



SUNRISE Christian School

A member of Adelaide Christian Schools

HUMAN RESOURCES ADMINISTRATOR JOB & PERSON SPECIFICATION

POSITION DETAILS

REPORT TO:	Manager HR & Payroll
FTE:	As negotiated
CLASSIFICATION LEVEL:	Commensurate with experience

JOB SPECIFICATION

POSITION OVERVIEW

Position Summary	The Human Resources (HR) Administrator works as part of a small HR & Payroll team and is responsible for a limited number of administrative and payroll duties, contributing to the delivery of effective and efficient processes across Sunrise Christian School, Sunrise Christian School Whyalla, and Sunrise Christian School Early Learning Centres.
Reporting/ Working Relationships	<ul style="list-style-type: none">The HR Administrator is accountable to and under the direction of the Manager HR & Payroll or delegate.The HR Administrator works closely with members of the HR & Payroll team, the Corporate Services team, the Principals & ELC Executive Director, the School Office Managers, and the ELC Directors.

	<ul style="list-style-type: none"> The HR Administrator should maintain and foster positive relationships with all staff.
Special Conditions	<ul style="list-style-type: none"> Some out of hours work may be required

KEY RESPONSIBILITIES

KEY RESPONSIBILITIES	RELATED TASKS
Tasks	<p>You will have responsibility for the following activities and delivery of the following key tasks, under direction of the Manager HR & Payroll or delegate:</p> <ul style="list-style-type: none"> Prepare employment contracts, letters, statements of service, and other HR documents and correspondence under guidance from the Manager HR & Payroll. Maintain employee records in conjunction with the Payroll Administrator and process updates in the HR Information System as required. Provide payroll variations information and paperwork in collaboration with the Payroll Administrator. Maintain and update HR documentation templates, forms, and position descriptions as directed. Support the Payroll Administrator in payroll processing, acting as back-up when needed. This includes interpretation and application of the National Employment Standards and the relevant Enterprise Agreements. Monitor employee certificate expiry dates and ensure ongoing compliance (e.g. Working With Children Check, First Aid, Teachers Registration) Act as the Return to Work Coordinator. Contribute to the delivery of HR and Payroll projects and programs. Maintain effective relationships with internal and external stakeholders. Undertake general administration tasks to ensure the effective operation of the HR & Payroll team and provide general administrative support to the Manager HR & Payroll. Other duties as required or agreed.

PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS

QUALIFICATIONS	<ul style="list-style-type: none">• A valid Working With Children Check, or willingness to obtain one• Completion of RRHAN-EC training, or willingness to complete• A recent police check, or willingness to obtain one
SKILLS & ABILITIES	<ul style="list-style-type: none">• Ability to grasp concepts and processes quickly and apply learned knowledge.• Outstanding attention to detail.• Excellent interpersonal and communication skills to successfully engage a range of stakeholders.• Ability to complete work accurately to a high standard.• Ability to work in a team and autonomously.• Flexibility to work with changing priorities and deadlines where needed.• Ability to demonstrate initiative and to take a proactive and flexible approach to tasks where appropriate.• High level of organisational skill.• Ability to maintain confidentiality in all situations.
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.• 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 Christian with a strong commitment to Christian Education and a determination to serve God in a Christian school community.

EXPERIENCE	<ul style="list-style-type: none"> • Experience in the interpretation of the Fair Work Act, National Employment Standards, and Awards and agreements in the workplace. • Proven experience in completing administrative tasks with a high degree of accuracy to a high standard. • Experience in working as part of a team. • Experience in Microsoft Word, Excel and Outlook.
KNOWLEDGE	<ul style="list-style-type: none"> • Sound knowledge and understanding of general administrative systems and processes.

DESIRABLE CHARACTERISTICS

QUALIFICATIONS	<ul style="list-style-type: none"> • Having or working towards a relevant tertiary degree will be highly regarded.
EXPERIENCE	<ul style="list-style-type: none"> • Previous experience in a similar HR or payroll role, particularly in a school or a not-for-profit organisation would be an advantage.

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 HR & Payroll or delegate 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

Date _____

Accepted by: _____
 Applicant

Date _____