



Position Description

Position:	Talent and Recruitment Coordinator
Position Status:	Full-time (1.0 FTE), ongoing
Classification:	Level 5, in accordance with the Presbyterian Ladies' College General Staff Agreement 2022-2024
Annual Leave:	5 weeks annual leave to be taken during term break (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 & Strategy. All positions in the College ultimately report to the Principal

Presbyterian Ladies' College

Established in 1875, Presbyterian Ladies' College is a leading Christian independent school for girls from Kindergarten to Year 12, with onsite boarding available from Year 7.

The campus is situated in the east of Melbourne on a 16-hectare site, creating a unique environment of a school in a park.

Our core values, underpinned by our Christian Ethos, are Truth and Excellence, Character and Integrity, Service and Leadership, Care and Respect and these provide an enduring foundation for dynamic learning. The College Mission is to provide strength, breadth, balance and quality and, as such, we are committed to providing a rigorous academic program focused on each student reaching their potential.

Our consistently impressive academic results reflect the high-quality teaching, dedication of the students and visionary leadership for which the College has long been renowned.

We value and nurture the individual strengths and passions of the students. The personal development of our students is our priority with extensive age-appropriate care and wellbeing programs. Asian and European language studies are part of the curriculum from Prep to Year 12 with many students continuing foreign language study through either the Victorian Certificate of Education or the International Baccalaureate pathway.

The students' talents and interests are nurtured within a rich curriculum program, as well as through extensive co-curricular offerings.

Our ultimate goal is to develop girls who are fully prepared and will flourish in their life and work well beyond school as they contribute in meaningful ways to their community as scholars, thinkers, citizens, advocates.

Position Overview

This role reports to the Director of People & Culture and is responsible for supporting the talent and recruitment function for PLC. This position will provide support to the Talent and Recruitment Lead, assisting



with activities linked to end-to-end recruitment and the onboarding process of talent for the College, including Senior School, Junior School and the Early Learning Centre.

Key Responsibilities:

- Support the Talent and Recruitment Lead to coordinate high volume end-to-end recruitment transactions for PLC staff vacancies, from recruitment requisition through to candidate appointment
- Respond to recruitment enquiries and provide accurate recruitment advice in order to support candidates and internal stakeholders
- Support the Talent and Recruitment Lead to clarify recruitment briefs, timelines and logistics
- Coordinate end-to-end recruitment activities including advertising, screening, reference checks and employment offers
- Utilise recruitment systems effectively and accurately, ensuring best practice recruitment
- Collect, scan and upload hardcopy documentation received to relevant electronic platforms e.g. mailed applications, panel interview notes, reference checks, VIT and WWCC cards.
- Coordinate the candidate onboarding process including pre-employment checks, employee contract preparation, compliance (i.e VIT, WWCC) and payroll, to ensure a positive and timely onboarding experience
- Generate employment contracts in compliance with College EBAs, Awards and NES standards and ensure contracts are created, issued and returned in a timely and efficient manner
- Prepare communications that attract potential candidates to PLC, in line with the College's brand and style guide, including PLC careers website, advertising materials and candidate packs

Other Duties:

- As directed by the Director of People & Culture

Knowledge and General Skills:

- Experience in end-to-end internal recruitment
- Sound technology skills and familiarity with HR recruitment systems
- Collaborative, enthusiastic, ethical and service-oriented work style
- Happy and ready to assist and support peers as needed
- Highly adaptive to a fast-paced work environment, where priorities can often shift
- Ability to confidently manage competing priorities and meet deadlines
- Excellent written and verbal communication skills and a high level of attention to detail
- Ability to handle confidential information and exercise strict confidentiality and discretion
- A positive, proactive approach to work

Qualifications, Experience and Attributes:

- Tertiary qualifications in a Human Resources discipline and / or relevant experience in an internal recruitment role
- Commitment to lifelong learning and professional development



- Willingness to uphold and support the ethos, culture, expectations and rules of the College
- Current or willingness to obtain a Working with Children Check (Employee), essential

Key Relationships:

- Senior School, Junior School and ELC Leadership Teams
- Managers and Heads of Departments
- All teachers and general staff
- Payroll Administrator
- Timetabler
- Daily Organiser
- People & Culture Team

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 are required to:

- uphold the values and actively support the Christian ethos of the College
- be active participants in the College's pastoral care system and to actively support Year Level Coordinators and the Deputy Principal (Pastoral, Students and Staff) or the Head of Junior School in caring for all students
- attend scheduled staff meetings
- undertake all rostered duties



- develop and maintain professional relationships with colleagues
- adhere to all College policies
- maintain current certifications and training as appropriate to position requirements
- be eligible to work in Australia

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

In attending to Occupational Health and Safety all staff must:

- participate in OHS related 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 and to the OHS Manager
- 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

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. 1359 *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.

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.

Mrs Cheryl Penberthy
Principal

March 2023

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.