



POSITION DETAILS

REPORT TO:	Manager Corporate Services
FTE:	0.6 FTE
CLASSIFICATION LEVEL:	Grade 4 or Grade 5 dependent on experience

JOB SPECIFICATION

Adelaide Christian Schools (ACS) is a community of schools, both nationally and internationally. These schools provide an education of academic excellence consistent with the teachings of the Bible, to children of many Christian denominations. They teach and train students in all aspects of life in such a way that God is seen as the centre of everything. They are an extension of the home and help parents fulfil the God-given mandate to bring up their children in His ways.

The primary corporate service functions of ACS are based at the Kings Park office for Sunrise schools, international schools, and ELCs.

POSITION OVERVIEW

Position Summary	<p>The Senior HR Officer plays a central role in providing high-quality human resources support across our schools and early learning centres. Working closely with the CEO, Principals, ELC Executive Director and other senior leaders, the Senior HR Officer ensures consistent and compliant HR practices.</p> <p>The Senior HR Officer will support the development of a positive workplace culture aligned with the organisation's values, ensure compliance with relevant legislation and industrial instruments, and contribute to strategic HR projects.</p>
Reporting/ Working Relationships	<ul style="list-style-type: none">The Senior HR Officer is accountable to and under the direction of the Manager Corporate Services. The Manager Corporate Services provides leadership for the corporate office and sets the general direction and ethos for all staff.



	<ul style="list-style-type: none">• This position reports to the Senior HR & Payroll Coordinator, who reports to the Manager Corporate Services.• Works closely with the CEO, Principals, ELC Executive Director and Directors on employee matters.• Provides guidance and oversight to the HR Administrator in relation to recruitment, onboarding and compliance tasks (no formal line management).• The Senior HR Officer should maintain and foster positive relationships with all staff.
Special Conditions	<ul style="list-style-type: none">• Some out of hours work may be required• Drivers licence and own vehicle required

KEY RESPONSIBILITIES

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Tasks	<p>The Senior HR Officer will have responsibility for leading the following activities and delivery of the following key tasks:</p> <ul style="list-style-type: none">• Provide professional HR support to the CEO, Principals, ELC Executive Director, and Directors on employee relations, industrial matters, and legislative interpretation.• Interpret and apply relevant industrial instruments, including the National Employment Standards, Modern Awards, and Sunrise Enterprise Agreements.• Liaise with employment lawyers and professional bodies (AISSA) as necessary.• Lead or support HR-related projects and initiatives, aligned with organisational priorities and culture.• Oversee recruitment activities, including advertisement, selection process coordination, and employment documentation—working closely with the HR Administrator (who handles logistics and compliance).• Support staff onboarding and induction, working in partnership with school and ELC leadership to ensure a smooth transition for new employees.



	<ul style="list-style-type: none">• Review Job and Person Specifications, employment contracts, and associated documentation to ensure compliance and clarity.• Monitor employee compliance requirements, including Working with Children Checks, teacher registration (TRB survey), and Work Health & Safety-related requirements.• Maintain oversight of employee records, ensuring confidentiality, accuracy, and legislative compliance, while providing general support for employee enquiries.• Act as Secondary Rehabilitation and Return to Work Coordinator; Support Return to Work processes, including incident reporting and claim processing.• Contribute to annual workforce planning, including staff surveys and review processes.• Maintain confidentiality and discretion at all times in handling sensitive HR matters.
Other Duties	<ul style="list-style-type: none">• Other duties as required.

PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS

QUALIFICATIONS	<ul style="list-style-type: none">• A current, satisfactory Working With Children Check (WWCC) – must be held prior to commencement.• A recent National Police Clearance – must be held prior to commencement.• Completion of Responding to Risks of Harm, Abuse & Neglect in Education and Care (RRHAN-EC) training, Protective Practices training, and Return to Work Coordinator training – these may be completed upon commencement if not already held.
SKILLS & ABILITIES	<ul style="list-style-type: none">• Demonstrated experience in a generalist HR role, providing support across a range of human resource functions.



	<ul style="list-style-type: none">• Sound knowledge of Australian employment legislation, including the Fair Work Act and National Employment Standards.• Strong interpersonal and communication skills, with the ability to build trust and collaborate effectively with staff at all levels.• Experience coordinating recruitment and onboarding processes, including documentation and compliance.• Proven ability to manage sensitive matters with discretion, confidentiality and professionalism.• Strong organisational and administrative skills, with the ability to manage competing priorities and maintain attention to detail.• Experience supporting performance development, staff appraisals, and professional learning initiatives.• A demonstrated service mentality.• A proactive approach to problem-solving and continuous improvement.
PERSONAL ATTRIBUTES	<ul style="list-style-type: none">• An ongoing commitment to the Lord Jesus Christ as Lord and Saviour, consistent with the Biblical standards of Adelaide Christian Centre.• A mature faith and active involvement in a local church.• A proven lifestyle founded on Biblical Christian principles.• A life that demonstrates the indwelling of the Holy Spirit.• A willingness to affirm the foundation statements and principles promulgated by the School and ACS.• A Christian with a strong commitment to Christian Education and a determination to serve God in a Christian school community.• Willingness to occasionally travel to all School and ELC sites, including regionally if necessary.

DESIRABLE CHARACTERISTICS

QUALIFICATIONS	<ul style="list-style-type: none">• Qualifications in Human Resources, Industrial Relations, or a related field.
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	<ul style="list-style-type: none">• Membership of a relevant professional association (such as AHRI).
EXPERIENCE	<ul style="list-style-type: none">• Previous experience in a school, educational, or not-for-profit environment.• Previous experience working with a geographically dispersed workforce.
KNOWLEDGE	<ul style="list-style-type: none">• Working knowledge of Roubler.

The requirements of this job & person specification are intended to describe the general nature and responsibility of work in this job. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the job. This job & person specification should be read in conjunction with the employee's current Employment Agreement and the Enterprise Agreement. Employees will also be required to follow any other job-related instructions and school policies, and to perform other job-related duties requested by their Manager. The Manager Corporate Services may, through consultation with the employee, vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

Authorised by: _____
Manager Corporate Services, Sunrise Christian School

Date _____

Accepted by: _____
Applicant

Date _____