



## INFORMATION FOR POTENTIAL APPLICANTS

### HR AND COMPLIANCE OFFICER Part-Time Commencing ASAP

Thank you for your interest in the advertised position. Below you will find information to follow when submitting your application.

The HR and Compliance Officer supports general administration activities in Human Resources and Compliance. This includes data entry, reviewing and updating records, assisting with the scheduling of mandatory training, and handling various administrative tasks related to the College's HR and compliance obligations.

Below you will find information to follow when submitting your application. Your application should include:

1. A covering letter of no more than two (2) pages outlining your suitability for the role.
2. Curriculum Vitae, of no more than three (3) pages, listing name and contact details of three professional referees. Please ensure that you include **your current employer**.
3. The completed **Employment Declaration Form** (*found at the end of this document*).
4. Please direct any enquiries to Liane Anderson on **8254 0608** or via email at [employment@stcolumba.sa.edu.au](mailto:employment@stcolumba.sa.edu.au).
5. Specific Requirements for this position include:
  - Current acceptable Department of Human Services (DHS) Working with Children Check (WWCC).
  - Approved Responding to Abuse and Neglect training with an Education and Care focus.
  - Relevant First Aid Certificate
6. **Please submit your application via email in one (1) PDF format and in the following order:**
  - Employment Declaration Form
  - Cover letter
  - Curriculum Vitae

Applications should be emailed to:  
Mr Darren Pitt  
Principal  
[employment@stcolumba.sa.edu.au](mailto:employment@stcolumba.sa.edu.au)

Applications close 5pm Sunday 23 March 2025

# Position Information Document

## HR AND COMPLIANCE OFFICER



**Employment Type:**  
Permanent

**Classification and Stream:**  
Education Support Officer – Administration Stream

**Grade:**  
Grade 3

**Conditions of Employment**  
Part-time, 2 days per week 8:15am – 4:15pm (hours negotiable)  
48 weeks per year (negotiable)

**Reports to:**  
Principal  
Director of Human Resources  
Safety, Risk and Compliance Manager  
Head of Business Services

**The employment conditions are in accordance with the Catholic Schools Enterprise Agreement (as amended or replaced).**

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### 1. BROAD PURPOSE

The HR and Compliance Officer will be responsible for the provision of high-quality administrative support to effectively support the Director of Human Resources and Safety, Risk and Compliance Manager and their activities.

The role aims to support general administration activities in Human Resources and Compliance. This includes data entry, reviewing and updating records, assisting with the scheduling of mandatory training, and handling various administrative tasks related to the College's HR and compliance obligations.

The HR and Compliance Officer reports to the Director of Human Resources and the Safety Risk and Compliance Manager, who provide general oversight and guidance. While ultimately accountable to the Principal, all support staff report to the Head of Business Services.

### 2. KEY WORKING RELATIONSHIPS

Principal	Head of Business Services
Director of Human Resources	Colleagues
Safety, Risk and Compliance Manager	

### 3. DUTY STATEMENT

#### HR Administration

- Provide administration support in relation to recruitment and hiring of new employees.
- Support the onboarding process for new staff by gathering employment documents, recording new employee data into the appropriate system, and managing filing systems. This also involves recording necessary compliance checks and assisting with scheduling required training, when required.
- Assist in responding to new staff inquiries regarding onboarding matters.
- Coordinate inductions for new employees and volunteers.

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- General filing (hard copy and digital), data entry and administration tasks as required.

### Compliance Administration

- Maintain accurate records of staff and volunteer compliance training.
- Utilise relevant data systems to assist in monitoring that all current staff and volunteers maintain up-to-date background checks and compliance requirements.
- Record compliance data provided by third-party providers and contractors.
- Assist in monitoring ongoing training requirements and entering relevant certificates in appropriate databases and filing systems.
- Provide administrative support in tracking and recording staff training sessions.
- Using relevant databases to compare and identify discrepancies and maintain data accuracy.
- Provide administration support in the coordination of mandatory staff training sessions, including WHS, First Aid, and other relevant compliance training.
- Undertake other duties, as required by the Principal (or delegate).

### 4. PROFESSIONAL RESPONSIBILITIES

- Demonstrate a commitment to uphold and contribute to the Anglican and Catholic ethos of the College and model the school's Christian traditions and practices.
- Act in a manner consistent with the Code of Conduct for Staff at St Columba College.
- Understand the employer's requirements and act in accordance with all College policies, guidelines, and procedures.
- Be aware of and consistently implement all relevant College student policies and procedures.
- Fulfil Duty of Care responsibilities to assist in the safety in the safety of all students.
- Accept delegated responsibilities, as appropriate.
- Present self appropriately, following dress code as required.
- Understand and adhere to the requirements of the Privacy Act in relation to staff, students and families at the College.

