



Presbyterian Ladies' College

MELBOURNE

Position Description

Position:	Assistant to the Director of People & Culture
Position Status:	Part-time (0.4 FTE), ongoing
Classification:	Level 5.1, in accordance with the Presbyterian Ladies' College General Staff Agreement 2019-2021
Annual Leave:	5 weeks' annual leave to be taken during term-time breaks (this includes a mandatory shut down period over Christmas and New Year as well as College shut down days)
Reports to:	Director of People & Culture. All positions in the College ultimately report to the Principal.

Presbyterian Ladies' College

Presbyterian Ladies' College (PLC) Melbourne is a leading ELC-Year 12 Christian independent school for girls offering both the VCE and International Baccalaureate. PLC has an outstanding academic tradition, an international focus and strong pastoral and co-curricular programs focusing on encouraging leadership, service and life-long personal development and learning.

PLC seeks to appoint staff who are passionate about education, with the highest professional skills who will actively support the Christian teachings and ethos of the College, and possess a willingness to make a positive difference to the lives of PLC students. This will be visibly demonstrated through their behaviours, attitudes and role-modelling of the four PLC values: truth and excellence, character and integrity, service, care and respect. All staff must also commit to a culture that supports and embraces Child Safe Standards.

Context of the Role

The People & Culture department is responsible for the development and implementation of effective people strategies aimed at attracting, developing and retaining a highly engaged, safe and skilled work force. The team consists of 10 dedicated team members, who work collaboratively to meet the College's goals, as set out in the strategic plan, and support the day-to-day operations of the College.

Position Overview

The Assistant to the Director of People & Culture (P&C) is responsible for providing administrative support to the Director of P&C. This position will provide general HR administration, coordination and delivery of HR services to support the people, performance and culture at the College.

Key Responsibilities:

Administration and Operations

- coordinate the day-to-day operational and administrative activities of the Director of P&C by organising the incoming flow of work, prioritising incoming requests, maintaining controls and following up to ensure timely response
- coordinate meetings, appointments and diary for the Director of P&C
- prepare correspondence on behalf of Director of P&C (contract changes, position changes, leave requests)
- provide Reception cover for Senior School as required

Reporting and Compliance

- assist with administration of onboarding and probationary processes and induction checklists
- assist with maintaining compliance records for employees (WWC, VIT and VRQA)
- assist in the preparation of regular P&C performance, engagement and compliance reports
- assist with the preparation of data to meet annual reporting obligations (VIT Census, WGEA Report)

Other Duties

- as directed by the Director of P&C

Knowledge, Skills and Experience:

- experience in providing administrative support to management
- experience in an educational environment (desirable)
- high level of attention to detail and data accuracy
- excellent organisation and time management skills and the ability to prioritise in a high-volume environment
- exceptional verbal and written communication skills
- highly adaptive to different situations and tasks on a day-to-day basis
- an autonomous, collaborative and service-oriented work style
- understands organisational context and objectives
- handles confidential information and exercises strict confidentiality and discretion
- builds and fosters positive relationships and partnerships with key stakeholders

Key Attributes:

- demonstrated drive, positivity, enthusiasm, personal integrity and a strong work ethic
- respect confidentiality and privacy of members of the College community
- sustain positive relationships with staff, parents, students and other members of the College community
- ability to work independently and collaboratively as required
- calm under pressure
- a commitment to ongoing professional learning and growth in skills
- a warm, positive and considerate manner
- commitment to the continual upgrade of personal skills and qualifications

Qualifications / Registrations / Certifications:

- relevant administration qualification and / or sound experience in a similar role
- current Working with Children Check (Employee), essential

Key Relationships:

- Senior School Educational Leadership Team
- Junior School Leadership Team
- Early Learning Centre Leadership Team
- Senior Managers and Heads
- People & Culture Team
- All teachers and staff

Additional Information Relating to the Position

- We provide a challenging, stimulating and nurturing Christian environment that is dedicated to the learning and development of the whole person – academic, emotional, social, creative, physical and spiritual.

