



POSITION DETAILS

REPORT TO:	Manager Corporate Services
FTE:	As negotiated
CLASSIFICATION LEVEL:	Commensurate with experience

JOB SPECIFICATION

POSITION OVERVIEW

Position Summary	<p>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.</p> <p>This position provides human resources and payroll advice and support to the Chief Executive Officer (CEO), Principals, ELC Executive Director, and staff, and is responsible for the management of the payroll team.</p>
Reporting/ Working Relationships	<ul style="list-style-type: none"> • The Manager HR & Payroll reports to the Manager Corporate Services and is responsible for the management of the payroll team. • The Manager HR & Payroll must maintain and foster positive working relationships with Sunrise and ELC leadership and staff, including staff at the Corporate Services office.
Special Conditions	<ul style="list-style-type: none"> • Some out of hours work may be required



KEY RESPONSIBILITIES

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Human Resources	<p>You will have responsibility for leading the following activities and delivery of the following key tasks:</p> <ul style="list-style-type: none">• Advise and support CEO, Principals, ELC Executive Director and ELC Directors 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• Preparation and administration of all staff contracts and employment-related documentation• Coordinate the leadership development program for Principals• Assist the CEO, Principals, and ELC Executive Director 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 the annual 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 regarding all employment and Workcover matters• Ensure HR-related Government reporting requirements are completed, including WGEA reporting• Review Human Resource policies as required



	<ul style="list-style-type: none"> • Assist Principals with annual staffing review including annual staffing survey • Liaise with IT department as required in relation to new and terminated employees. • Drive and lead other HR-related projects • Interpretation and application of National Employment Standards, relevant Awards and Sunrise Enterprise Agreements • Other HR-related tasks as required.
Payroll	<p>You will have responsibility for leading the following activities and delivery of the following key tasks:</p> <ul style="list-style-type: none"> • Oversee and manage the payroll team and the fortnightly payroll processing for Sunrise Christian School and Sunrise Christian School Whyalla using Roubler • Assist staff with all pay-related enquiries • Preparation of termination payments, leave and salary sacrifice calculations • Oversee the processing and administration of timesheets, leave requests, and other employment documentation • Assist with processing of payroll when other employees are on leave • Management, recording, and reporting of leave entitlements as per organisational requirements • 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

PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS

QUALIFICATIONS	<ul style="list-style-type: none"> • Provide a satisfactory Working With Children Check or be willing to obtain one
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	<ul style="list-style-type: none">• Provide evidence of RRHAN-EC training or be willing to complete this
SKILLS & ABILITIES	<ul style="list-style-type: none">• A demonstrated service mentality and experience leading a small team• A high level of emotional intelligence and interpersonal and communication skills to successfully engage a range of stakeholders and quickly build strong and trusted relationships• The proven ability to complete variable workloads to a high standard and to deadlines• The proven ability to complete detailed work with a high degree of accuracy• Ability to analyse and report on data• Self-motivated with the ability to prioritise work and manage your and the payroll team's workload
PERSONAL ATTRIBUTES	<ul style="list-style-type: none">• An ongoing commitment to the Lord Jesus Christ as Lord and Saviour, consistent with the Biblical standards of Adelaide Christian Centre.• A mature faith and active involvement in a local church.• A proven lifestyle 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 strong commitment to Christian Education and a determination to serve God in a Christian school community.• Hold a commitment to lifelong learning.
EXPERIENCE	<ul style="list-style-type: none">• Previous experience in a similar role
KNOWLEDGE	<ul style="list-style-type: none">• A working knowledge of the Fair Work Act and National Employment standards• A knowledge of contemporary human resource practices, and a keen interest in monitoring developments in the field



DESIRABLE CHARACTERISTICS

QUALIFICATIONS	<ul style="list-style-type: none"> • A relevant tertiary qualification will be highly regarded • Membership of a relevant professional association (such as AHRI) • Drivers licence
SKILLS & ABILITIES	
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Willingness to occasionally travel to the regional Schools if necessary
EXPERIENCE	<ul style="list-style-type: none"> • Previous experience in a school or educational environment • Previous experience working with a geographically dispersed workforce
KNOWLEDGE	<ul style="list-style-type: none"> • Working knowledge of Roubler or KeyPay • Knowledge of Enterprise Agreement and Award interpretation

The requirements of this job & person specification are intended to describe the general nature and responsibility of work in this job. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the job. This job & person specification should be read in conjunction with the employee's current Employment Agreement and the Enterprise Agreement. Employees will also be required to follow any other job-related instructions and school policies, and to perform other job-related duties requested by their Manager. The Manager Corporate Services may, through consultation with the employee, vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

Authorised by: _____
Manager Corporate Services Sunrise Christian School

Date _____

Accepted by: _____
Applicant

Date _____