

## *Human Resources Officer*

*Full-time, fixed term contract until the end of 2018,  
commencing as soon as can be negotiated*

### **ABOUT US**

Moreton Bay College (MBC) and Moreton Bay Boys' College (MBBC) are two separate P-12 single sex Uniting Church day schools. Governed by a Board and led by a single Executive Principal, each school retains its independent legal status, a single sex focus and its own personality and attributes. However, both schools have significant strengths to offer the other and together have a unique market leading proposition in private school education for families on the Brisbane bayside just 15 kilometres from Brisbane city.

**Moreton Bay College** was established in 1901 as a school for girls from P-12 and now supports an enrolment in excess of 1100 students. The College has a strong philosophy of educating the whole person – body, mind, heart and spirit. The focus on academic excellence underpinned by a rich and caring pastoral program serves as the foundation of the educational experience for the girls at the College. This is coupled with a



vibrant and strong co-curricular program across visual and performing arts, cultural activities and a wide range of sports. With 116 years of history the College is well established with extensive libraries, sports complex, a state-of-the-art music and performance centre, an Olympic sized swimming pool and a chapel. At the start of 2014 the College completed a state-of-the-art Science centre featuring 8 laboratories, a growth room and 4 experimental investigation rooms.



**Moreton Bay Boys' College** was established in 2003 to provide a boys-only school that could replicate the culture and ethos of MBC and provide an equivalent educational experience for boys in the local area. As an International Baccalaureate World school, the College offers the great benefits of an internationally recognised approach to education. Our globally-focused syllabus helps boys connect with the world around them – managing, constructing

and deconstructing knowledge and applying it to different contexts and experiences. Teachers use the Primary Years Program (PYP) and the Middle Years Program (MYP) of the International Baccalaureate to plan inquiry-based, differentiated units covering all aspects of the Australian Curriculum. Senior boys follow the QSA pathways with the majority of boys obtaining an OP.

## THE POSITION

The Moreton Bay Colleges are seeking a Human Resources Officer to provide high quality human resource support to The Moreton Bay Colleges. This role will work across both Colleges – Moreton Bay College and Moreton Bay Boys' College – and would be an exciting opportunity for a new graduate to begin their career in the independent education industry. The Human Resource Officer is part of a small team providing HR support and advice to both Colleges and the successful applicant will be involved in the whole spectrum of the employee life cycle.

The Human Resource Officer reports to the Human Resources Manager. All staff are employed by the Executive Principal.

All staff need to be supportive of the values, Christian ethos and Ethical Statement of this Uniting Church day school for girls from P-12.

Please note that this Position Description:

- Can alter with changes in the roles and responsibilities of this position
- Will be used as a framework for appraisal.

## Further Information

Applicants are encouraged to visit the College web-site at [www.mbc.qld.edu.au](http://www.mbc.qld.edu.au).

## DUTIES AND RESPONSIBILITIES

- Provide day to day support on various HR related areas including, recruitment and selection, on-boarding, discipline and industrial relations issues.
- Support the development and implementation of HR projects, initiatives and systems.
- Regularly review documentation, policies and procedures to ensure compliance with legislation.
- Provide support in research and investigations and the preparation of detailed, accurate reports and recommendations.
- Facilitate on-site training.
- Maintain employee records according to policy and legal requirements.
- Provide human resources advice and support on HR policies and procedures and the interpretation of the enterprise agreement and relevant awards.
- Manage requests for professional development.

Other relevant duties as may be directed from time-to-time.

## SKILLS AND ABILITIES

*The requirements listed below are representative of the knowledge, skill, and/or ability required*

- Be reliable, professional and passionate about Human Resources.
- Have excellent written and verbal communication skills.
- Have a strong ability to prioritise, and complete tasks in a timely manner.
- Excellent attention to detail.
- Strong administrative and procedural skills.
- Research skills.
- High level of computer literacy and proficiency in MS Office.
- Problem-solving and decision-making aptitude.

## EDUCATION and/or EXPERIENCE

- Tertiary qualifications in Business, Human Resources, Industrial Relations or Management Administration preferred.
- Relevant HR / IR experience preferred.
- Administrative experience preferred.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Working with Children Suitability Card or ability to acquire one, is essential.
- As work is undertaken at both Moreton Bay College and Moreton Bay Boy's College a license and own transport is required.

## **WORK ENVIRONMENT**

- An office workspace is provided.
- Daily tasks are conducted anywhere within the Colleges.

## **CONDITIONS AND SALARY**

- Full-time, fixed term contract until the end of 2018, unless determined otherwise.
- Salary dependent on experience and qualifications.
- Annual Leave, Sick Leave and Long Service Leave.

## **APPLICATION**

Suitable applicants should apply by submitting an application that clearly provides detail about each of the following:

- a statement of reasons why you are applying for this position;
- a current CV that clearly details experience, particularly in relation to the above skills and abilities;
- any additional information you may wish to submit; and
- the names and contact details of two professional referees.

### **Please note:**

All applicants must declare

- any convictions of any criminal offences.
- That all information supplied is accurate and complete.

## **Applications close at 4pm Wednesday 11 July 2018.**

*Please note: only those applicants shortlisted will be contacted after the closing date.*

### **EMPLOYMENT COLLECTION NOTICE FOR MORETON BAY COLLEGE**

*In applying for this position you will be providing Moreton Bay College with personal information. We can be contacted at PO Box 84, Wynnum Qld 4178; [employment@mbc.qld.edu.au](mailto:employment@mbc.qld.edu.au); phone (07) 32499300.*

*If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.*

*The College's Privacy Policy contains details of how you may complain about a breach of the APPs or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.*

*We will not disclose this information to a third party without your consent. We are required to conduct a criminal record check to collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws. \*We may also collect personal information about you in accordance with these laws.\**

*The College may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.*

*If you provide us with personal information of others, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.\**

*\*If applicable.*