We value:

- learning that is inspired by faith
- endeavour that enables the achievement of excellence
- service that defines leadership

We seek to promote the development of staff and students who exhibit the following attributes:

- *Scholar*: a confident and engaged person with an inquiring mind who takes responsibility for their learning
- *Thinker*: a creative, reflective and adaptive person who uses their intelligence to serve for greater good
- *Citizen*: a thoughtful, kind, and open-minded person with an informed world view, a well-developed social conscience and a sense of justice that is grounded in the values of Christian faith
- *Advocate*: a passionate person with a strong sense of agency who affects society and those around them in positive ways
- *Leader*: an articulate, capable and responsible person of integrity who works collaboratively, has a heart for service and uses their education to make the world a better place

All staff commit to:

- the Christian Ethos of the College
- Child Safety
- the Values and Behaviours of the College
- College policies, Staff Code of Conduct and legislative requirements
- Health, Safety and Wellbeing

Child Safety Commitment

All students who attend Presbyterian Ladies' College Melbourne (PLC) have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at, or is engaged by, PLC in child-connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and / or linguistically diverse backgrounds, and those with a disability.

Staff Obligation to Child Safety

All staff at Presbyterian Ladies' College Melbourne (PLC) take an active role, and are well informed of their obligations in relation to Child Safety under Ministerial Order No. 870 *Child Safe Standards*. The PLC Child Safety Commitment is incorporated into the School's employment cycle from recruitment and reference checking, to induction and a commitment to regular Professional Learning. All staff at PLC are required to sign a statement that they have read, understood and agree to abide by the PLC Child Safety Policy and the PLC Child Safety Staff Code of Conduct.

In attending to Child Safety all staff must:

- provide a safe and welcoming environment for all PLC students and any young people who visit PLC to engage in PLC approved activities
- promote the safety and wellbeing of children and young people to whom PLC provides services
- ensure that all interactions with students are positive and safe
- provide adequate care and supervision of all students, not only on the campus but whenever students are involved in PLC approved activities
- act as a positive role model at all times for students
- report any suspicions, concerns, allegations or disclosures of alleged abuse to a Child Safety Officer
- maintain valid VIT or WWCC (Employee) documentation
- report to the Principal any criminal charges or convictions received during the course of employment or volunteering that may indicate a possible risk to children and young people, including any such charges or convictions prior to employment

Health, Safety and Wellbeing Commitment

Presbyterian Ladies' College (PLC) is committed to providing a safe workplace and learning environment that supports and enhances the health and wellbeing for students, staff, contractors, visitors and volunteers.

PLC will provide and maintain a working environment that is safe and free of risks to health so far as is reasonably practicable, comply with OHS Legislation as a minimum standard, strive to fully integrate health and safety in to all aspects of College activities, establish a leader-led positive safety culture, and continuously promote and improve its health and safety practices.

In attending to Health, Safety and Wellbeing all staff must:

- participate in OHS related induction and training
- adhere to Presbyterian Ladies' College's OHS policies and procedures
- comply with instructions given for the health and safety of themselves and of others, and adhere to safe work procedures

- actively participate in the development of risk assessment and / or job safety analysis, identifying, assessing and controlling hazards
- report all hazards, injuries, incidents and near misses via Wyse
- assist with workplace inspections
- cooperate with management in its fulfilment of its OHS legislative objectives
- take reasonable care to ensure their own health and safety and that of others, and to abide by their duty of care provided for in the legislation

Policy and Compliance Commitment

Staff Obligation to Privacy

All PLC staff gain access to private and confidential information in the course of their duties. PLC Staff are expected to share this information in a professional context within the PLC community. Any confidential information may not be shared with any person beyond those expectations.

In attending to policy and compliance all staff must:

- perform their duties in an ethical, lawful and safe manner, and adhere to the compliance obligations relevant to their position
- maintain current registrations and certifications, including compliance with standards and codes of conduct required by professional bodies
- participate in mandatory compliance training
- maintain a current knowledge of, and compliance with the College's policies
- report and escalate compliance concerns, issues and failures

All appointments of general staff are subject to a satisfactory National Police Check, at the expense of the employer.

Mrs Cheryl Penberthy

Principal

July 2022

The purpose of this position description is to provide a general overview of the key responsibilities of the position and is not intended to represent the entirety of the position nor is it intended to be all-inclusive.