closely with the Senior Leadership Team (SLT) drawing upon your knowledge of recruitment practices, legislation, and Workplace Agreements to provide support with tasks such as recruitment and hiring, employee performance and development, remuneration, training and inductions, and employee relations.

This will suit someone who likes to keep busy and have a variety of tasks to fill their day. No two days will be the same. You will need a 'can do' attitude and champion the vision, mission, and purpose of the College in everything you do. This role is pivotal in promoting a positive employee relations culture across the College.





Our Vision

To engage the whole child to think, respond, and live with excellence for the glory of God alone.

Our Mission

Rehoboth exists as an extension of the Christian home, partnering with parents as a covenant community to support them in their task of nurturing and educating their children to equip them for all of life.

Our Purpose

We believe that it is our purpose as educators and parents to orient our students Biblically toward the knowledge of God, the Gospel, humanity and all of God's creation, so that they would seek His will, see things as He sees them, and engage with and influence the culture in which they live. We believe that the Christian school must partner with parents and churches to develop the whole child (i.e. their spiritual, moral, academic, personal, and social growth), to inspire them to excel, to be intolerant of mediocrity, and to make wise choices. Such an education is distinctly Christian in its character, intentions, and outworking.



1. Position Summary

Title:	Human Resources Officer (HR Officer)
Responsible to:	Finance Manager
Campus:	Based at Kenwick Campus Business Office
FTE:	Full-time 1.0 FTE
Description:	The HR Officer manages the College's HR systems and related documentation under the direction of the Finance Manager.



2. Introduction

Rehoboth seeks to provide a learning environment in which all students are protected from harm and places the highest possible priority upon the safety and nurture of young people. The College expects all stakeholders to espouse this approach and to be aware of the Child Safe Framework, accessible on the College's website.

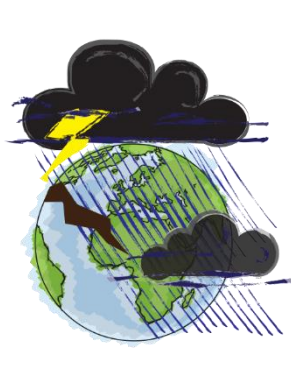
Founded in 1959, the Association for Christian Education opened Rehoboth Christian College in 1966 to serve Christian families through the provision of Christ-centred schooling. The Association is made up of members who elect a Board; the Board in turn has appointed a Chief Executive Officer to be its representative.

The Association currently operates three schools across two campuses in the southern suburbs of Perth. The campuses are located at Wilson (Kindergarten to Year 6) and Kenwick (Kindergarten to Year 12) with the Secondary School offering ATAR, Wholly School Assessed and Vocational pathways.

We view the Christian curriculum as a total package of all learning and shaping experiences in which our children are involved. It includes the work of the home, school, and church in a distinct three-way partnership. We encourage our students to examine the world and their role in it from a Christian perspective. This permeates interpretations, viewpoints, meanings, attitudes, values, contexts for understanding and more, to comprise a holistic Christian worldview.



CREATION



FALL



REDEMPTION



RESTORATION

Students examine important foundational aspects of the Christian faith (Creation, Fall, Redemption and Restoration) and are taught to view the Bible as the Word of God which is completely trustworthy and reliable. Regular devotions, prayer, and Bible study are an integral part of College life, and we aim to lead our students to a point at which they personally desire to think with the mind of Christ.

Rehoboth has a justified reputation for developing and delivering a distinct, Christ-centred education, and for

3 SCHOOLS | 2 CAMPUSES | 1 COLLEGE

Rehoboth promotes a unified College with a singular vision, mission, and purpose. Educational programmes are mirrored at both our Wilson and Kenwick Campuses and staff are committed to whole-College planning across all aspects of teaching and learning.

encouraging and guiding students in discovering their individual gifting and the path God has prepared for them (Ephesians 2:8-10). It is therefore essential that the person and office of the CEO be committed to providing Biblically-based leadership and management at the College in a manner consistent with the College's Christian values and ethos.

A whole-College approach, where students' educational journeys have a clear and purposeful K-12 plan, is integral to the College's educational philosophy. As such, the leadership and management of the College ought to be conducted within the framework of "three schools, two campuses, one college." This model emphasises significant participation in the activities of the Senior Leadership Team, which is led by the CEO.

3. Strategic Goals of the College

As detailed in our AXIOM23 Strategic Plan, we plan to make four areas our priority over the period 2020-2024 (see sidebar). The College aims to employ teachers who can cogently demonstrate their alignment with these strategic goals and have experience with, or are determined to embrace, their implementation.

The College uses the SEQTA Learning Management System. Greater use of technology – for example, the use of Office 365 suite, flipped classroom lesson delivery, and cloud technologies – is now a growing feature of teaching and learning at the College.

Underpinning these priorities is our purpose at Rehoboth, to develop and deliver distinctly Christian educational programs. It follows that such an education should shape students of distinctly Christian character.

