



Position Description

People & Culture Adviser

Position:	People & Culture Adviser
Tenure:	Ongoing
Hours:	(Fulltime) per week
Level:	3.1 – 3.6
Salary & Condition	Education Support Level 3 Category A. All other conditions as per the Victorian Catholic Education Multi Enterprise Agreement (VCMEA) 2022
Superannuation:	As per Superannuation Guarantee Legislation
Organisational Context:	<p>Damascus College is a Christ-centred co-educational Catholic secondary school, where we work in partnership to build an educational environment that allows young people to flourish and be their best. Damascus College is founded in the values and commitment of the Sisters of Mercy and the Parish Priests of Greater Ballarat, The College is governed by the Diocese of Ballarat Catholic Education Limited (DOBCEL). The College Principal is appointed by DOBCEL and leads the College community with the support of the Leadership Team.</p> <p>Our diverse curriculum caters for various post-secondary pathways, providing young people with a solid foundation on which to build their lives, an education that focuses on the development of the whole person. The team supports the learning of over 1200 students and 180 staff. Damascus College is committed to the safety, wellbeing and protection of all young people in its care. Damascus is an equal opportunity employer. We value a diverse and inclusive workplace representative of our communities.</p>
Our Vision	Damascus College is a dynamic Christ-centered learning community that values each member and is committed to inspiring and challenging students to reach their potential and contribute confidently to the global community.
Our Values	Compassion Justice Hospitality Service Respect Courage
Role Purpose:	The People & Culture Adviser is responsible for the recruitment of new talent into Damascus College and for ensuring effective implementation of aspects of the employee lifecycle. This multifaceted role, reporting to the People and Culture Leader, requires a motivated individual with a sound understanding of day-to-day HR operations and a strong desire to work in a fast-paced, and supportive, working environment.



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Key Responsibilities

It is not the intention of this role description to limit the scope or accountabilities of the position but to highlight the most important aspects. The accountabilities described may be periodically altered in accordance with changing needs of the College and at the direction of the College Principal.

Recruitment and Onboarding

- Manage end to end recruitment processes ensuring we attract and retain excellent people. In consultation with the People and Culture Leader, implement effective recruitment practices, including sourcing strategies utilising various channels, building strong relationships with hiring leaders, and ensuring a seamless candidate experience that reflects the College's values and culture.
- Ensure all new employees onboarded effectively including IT Systems and College practices.
- Ensure that the College's Induction Program is robust and meets the needs of our staff throughout their employment journey at the College.

Employment Contracts and HR Administration

- Accurate preparation of key employment correspondence including employment contracts, letters of appointment and variations of contracts and other industrial relations matters.
- Ensure that all employment contracts are accurate and compliant with the Catholic Education Employers Multi Agreement (CEMEA) 2022 policies and in consultation with the People and Culture Leader.
- Ensure accurate entry and maintenance of individual details into the relevant IT databases – e.g. payroll, CEVN, SIMON.
- Prepare and support the Annual Staff Census.
- Act as administrator for any future HR Information System (HRIS) and support roll out.

Employee Relations

- Provide general advice to managers and staff regarding HR processes and policy.
- Coach and support College leadership regarding people management matters.
- Handle sensitive employee information with the confidentiality and integrity. Build trust with employees by demonstrating fairness, impartiality, and ethical conduct in all interactions.

People & Culture initiatives

- In collaboration with the Leader of People and Culture, assist in the design and implementation of programs that support the smooth running of the college, and create a positive and supportive workplace culture.

Committee Memberships

- ACE
- OHS Committee

Qualifications, Skills and Experience:

- Prior experience in managing end-to-end recruitment – this could be through agency or in-house roles.
- Experience in other HR roles providing exposure to processes associated with the employee lifecycle such as business partnering, HR Advisor, or specialist positions.



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- Outstanding relationship building and collaboration skills.
- Ability to influence and engage key stakeholders.
- A willingness to learn and understand the education landscape.
- Data and analytic skills.
- Demonstrated commitment to and engagement with the College's Catholic Culture, Vision and Values.
- Strong ICT skills.

Selection Criteria:

- Demonstrated understanding of, and commitment to the ethos of Damascus College as a Catholic school in the Mercy tradition,
- Relevant qualifications and demonstrated skills and experience in the delivery of Human Resources services within a medium to large organisation with a service focus and ability to multitask and work under pressure.
- Previous experience in end-to-end recruitment and on-boarding and employee lifecycle.
- Proven experience in the efficient, accurate and timely administration of business-critical information systems and databases with advanced ICT skills including Microsoft Office.
- Demonstrated well-developed interpersonal, verbal and written communication and a solid track record in forming positive professional relationships with a diverse range of stakeholders.