



KINROSS WOLAROI  
— SCHOOL —

---

# Human Resources Advisor

## Maximum Term Contract

Candidate Information Pack

Closing Date: 02 April 2023

---

March 2023



## About Kinross Wolaroi School

Kinross Wolaroi School is a co-educational Independent School of the Uniting Church. The School has a strong history of excellent academic results along with a diverse co-curricular program. Kinross Wolaroi School is a non-selective school with over 1100 students (including 330 boarders in Years 7 to 12), located in the NSW Central Tablelands in the city of Orange. The School has a proud tradition of educating young people in an environment where ideals are based solidly on friendship, spirituality, the security of family values, hard work and the pursuit of excellence to the very best of one's ability. The School offers the unique opportunity for co-educational learning with separate boarding sites for boys and girls. Students are provided with a holistic education with a varied curriculum to meet the diverse needs of our students.

The School has two main campuses. The main campus, called Wolaroi, is a picturesque campus of 20 hectares and accommodates the main teaching facilities as well as the boarding facilities for boys boarding. A second campus, called PLC, is located approximately five kilometres west of the main campus (on the opposite side of the city of Orange) and houses the girls' boarding facilities, a number of staff residences, a recreation and examination centre, an outdoor swimming pool and playing fields.

All classroom activities (the normal school day activities) for all students enrolled in Pre-Kinder and in classes from Kindergarten to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

For more information on the School, please visit [www.kws.nsw.edu.au](http://www.kws.nsw.edu.au). In particular, you may wish to visit the Employment Opportunities page on our website, which has a helpful summary on the School's Community, employee benefits, and the beautiful regional city of Orange.



## POSITION OBJECTIVES & RESPONSIBILITIES

The Human Resource Advisor supports the Human Resources & Compliance Manager in all generalist HR activities, specifically assisting with the execution of current procedure in relation to recruitment, onboarding, induction and responding to general employee enquiries. The Human Resources Advisor reports and operates under the direction of the Human Resources & Compliance Manager to assist with the delivery of operational human resource support. The Human Resources Office deals with a diverse range of tasks of varying complexity. This position would suit a candidate looking to broaden their experience in Human Resources.

The Human Resources Advisor will liaise with:

- The Principal's Office
- The Business Manager
- Senior Management
- The Human Resources and Compliance Manager
- School Leaders
- Staff
- Parents
- External bodies



## POSITION DESCRIPTION

Duties related to the position include, but are not limited to the following:



Key Word	Duties
<p><b>Human Resources</b></p>	<ul style="list-style-type: none"> <li>• Collaborate with the Human Resources &amp; Compliance Manager in the delivery of HR services and support to staff throughout a range of functions including workforce planning, managing performance, industrial relations, employee relations and organisational development</li> <li>• Award interpretation including areas of salary, classification and leave</li> <li>• Under the Human Resources &amp; Compliance Manager’s direction:               <ul style="list-style-type: none"> <li>- Assist with the implementation of general HR strategies</li> <li>- Assist with the management of the staff performance and appraisal system</li> <li>- Assist with the application of employee mediation strategies</li> <li>- Assist with the coordination of staff professional development</li> <li>- Ensure that policies are current and are published to the School’s online repository as required</li> </ul> </li> <li>• Coordinate and administer:               <ul style="list-style-type: none"> <li>- ICT Accounts and permissions including database updates</li> <li>- Gym membership requests and payroll communication</li> <li>- Position descriptions for all positions</li> <li>- Employment documentation including contracts, employment condition review and salary arrangements</li> <li>- End to end recruitment process for the School in consultation with the appropriate managers including but not limited to, assisting with the preparation of advertisements, providing position descriptions, responding to candidate enquiries, organising selection panels and interviews and reference checking</li> </ul> </li> <li>• Employment related documentation on engagement including employment agreements, Working With Children Clearances and other registration requirements</li> <li>• Confidential employment records for all staff appointed to the School</li> <li>• Onboarding (systems), induction, probations and exit arrangements for staff appointed to, or terminating from the School</li> <li>• Collate data required to support budgeting and project processes</li> <li>• Training identification needs and planning</li> </ul>



Key Word	Duties
<b>Payroll</b>	<ul style="list-style-type: none"> <li>• Support all administrative and processing functions necessary to ensure the accurate and timely payment of salaries</li> <li>• Complete payroll checks prior to Finance Manager payroll authorisation</li> <li>• Respond to staff salary queries</li> <li>• Support Super administration</li> <li>• Support Auditor activities</li> <li>• Leave accrual audit and remedy</li> <li>• Prepare calculations for payment adjustments including termination pays, parental leave payments, salary adjustments and backpays. Tax calcs, redundancy</li> </ul>
<b>Executive Support</b>	<ul style="list-style-type: none"> <li>• Draft correspondence, reports and documents ensuring the highest standard of responsiveness and presentation – excel/data pull and manipulation</li> <li>• Prepare presentations and briefings as required</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>• Collate annual HR compliance reporting requirements including the submission of annual reports</li> </ul>
<b>Other duties</b>	<ul style="list-style-type: none"> <li>• Attend to other matters appropriate to the position, consistent with the skills of the incumbent as directed by the Business Manager and Human Resources and Compliance Manager</li> </ul>

## Professional Review

This position description as outlined above is intended as a framework for professional review. The School reserves the right to alter roles and responsibilities requirements as required.