### 5. PERSONAL QUALITIES AND SKILLS

- Demonstrate highly developed computer skills, knowledge and experience, with particular expertise in the Microsoft Office suite.
- Possess a strengths-based approach and solutions focus.
- Work under minimal supervision and take responsibility for own work outcomes to effectively meet the requirements of the role.
- High level organisational skills, be proactive, show significant initiative, analyse, plan and apply solutions, demonstrate discretion and judgement, and be able to work under pressure and meet required timelines.
- Demonstrated high level of confidentiality, trust, honesty, integrity and work ethic.
- Self-motivated, resilient and able to work productively in a complex environment as a member of a team.
- An active commitment to ongoing professional learning and development.

### 6. SPECIFIC REQUIREMENTS

- Certificate IV in Administration or Business (or equivalent) or demonstrated comparable knowledge and experience in a similar role.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in

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Catholic Education South Australia.

Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.

- First Aid Qualification as directed by the College.
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
  - 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.

Being vaccinated against COVID-19 is not mandatory for staff. It is highly recommended for all staff to maintain vaccination status as recommended by the policy.

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

Responsibilities may be varied as determined by the Principal (or delegate).

# Employment Declaration

To be considered for employment in any capacity, you must complete all parts of this Declaration, including by providing additional, supporting information and documentation where a "Yes" response has been recorded. You will not be considered for employment unless you complete the Declaration and provide comprehensive and complete information as necessary.

If you have any questions about the Declaration, please contact us on (08) 8254 0600.



Dr / Mr / Mrs / Ms / Other \_\_\_\_\_ **SURNAME:** \_\_\_\_\_

**GIVEN NAMES:** \_\_\_\_\_

**FORMER NAMES:** \_\_\_\_\_ *please ensure your FULL name is included*

**DATE OF BIRTH:** \_\_\_\_\_ (optional) **TELEPHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **P/Code:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**Please tick the statement that best describes your working rights in Australia:**

Australian/NZ Citizen	Permanent Australian Resident
VISA with working rights (please provide a copy)	Other (please specify): _____

Teacher Registration No. (if applicable): \_\_\_\_\_

You must provide the **ORIGINAL TRB** issued teacher registration certificate (if applicable) and evidence of a valid, current DHS issued **Working With Children Check** for sighting at your work location.

**POSITION FOR WHICH APPLICATION IS MADE:** \_\_\_\_\_

**Please respond to the questions below and sign the Declaration at the end of this form:**

- |  |     |    |     |
|--|-----|----|-----|
| 1. Have you ever been investigated, charged, arrested, reported for or pleaded or found guilty of any criminal offence? (Tick 'No' where an expiation notice only was received)  | Yes | No |     |
| 2. Have you ever received a written counselling or warning or been dismissed or resigned following allegations of improper or unprofessional conduct or unsatisfactory work performance?   | Yes | No |     |
| 3. Are you currently the subject of an investigation or process being undertaken by your employer, a regulator/registrar or police?  | Yes | No |     |
| 4. (a) Have you ever been the subject of adverse findings in the course of an investigation or any other process relating to alleged unsatisfactory performance or misconduct by you as an employee?   | Yes | No |     |
| (b) If no to question 4 (a), did you resign during the course of a process/investigation and prior to any findings being made?   | Yes | No | N/A |
| 5. (a) Have you ever been the subject of adverse findings relating to allegations of misconduct by you including of a sexual nature towards or in relation to a child (person under 18 years of age) or towards any other person to whom you were responsible for providing education or other services? | Yes | No |     |
| (b) If no to question 5 (a), did you resign during the course of a process/investigation and prior to any findings being made?   | Yes | No | N/A |
| 6. Our process includes asking referees whether there are any child protection concerns in your regard. Do you foresee any problem arising from this process?  | Yes | No |     |
| 7. (If applicable) Do you have conditions on your SA teacher registration?   | Yes | No | N/A |

**Please note:** If you answer YES to any of the above questions, you are required to provide comprehensive supporting details, including relevant documentation in order to be considered for employment. (Please attach as separate sheets.)

If you choose not to answer one or more of the above questions, please indicate by ticking the box below that you wish to meet with the Principal (or delegate) to discuss.

I have opted not to answer one or more of the above questions and ask that a meeting be arranged with the **Principal** (or their delegates)

**Please note:** If you wish a meeting to be arranged you must submit your application at least one week prior to the closing date.

## Further information and ongoing requirements

Evidence of a criminal history that may be unrelated to any risk of harm to children will not automatically preclude a person from being or remaining employed.

The requirement for full and honest disclosure is a condition of initial and ongoing engagement. In signing this form you declare that you are a fit and proper person of good character, and if you are successful in your application, you will notify the **Principal** should there be a relevant change in your circumstances; for example, criminal charges and convictions, restraining orders, intervention orders, injunctions, disciplinary proceedings and investigations.

If you are charged with, convicted of, or granted bail in relation to a sexual offence against a child you are required to inform the **Principal** immediately and if you are accused, convicted or granted bail you will need to immediately cease providing services to the College.

## Declaration

I understand that any false or misleading information I provide will result in me not being considered for employment or may result in the termination of my employment. I declare that I have answered this Employment Declaration Form truthfully.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## OFFICE USE:

Principal signature: \_\_\_\_\_ Date: \_\_\_\_\_