AXIOM23 STRATEGIC PRIORITIES

These are the initiatives we believe are best suited to drive the change necessary to achieve the vision for the Rehoboth of 2023 and beyond. Each initiative is driven by our Christian ethos and shaped by our Christian heritage.

1. Thinking Christianly: Biblical Literacy as Curriculum Foundation
2. Teaching Christianly: Re-Orienting Pedagogy and Classroom Practice
3. Responding Christianly: Discovering Gifting and Calling
4. Living Christianly: Student Care, Development, and Preparation

Our call to students, therefore, is to **be distinct** – to develop and deepen their Christian identity and character during their time at Rehoboth. It is a call for students to engage with and take responsibility for their learning, to use the opportunities presented to them to discover the gifts and calling God has placed on their lives, to see Christ as worthy of their best, and to take their place as young men and women of outstanding character and citizenship.

Our goal is that students graduate with a distinctly 'Rehoboth' character. Each child's complete spiritual, emotional, social, and physical development is addressed, without compromising academic rigour. At the same time, we recognise that each student is unique and will excel in certain areas of the Learner Profile ahead of others: this is the nature of the gifts and talents God has bestowed upon them. Our aim is to nurture the six areas that are fundamental to the development of the whole child in age-appropriate ways according to their abilities, gifting, and calling.

The characteristics we seek to develop in our students are described in our Learner Profile:

BE DISTINCT

Oriented Biblically

Ref: Phil 3:8-15; 1 Tm 4:7-10; 2 Pt 1:3-8

Seeks His will

Ref: 1 Kgs 2:3; Prv 3:5-6; Mk 12:28-33; Eph 2:10

Inspired to excel

Ref: Rom 12:1; Rom 1:20; Phil 4:8; Col 3:23-24; 1 Tm 4:12; 1 Cor 7:17



Intolerant of mediocrity

Ref: Ps 1:3; Dn 3:8-25; Mt 7:24-25; Phil 3:13-15; Rom 8:28; Rom 12:1-2; Jas 1:12.

Engages and influences culture

Ref: Acts 17:16-33; 1 Cor 9:19-23; 2 Cor 10:1-5; 1 Pt 2:11-17.

Making wise choices

Ref: Prv 1:1-7; 1 Chr 12:32; 1 Cor 2:11-14; 1 Thes 5:21-22; Phil 1:9-10; 2 Tm 2:15; Jas 1:5.

4. General Expectations

A HR Officer should be an active committed Christian, preferably of the conservative evangelical and reformed persuasion. They will be actively involved in the life of the church and possess excellent communication and leadership qualities.

At Rehoboth, the HR Officer will:

- display an exemplary Christian lifestyle which should include regular attendance at worship services and a general involvement in the life of the church
- hold a valid [Working with Children Check](#) (WWCC) and clear a [Nationally Coordinated Criminal History Check](#) (NCCHC)
- be actively involved in the general life of the College, where appropriate
- support the policies, aims, and strategic planning goals of the Board of the Association for Christian Education (ACE)
- be conversant with, and actively support, all College and ACE policies, including the Westminster Confession of Faith
- demonstrate in all dealings with students a support of College rules and procedures
- be punctual for all rostered days of work

- h) where appropriate, attend: staff devotions, staff prayer meetings, staff meetings, assemblies, ACE meetings (such as the March and October General Meetings), graduation/award nights, concerts, and other key activities and events on the College calendar
- i) carry out extra duties as required by the Finance Manager from time to time
- j) adhere to the specific requirements of a department within the College, or of the College in general, and
- k) present themselves in a manner suited to the position.

This position description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

5. Specific Essential Criteria

The essential criteria for the successful applicant:

- a) a relevant tertiary qualification in Human Resources Management, Industrial Relations, or related discipline
- b) 3 – 5 years of experience working in a Generalist HR role
- c) a working knowledge of employment law, the Fair Work Act and HR best practice
- d) ability to analyse, problem solve and resolve disputes
- e) possess an excellent service mindset with strong written and verbal communication skills, matched with strong interpersonal skills
- f) demonstrate a high level of organisational ability and initiative, including capacity to set priorities, work to deadlines, learn quickly and apply new knowledge conscientiously
- g) have a demonstrated history of dealing with confidential data and exercising a high degree of discretion and confidentiality for sensitive information
- h) motivated self-starter who has an eye for detail and a pragmatic approach to work
- i) advanced skills in Microsoft Office 365, specifically Word, PowerPoint, Excel, and SharePoint, and
- j) demonstrated ability to build strong working relationships, and champion a positive collaborate culture across the College.

The below requirements are advantageous but not essential:

- a) experience in the development of policies and procedures will be highly regarded, and
- b) experience in the education sector.

