



## MANAGER HUMAN RESOURCES & PAYROLL

### SUNRISE CHRISTIAN SCHOOL

#### JOB AND PERSON DESCRIPTION

Adelaide Christian Schools (ACS) is a community of schools, both nationally and internationally. In Australia these include Sunrise Christian School Fullarton, Sunrise Christian School Paradise, Sunrise Christian School Morphett Vale, Sunrise Christian School Marion, Sunrise Christian School Naracoorte, Sunrise Christian School Whyalla, Sunrise Christian School Early Learning Centres, Temple Christian College, and Discovery Christian College. Internationally our schools are Sunrise Bethel Christian School in PNG and Faith Christian School in the USA.

These schools provide an education of academic excellence consistent with the teachings of the Bible, to children of many Christian denominations. They teach and train students in all aspects of life in such a way that God is seen as the centre of everything. They are an extension of the home and help parents fulfil the God given mandate to bring up their children in His ways.

The Schools are separately registered and each School is managed by a Principal who is accountable through the CEO to its governing Board. Our Early Learning Centres are managed by a Regional Director, reporting to the CEO, who is assisted by a Director at each location.

The primary corporate service functions of ACS are based at the Kings Park office for Sunrise schools and ELC's and the Mile End Campus of Temple Christian College for Temple and Discovery.

The Manager Human Resources & Payroll for Sunrise Christian School's is based at the Kings Park office.

#### Head Office

Suite 6,  
2-4 Henley Beach Road  
Mile End, SA 5031  
ABN 80 961 871 513

P 08 8405 0950  
E [info@sunrise.sa.edu.au](mailto:info@sunrise.sa.edu.au)  
[www.sunrise.sa.edu.au](http://www.sunrise.sa.edu.au)

#### Fullarton Campus

95 Wattle Street  
Fullarton, SA 5063  
P 08 8179 2700

#### Paradise Campus

4 Crowle Road  
Paradise, SA 5075  
P 08 8337 2966

#### Morphett Vale Campus

70-74 Pimpala Road  
Morphett Vale, SA 5162  
P 08 8322 7279

#### Marion Campus

286 Sturt Road  
Marion, SA 5043  
P 08 8296 3761

#### Naracoorte Campus

72 Old Caves Road  
Naracoorte, SA 5271  
P 08 8762 4233



## JOB SPECIFICATION

### OVERVIEW

The Manager Human Resources & Payroll, Sunrise Christian School, is a key position within our Corporate Services Team. Reporting to the Manager Corporate Services the role is responsible for the areas of payroll and human resources for all the Sunrise Christian Schools.

This position provides human resources and payroll advice and support to the Chief Executive Officer (CEO) and the Principals. The incumbent will be responsible for the management of the payroll team.

This is a full time position.

## KEY RESPONSIBILITIES

### HUMAN RESOURCES

- Advise and support CEO and Principals on employee matters and industrial relations issues including the renegotiation of Enterprise Agreements
- Responsible for the recruitment process for positions as requested by the Principals and/or Corporate Services Manager including advertisements and administration of recruitment and selection process
- Coordinate induction process for new staff in conjunction with Principals
- Development of job & person specifications as required by the school
- Preparation and administration of all staff contracts and employment related documentation
- Coordinate the leadership development program for Principals
- Assist the Principals with staff appraisal and professional development processes
- Liaison with Association of Independent Schools of South Australia (AISSA) for clarification on award and other legal interpretation matters relating to employment
- Processing and maintaining compliance checks for all employees including Working with Children checks and ensuring teachers registration compliance by completing TRB survey
- Maintain employee files
- Assisting staff with all employment related enquiries
- Process all Workcover incidents and claims and fulfil the role of the Rehabilitation and Return to Work Coordinator
- Maintain confidentiality in regard to all employment and Workcover matters
- Ensure HR related Government reporting requirements are completed

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- Review Human Resource policies as required
- Assist Principals with annual staffing review including annual staffing survey
- Liaise with IT department as required in relation to new and terminated employees.

### **PAYROLL**

- Oversee and manage the payroll team and the fortnightly payroll processing using MicrOpay Meridian
- Assist staff with all pay related enquiries
- Superannuation reporting and administration
- Preparation of termination payments, leave and salary sacrifice calculations
- Oversee the processing and administration of timesheets, leave forms and other employment documentation
- Assist with processing of payroll when other employees are on leave
- End of month and financial year processing including single touch payroll reporting requirements
- Management, recording and reporting of leave entitlements as per organisational requirements
- Manage workcover payments and income maintenance reimbursements
- Maintain cost centre administration and ledger integration between payroll system and accounting system
- Interpretation and application of National Employment Standards, relevant Awards and Sunrise Enterprise Agreement
- Liaise with Principals and Office Managers to ensure adherence to procedures
- Updating of employee data to reflect new pay rates and schedules
- Preparation of Term reports for Principals.

### **OTHER DUTIES**

- Other administrative duties as required

The position will be reviewed as the roles change and will be appraised on a regular basis.

**Approved** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Principal Sunrise Christian School - Signature**

**Approved** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Applicants Signature**

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## PERSON SPECIFICATION

### ESSENTIAL MINIMUM REQUIREMENTS

#### EDUCATIONAL QUALIFICATIONS

- Relevant tertiary degree

#### SKILLS / ABILITIES

- Excellent interpersonal and communication skills to successfully engage a range of stakeholders.
- The ability to lead a team in a manner that fosters the support and co-operation of team members.
- The ability to complete work accurately with a high attention to detail while meeting imposed deadlines.
- High level of proficiency and application in the use of Word and Excel.
- Ability to work autonomously
- Ability to prioritise, demonstrate initiative and take a proactive and flexible approach to tasks.
- The ability to work with all levels of staff and management.
- Ability to deal with difficult stakeholders in a calm and patient manner
- A high level of organisational skills is required
- The ability to maintain confidentiality in all situations is essential.

#### PERSONAL ATTRIBUTES

- An on-going commitment to the Lord Jesus Christ as Lord and Saviour.
- A mature faith and active involvement in a local church.
- A proven life style founded on Biblical Christian principles.
- A life that demonstrates the indwelling of the Holy Spirit.
- A willingness to affirm the foundation statements and principles promulgated by the School and ACS.
- A Christian with a strong commitment to Christian Education and a determination to serve God in a Christian school community.

#### EXPERIENCE

- Proven experience in a human resource management role
- Proven experience in a payroll processing or payroll management role
- Experience in working as part of a team

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- Experience with computerised payroll and accounting packages and Microsoft Word, Excel and Outlook
- Experience in interpretation of National Employment Standards and various Awards and agreements in the workplace
- Experience in the management of industrial relations issues.

## KNOWLEDGE

- Working knowledge of superannuation and taxation rules & regulations
- Working knowledge of Workcover claims management and administration
- Knowledge of Long Service Leave Act (South Australia) 1987
- Working knowledge of Work Health & Safety Act and regulations and their application in the workplace
- Sound knowledge and understanding of general administration systems and processes

## DESIRABLE CHARACTERISTICS

## EXPERIENCE

- Previous experience in a similar people and culture role of a school or a not-for-profit organisation would be an advantage
- A solid understanding of industrial relations issues is desirable.

## KNOWLEDGE

- Knowledge and Experience in the use of Meridian MicrOpay, PCSchool or other school database software will be highly regarded.



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