



CARDIJN  
COLLEGE

## Position Information Document

<b>Position Title</b>	People and Culture Advisor
<b>Supervisor</b>	People and Culture Manager and ultimately to the Principal
<b>Employment Type</b>	Permanent
<b>Classification</b>	Administration Stream
<b>Grade</b>	ESO4
<b>FTE</b>	1.0 FTE
<b>Weeks per Year</b>	48 Working Weeks

### Cardijn Context

Cardijn College is a leading R-12 co-educational Catholic school established in 1984, deeply connected to the Marist tradition and inspired by the dual charisms of our patrons, Cardinal Joseph Cardijn and St. Marcellin Champagnat.

Located in the Southern Vales region of Adelaide, Cardijn has grown to three campuses, each offering a unique educational environment to over 2,100 students, supported by more than 300 dedicated staff members.

**Cardijn College Marian** in Noarlunga Downs enrolls students from Years 7 to 12, offering an extensive curriculum alongside a vibrant extra-curricular program to support a range of learning pathways and cater to the varied interests of our students.

**Cardijn College Marcellin** in Christie Downs has a focus on vocational education and training for students in Years 10 to 12 and beyond, with relationships that extend well into their careers. Marcellin facilitates seamless transitions into professional life through strong industry partnerships, equipping students with the skills and experiences necessary for career success.

**Cardijn College Galilee** in Aldinga enrolls students from Reception to Year 9, providing a nurturing environment with an emphasis on ecological awareness and a personalised sense of belonging.

## Position Summary

The People and Culture Advisor is an integral part of the People and Culture Team and is responsible for the delivery of services and transactional support to Cardijn College.

The People and Culture Advisor will support the interpretation, implementation and administration of the colleges policies, procedures and the Enterprise Agreement. This role will triage enquiries and provide advice and support to leadership and staff whilst being responsible for the maintenance of employment-related systems and processes to support all facets of the employee lifecycle.

## Key Working Relationships

- People and Culture Manager
- People and Culture Administrator
- Executive Leadership Team
- Campus Leadership Teams
- Staff of Cardijn College
- Volunteers
- Third Party Providers
- Pre-service Teachers

## KEY AREAS OF WORK

The People and Culture Advisor will:

### Recruitment

- Support the provision of the successful delivery of the overall recruitment of staff in collaboration with the College Leadership Teams.
- Independently review and development of staff Position Information Documents in accordance with the Enterprise Agreement.
- Prepare employment contracts and employment starter packs to successful candidates.
- Assist the Leader of Professional Practice to coordinate student teacher practicums, including initial contact, commencement paperwork, induction and communication with mentors.
- Effectively manage the onboarding and offboarding of staff through the relevant HRIS.
- Continuously review recruitment processes to deliver best practice.

### Onboarding and Offboarding

- Effectively manage the onboarding process for new hires, ensuring they feel welcome, valued and supported in their new roles.
- Ensure swift compliance in the dissemination and collection of employment related documentation.
- Work in partnership with the People and Culture Manager to coordinate the induction process, including but not limited to policies & procedures, tours, introductions, ICT, security, payroll and general administration.
- Work collaboratively with the College WHS Coordinator for staff WHS induction.
- Work collaboratively with ICT to ensure that access to network, other technology and staff resources are established prior to commencement.
- Coordinate the induction process for volunteers across the college, ensuring compliance.

- Ensure the accurate management and recording of professional learning and development (both mandatory and voluntary).
- Ensure compliance with relevant professional organisations e.g., Teachers Registration Board.
- Support in the management of all contractor records in collaboration with the Facilities Manager and Maintenance Managers.

### **POR Appointments**

- Develop and maintain electronic record keeping systems in order to maintain an accurate record of POR tenure.
- Coordinate POR review meetings in collaboration with members of the Executive Leadership Team and Campus Leadership Teams.

### **Child Protection (Including Volunteers, Contractors, Pre-Service Teachers and Visitors)**

- Effectively process Catholic Police Clearance applications, screenings and maintenance of the database for all staff, volunteers and contractors to ensure compliance with the Police Check Guidelines of the Catholic Archdiocese of Adelaide.
- Maintain accurate register of volunteers, visitors, and contractors.
- Ensure that all staff, volunteers and contractors hold the necessary qualifications i.e. RAN training, WHS induction, WWCC and Catholic Police Clearances prior to commencing on campus.
- Identify procedural gaps and develop robust processes and systems to ensure child protection compliance.
- Conduct volunteer referee checks as directed.