## Reporting

In all matters concerning their employment, all employees are ultimately responsible to the Principal. However, in relation to this role, for practical purposes these functions are delegated to the Business Manager. For day-to-day operational matters the position will be responsive to the directions of the Human Resources and Compliance Manager (the Supervisor).



## SELECTION CRITERIA

General Expectations for staff at KWS:

- Support for the culture of an Independent Uniting Church School is an essential prerequisite for all employees.
- Willingness to support the Mission and Values of KWS.
- Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and professionally attire.
- Take an active interest in the general life of the School – supporting policies, procedures, aims and objectives to facilitate the day-to-day operation of, and promote a high quality of education within, the School.
- Attend staff meetings and training when required.
- Ensure all students and parents are provided with a quality service in a timely, efficient, and friendly manner.
- Maintain professional confidentiality concerning information about staff and/or students and their families.
- Ensure that all documents are prepared and presented in accordance with the School's Style Guide.

### Personal Qualities

- Highly developed interpersonal skills with the ability to develop and maintain constructive working relationships at all levels across diverse groups, including teaching and non-teaching staff.
- High degree of discretion, initiative, and personal organisation.
- Ability to remain calm under pressure.



## Essential Professional Criteria

- Tertiary qualifications in Human Resources, Commerce or Business
- Demonstrated experience in a Human Resources role
- Demonstrated experience interpreting and applying Award or Agreement
- Demonstrated ability to work independently under broad direction, being able to exercise a high level of initiative and organisational skill
- Demonstrated ability to plan activities, set priorities and make sound judgements so as to meet goals and objectives
- Highly developed written and oral communication skills, including experience in drafting correspondence
- Highly developed skills in computer software systems, in particular the Microsoft Office Suite with advanced skills in excel, word processing, publishing and presentation applications
- Proven proficiency with spreadsheet applications and a sound level of financial literacy
- Proven ability to research, interpret and reformat information
- Strong knowledge of administration procedures and office equipment

## Working with Children Clearance

The *Child Protection (Working with Children) Act 2012* (NSW) applies for anyone working in child related employment. It is expected that a verified Working Children's Check Clearance will be provided before commencement of duty for any role at the School and that the employee will ensure this clearance is maintained and updated as required whilst ever employed at KWS.





## Workplace Health & Safety

- Be informed of and comply with WHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self).
- Observe Kinross Wolaroi School WHS Protocol.
- Identify WHS information and training needs for self.
- Be involved in WHS projects according to priorities set by consultative processes and management direction.
- Comply with WHS initiatives as directed and agreed with management and consultative processes.
- Comply with safe work procedures as instructed by supervisor or manager.
- Comply with legal and reasonable instructions from employer representatives.
- Report all hazards, accidents and incidents to your supervisor and comply with WHS committee recommendations.



## APPOINTMENT CONDITIONS

Employment will be offered on the basis of a maximum term, full time role commencing by negotiation for a period of 12 months. The full time hours are 8:30am – 4:36pm Monday to Friday.

Employment will be offered subject to a period of probation, defined as six months in accordance with the *Fair Work Act 2009* (Cth).

The terms of employment are governed by the *Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021* (MEA) as it applies from time to time, or any industrial instrument that replaces the MEA. The position of Human Resources Advisor is paid commensurate with experience.

Comprehensive terms and conditions of appointment will be the subject of a separate employment agreement.

### Right to Work in Australia

Kinross Wolaroi School is not in a position to sponsor entry into Australia. In applying for an Australian based position, you will be expected to already have a valid Australian work permit (permanent residency or applicable work visa). Information on Australian visas and working entitlements are available from the Department of Immigration.



## APPLICATION

To make a confidential enquiry about the position, please contact Madeleine Bennett, Human Resources Advisor on [mbennett@kws.nsw.edu.au](mailto:mbennett@kws.nsw.edu.au)

Before submitting your application, please ensure that you have:

- Carefully reviewed the position description and ensure that you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- Your cover letter is the School's first opportunity to assess your suitability for the position. Your letter should provide insight into not only what you have achieved but also who you are.
- Please ensure that you have addressed the Essential Criteria in your Cover letter.
- Ensure that your CV clearly outlines your qualifications (including the institution and the date completed), career history and current contact details.
- You will need to include at least two referees at the end of your CV. Please provide referees names and current positions. Referees will not be contacted without your prior agreement.

Cover letter and CV can be submitted to [mbennett@kws.nsw.edu.au](mailto:mbennett@kws.nsw.edu.au)

or addressed to

Madeleine Bennett  
Human Resources Advisor  
Kinross Wolaroi School  
Locked bag 4  
Orange NSW 2800

*Preferred applicants will be screened in accordance with Child Protection legislation.*