

Position Description

HR Advisor

OVERALL PURPOSE OF THE POSITION

The HR Advisor works as a collaborative member of the People & Culture Team and reports directly to the Deputy Head People & Culture. Barker College is committed to investing in our staff, and continuous professional development in achieving overall success.

The HR Advisor is also responsible for the delivery of generalist HR services and the provision of operational and strategic support to the various departments and the five campuses of Barker College across two jurisdictions (NSW and NT) within this role's portfolio. The HR Team structure provides for each HR Advisor/Business Partner to be fully responsible and accountable for the HR function within designated areas of the School.

This position supports the interpretation, implementation and administration of the School's HR policies and procedures with a focus on the employee lifecycle including, but not limited to, the accurate and timely preparation of offers, variations, contract reviews and terminations.

There is a significant focus on the People & Culture Team being service orientated, responsive and providing visible and proactive support to enable all staff to thrive in their roles.

The portfolio pertaining to this role is Professional Services Staff (non-teaching staff) who are employed in diverse areas across the School including Sport, Catering, Grounds and Facilities and Corporate Services.

PRIMARY DUTIES & RESPONSIBILITIES

HR Coordination

- Support all HR activities for all staff in the role's portfolio from onboarding to offboarding e.g. variations to contracts, renewal of contracts, maintenance of staff records, terminations etc
- In collaboration with the Heads of Department, identify staffing and recruitment needs and develop position descriptions as required
- Administration of end-to-end recruitment processes (including facilitation of employment approval, recruitment, contracting, onboarding, initial orientation and probation process)
- Maintain positive staff relationships and support staff with general HR enquiries, leave enquiries, facilitation of leave requirements e.g. parental leave and long service leave
- Possess strong knowledge and application of relevant employment legislation, including the Fair Work Act, Modern Awards and relevant Enterprise Agreements. It is desirable to have worked across Enterprise Agreements within the Education industry
- Conduct and support salary and remuneration benchmarking and reviews against external market data
- In collaboration with the Deputy Head of People & Culture, manage employee relations matters including staff check ins, resolution of complaints and grievances and conducting workplace interviews and investigations where required
- Maintain best practice for recruitment, onboarding and HR practices (ongoing review of processes and seeking efficiencies wherever possible)
- Maintain staffing records (electronic, paper and archived) in line with the requirements of Barker College

- Ensure that the HR team of the People & Culture Department is accessible, inclusive, works transparently and is up to date with all legislative requirements relevant to supporting Barker College and its staff
 - Liaise with other departments on HR issues ensuring involvement in any new implementations
 - Maintain close working relationships with Finance & ICT to ensure best practice, transparent processes and integration wherever possible with payroll, budgeting and ICT requirements
 - Undertake HR related projects as may be required, in consultation with the Deputy Head People & Culture
 - Provide support to the Deputy Head People & Culture as may be required in relation to the role
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QUALIFICATIONS

- Relevant tertiary qualifications in Human Resources or equivalent, with at least 2 - 5 years' experience in Human Resources
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SKILLS, KNOWLEDGE AND PERSONAL ATTRIBUTES ESSENTIAL TO THE JOB

- Ability to support the Christian values and ethos of the School.
 - Exceptional personal standards of honesty, integrity, professionalism and confidentiality
 - Sound understanding of contemporary HR practice, and experience in or willingness to learn interpreting and applying relevant legislation, regulations, policies and procedures
 - Ability to accurately draft and prepare HR related documentation
 - High level skills in using office software including email, word processing, spreadsheets and experience in using computerised HR systems, including data review and general reporting
 - Excellent interpersonal skills with the ability to develop positive relationships with clients at all levels and work effectively in a team environment
 - Ability to set priorities and manage workflow independently within a high-volume environment
 - Ability to meet deadlines while maintaining accuracy and attention to detail
 - Ability to use judgment and discretion and seek advice and assistance from senior staff as required
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ACCOUNTABILITY

Child Safety

Barker College has an abiding commitment to the safety, protection and well-being of all children and young people in our care. All staff members will be held accountable for ensuring adherence to the policies of the School, in particular those relating to the safeguarding of children.

General

Breaches to a staff member's responsibilities and/or authority will be managed through the School's Disciplinary Management Procedures. This defined accountability is underpinned by the Barker College Staff Code of Conduct, complaints and performance management procedures.

Work Health and Safety

All staff members will be held accountable for their actions and omissions where it affects their own or another person's workplace safety.

SPECIAL CONDITIONS

- Prepared to undertake any additional training to complement the position
 - Flexible working hours
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ORGANISATION CHART RELATIVE TO POSITION

The Manager's Manager: **The Head of Barker College**

The Immediate Manager: **Deputy Head People & Culture**

This position: **HR Advisor**

APPROVAL

This position description accurately details the primary duties and responsibilities of the **HR Advisor**

Approved by Deputy Head People & Culture in July 2025

ACCEPTANCE OF POSITION DESCRIPTION

Position description accepted by:

Name of Staff Member: [candidate_name]

Signature of Staff Member: [acceptance_status]

Date: [acceptance_date]