### **Curriculum Extension**

- Support the annual Curriculum Extension Activities (CEA) nominations and the related processes
- Support the Curriculum Extension Coordinators and Admin Staff in the management of volunteer coaches and those on honorariums
- Have an understanding of CEA allowances for teaching staff and provide support, as required, to College Leadership, Payroll and Finance Manager.

### **Annual Performance Reviews**

- Support the administration and delivery of the annual performance review processes.
- Coordinate annual review meetings in collaboration with members of the Executive and Campus Leadership Teams.

### **General P&C duties**

- Collaborate with our dynamic P&C team to provide a comprehensive range of P&C services that empower our employees to thrive.
- Manage and support the P&C email account, ensuring timely and effective responses to enquiries, or appropriately escalating matters as needed.
- Support essential administration tasks, including meticulous reporting and maintenance of our HRIS and employee records.
- Take the lead on allocated and relevant people and culture projects for continuous improvement.
- Develop and update employment templates ensuring compliance to CESA requirements.
- Prepare employment letters including variations, end of employment, statement of

service and distribution of contracts and associated documentation to staff.

- Monitor CESA HR platform and updating local policies and procedures whilst ensuring accessibility for staff via SharePoint.
- Provide sound advice to staff and leadership in relation the Enterprise Agreement and Fair Work Act.
- Effectively maintain P&C spreadsheets and data management systems to record, maintain and assist in planning for the college's resourcing requirements.
- Work in consultation with the People and Culture Manager to support the ESO reclassification process.
- Assist staff with Work Cover processes and submit claim forms and documentation to the relevant insurer and stakeholders.
- Provide administrative support for workers compensation files, billing and commencement of reimbursement process to CCI.
- Provide administrative support for return to work in in line with the Return to Work Act.
- Support staff leave applications and processes in accordance with policy and support arrangements for replacement.
- Effectively collaborate with Payroll, Administration and Finance Teams to build a positive work environment.
- Be a leader in demonstrating positive workplace culture in line with the Marist values.
- Perform any other duties in line with the level of the role as required from time to time at the discretion of the Principal.

## **PERSON SPECIFICATIONS**

- A Diploma in Human Resources and/or equivalent relevant demonstrated knowledge and experience.
- Active support for the Catholic ethos and the College Mission and Values.
- Human Resources generalist background and demonstrated knowledge, skills, and practical experience in supporting strategic and operational human resource activities to effectively support the school's Vision and Mission and Strategic Plan.
- Proficiency across human resources disciplines such as recruitment, employee/industrial relations, and performance management, complemented by a sound knowledge of contemporary human resource practices, standards, and statutory requirements. Experience working in an education environment and/or with enterprise agreements and unions is highly desirable.
- High level of confidentiality, trust, integrity, and work ethic, with ability to work under minimal direction and be accountable for own outcomes as well as positively work closely with and support school leadership.
- Proven interpersonal and communication skills and proven ability to develop a positive rapport with others to build credible, trusting and respectful relationships.
- Able to initiate, analyse, design, plan, execute and evaluate human resources and employee/industrial relations matters and generate and evaluate ideas through analysis of information and concepts to meet the needs of the school.
- Comprehensive administration and organisational capabilities to successfully manage work planning and achieve required work outcomes. This includes undertaking research and investigations which may be extensive.
- High level proficiency in MS Office (e.g. Outlook, Word, PowerPoint and Excel) and ability to efficiently navigate databases and systems.
- Demonstrate an active commitment to ongoing professional learning and timely completion of required training, and participate in professional (and other) reviews, as applicable.

## **SPECIFIC REQUIREMENTS**

- Applicable First Aid Certificate relevant to the role requirements.
- Current and acceptable Working With Children Clearance and Catholic Police Clearance to work in Catholic Education SA.
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate.
- CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.

## **WORK HEALTH AND SAFETY**

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker while at work you must:

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

(Reference: Division 4, Section 28 – SA WHS Act 2012)

## **PERFORMANCE REVIEW**

- All employees are required to proactively participate in the College's Performance Appraisal and Development Program including periodic review.
- On the first anniversary of appointment and biennially thereafter, or at another mutually agreed time, consultation will occur between the employer and the employee to ensure that the duty statement is accurate.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.