

# Human Resources Officer

<b>Position Title:</b>	Human Resources Officer
<b>Job Reference:</b>	250404
<b>Reports To:</b>	Human Resources Manager
<b>Nature of Employment:</b>	12-month full time contract (1.0FTE), 48 weeks per year
<b>Commencement Date:</b>	June 2025

## College Overview

Emmaus Christian College is an independent, non-denominational Christian school. We provide high quality Christian education to children and young people who are from Christian families that are actively involved in their local church and families who fully support the involvement of their children in the Christian teaching, life and expression of the school.

Emmaus Christian College is one school, two campuses. The Brooklyn Park Campus caters for ELC to Year 6. The South Plympton Campus caters for Foundation to Year 12.

Both campuses offer a seamless pathway to Year 12. Children who have completed Year 6 at Brooklyn Park have guaranteed entry into Year 7 at the South Plympton.

At Emmaus Christian College we want our students to:

- **Belong** – to know others and be known
- **Flourish** – to discover and grow into who they are in Christ
- **Think** – to build their knowledge, apply their skills and discern the truth
- **Respond** – to respond to the call of God in their lives

## Key Purpose

The Human Resources Officer will support the HR Manager in delivering comprehensive HR services across Emmaus Christian College. This role involves managing the recruitment process, coordinating onboarding and offboarding, maintaining HR records, and assisting with internal and external communications. The HR Officer will also play an important role in the continuous improvement of HR systems and processes and ensuring compliance with legislative requirements.

## Key Responsibilities

- Support the end-to-end recruitment process, including posting job advertisements, receiving applications, scheduling interviews, conducting reference checks, and drafting letters-of-offer and employment contracts.
- Coordinate onboarding and offboarding processes, including preparation and setup of orientation programs for new employees.
- Assist in drafting and publishing internal and external communications, such as position descriptions, employment contracts, correspondence.
- Serve as an initial point of contact for HR-related inquiries (both face-to-face and via phone/email), ensuring professional and timely responses.

- Assist in maintaining HR records, databases, and inboxes ensuring the confidentiality of information.
- Support the coordination of probation reviews, and performance development for staff.
- Assist in the planning and organisation of professional development activities, team building activities and other HR events (eg. New Staff Induction Day) where required.
- Support the HR Manager in managing work performance issues, where required.
- Work collaboratively to develop, review, and update HR policies and procedures.
- Undertake various HR projects as required, including the implementation of new systems.
- Assist in the development and implementation of HR systems and processes to improve efficiency and effectiveness.
- Assist in the preparation of HR reporting, working in collaboration with the HR Manager.
- Ensure compliance with legislative issues and updates, including in collaboration with HR Manager and Risk, Compliance, and Work Health and Safety Manager as required.
- Perform other reasonable duties as directed by the Human Resources Manager or Executive Principal.

## Selection Criteria

- A committed Christian with a deep desire to serve Jesus Christ as Lord.
- A relevant tertiary qualification in Human Resources or equivalent experience.
- Previous experience in a similar role, preferably within an educational environment.
- Demonstrated experience in managing end-to-end recruitment processes, including job advertising, interview scheduling, reference checks, and drafting employment contracts.
- Experience in coordinating onboarding and offboarding processes, including orientation programs for new employees.
- Excellent written and verbal communication skills, with the ability to draft and publish internal communications and correspondence.
- Strong interpersonal skills, with the ability to serve as an initial point of contact for HR-related inquiries and provide professional and timely responses.
- Proven ability to maintain HR records, databases, and inboxes, ensuring the confidentiality of information.
- Strong organisational skills, including with the ability to support the coordination of probation reviews, performance development, and professional development activities.
- Experience in undertaking various HR projects, including the implementation of new systems and processes to improve efficiency and effectiveness.
- Current valid Working With Children Check, and RRHAN-EC, or willingness to obtain.

## College Expectations

All staff are expected to:

- Be a committed Christian with a strong passion for Biblically-based Christian education.
- Contribute to the efficient and effective functioning of the team to meet College objectives by demonstrating appropriate and professional workplace behaviours, providing assistance to team members as required and undertaking other key responsibilities or activities as directed by the Director of Studies and the College Principals.
- Perform their responsibilities in a manner which reflects and responds to continuous improvement.
- Support the policies and expectations of the College.

## Submitting Your Application

**Closing Date:** 9:00am, Monday 12<sup>th</sup> May 2025

**Applicants should provide:**

1. A written application that addresses the selection criteria outlined in the position description.
2. Curriculum Vitae which provides full personal details, qualifications, previous employment and experience.
3. A completed 'Application for Non-Teaching Position Form' available via our website [emmauscc.sa.edu.au/about/employment](http://emmauscc.sa.edu.au/about/employment)

Application submissions must be sent to [recruitment@emmauscc.sa.edu.au](mailto:recruitment@emmauscc.sa.edu.au) and include all three documents to be considered. In the subject line of your application, please state the Job ID 250404.

For further information, please contact Human Resources on (08) 8292 3888 or [recruitment@emmauscc.sa.edu.au](mailto:recruitment@emmauscc.sa.edu.au)