6. Specific Role Requirements

At Rehoboth, the HR Officer will:

- a) provide high level administrative support of the College's recruitment and selection processes, including preparation of position description and advertising content, management of applications, scheduling interview panels and conducting reference checks

- b) provide high level administrative support of the College's learning and development practices, organisational health and wellness of people
- c) draft, manage and negotiate all employment contracts
- d) contribute to the efficient and effective utilisation of human resources by assisting with the development, maintenance and compliance of human resource policies, procedures and HR operational plan
- e) oversee the administration and presentation of the College's staff induction process, including preparation and distribution of employment packs
- f) oversee the administration and implementation of the College's appraisal and review processes
- g) maintain all HR records and compliance documentation including data entry and standard management reporting
- h) assist with performance management processes
- i) in consultation with the -Finance Manager, assist with workplace relations issues such as complaints, conflicts, grievances, and misconduct
- j) provide advice to managers and staff on employment conditions, Workplace Agreements and HR policies and procedures, and
- k) advise on and provide administrative support for the College's Workplace Agreements.

7. Interpersonal Relationships

At Rehoboth, the HR Officer will:

- a) seek to establish a rapport with staff, students and parents
- b) communicate with students, parents and staff in a clear, respectful, and professional manner that models Christ-like behaviour and seeks a similar response
- c) maintain professional confidentiality regarding information about students and staff
- d) complement the various teams of teaching and non-teaching staff operating within the College, and
- e) participate in staff social functions as appropriate.

8. Professional Development

At Rehoboth, the HR Officer will:

- a) endeavour to keep up to date in areas associated with the various roles at Rehoboth
- b) participate in particular appraisals schemes that operate within the College
- c) attend nominated professional development days, and
- d) avail themselves of the specific PD days which are made available to them in an area of need or interest.

REHOBOTH



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9. General Terms and Conditions

General Terms and Conditions are available under a separate cover.

10. Intellectual Property

- a) **Intellectual Property** means the legal and moral rights that come into being with the creation of materials, resources, or other works and covers copyright, patents, trademarks etc. Examples of materials or resources created and developed by an Employee that are classified as intellectual property included, but are not limited to:
 - i. teaching aids, materials, or resources
 - ii. ACE-specific curriculum and Christian worldview content
 - iii. website and software development
 - iv. educational programmes
 - v. assessments, and
 - vi. policies, plans, guidelines, work, research, and reports.
- b) All Intellectual Property rights with respect to any materials created and developed by the CEO during or after work hours for ACE or using the resources of ACE remain the sole property of ACE.
- c) Staff are required to protect and preserve the Intellectual Property rights of ACE and to not share any materials created or developed or receive any payment from a third party for such materials.
- d) The College demonstrates ownership of its Intellectual Property by:
 - i. the inclusion of the College logo
 - ii. a copyright statement (normally located in the footer of the document).
- e) Any materials or resources prepared for ACE by an external source which has been purchased or granted to ACE is the sole property of ACE unless stated otherwise.
- f) Staff must ensure that all Intellectual Property created for ACE adhere to the rights of others.
- g) ACE cannot give away or assign its Intellectual Property without the approval of the Chief Executive Officer.
- h) ACE Intellectual Property is not to be used for private purposes without obtaining written permission from the CEO.

11. WWCC and NCCHC

- a) The HR Officer will be responsible for providing a valid [Working with Children Check](#) (WWCC). This must be obtained from an Australia Post outlet, from the Business Office, or online.
- b) The HR Officer will be responsible for providing a valid [Nationally Coordinated Criminal History Check](#) (NCCHC) which must be obtained via the Western Australian Department of Education. The NCCHC is to be no more than three months old at the time of appointment.

12. Health and Right to Work

Applicants need to declare any impairment that would interfere with their ability to perform the job for which they have applied.

13. Performance Evaluation

Performance will be measured using the specific role responsibilities. Rehoboth has a firm commitment to performance evaluation of its personnel, whatever their category and level, through the medium of a formalised system. The primary purpose of such evaluation is to assist personnel in professional development and in achieving the goals of the Association. It is envisaged that a performance evaluation will be undertaken annually.

14. Appointment and Commencement

The successful applicant will be able to commence duties as soon as possible. A contract will be negotiated with the successful applicant. The contract will be subject to the normal probationary period.

15. Application Instructions

Applications must be completed through our website via the Non-Teaching Staff Application link below and must include the following:

- Non-Teaching Staff Application Form available online at <http://rehoboth.wa.edu.au/staff/employment/>.
- A complete and current CV.
- A statement outlining your experience in regards to the general expectations and specific role responsibilities required of the position.
- A letter of reference from your church pastor/minister.
- A copy of your qualifications, WWCC and NCCHC.

You will receive an acknowledgement confirming receipt of your application.

Should you have any questions please do not hesitate to contact the Business Office on 08 9274 9910 or Mrs Shané Kingdon, HR Officer/Executive Assistant, skingdon@rehoboth.wa.edu.au.

The closing date for applications is COB 8 June 2023.

16. Acknowledgement

I have been provided with a copy of this position description.

DATE	NAME	SIGNATURE
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REHOBOTH CHRISTIAN COLLEGE

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