



## Group HR Administrator

### About Pacific Hills Christian School

Pacific Hills Christian School is a co-educational Prep to Year 12 Christian school with 1400 students, located in Dural, in the Hills District of Sydney. The School is part of the Pacific Group of eight Christian schools, with six of these schools located in regional NSW.

### About the Role

Reporting to the Group HR Manager, we are seeking an experienced and passionate HR Administrator with the capacity to implement and manage the centralised end-to-end recruitment process as well as undertaking a range of HR administrative support for the Pacific Group of Christian Schools.

This is a full-time position. Remuneration will be based upon our Enterprise Agreement and the skills and experience of the applicant.

The successful applicant must have:

- Tertiary study in HR preferred
- HR generalist experience with injury management and WHS knowledge – the more HR experience you have, the more challenging and diverse the role may become!
- Working knowledge of employment legislation, WHS legislation, and HR functions
- Understanding of Enterprise Agreements
- Exceptional administration, organisational and time management skills
- A positive and collaborative approach to their work
- The ability to handle information with respect and confidentiality
- Strong computer skills and the ability to pick up new systems quickly – exposure to ELMO and/or TASS desirable
- A detail oriented work style
- Excellent verbal and written communication skills

Main duties and responsibilities:

- Managing the centralised end-to-end recruitment process for the Pacific Group including recruitment, onboarding, and induction
- Assisting with the drafting of Letters of Offer
- Role description creation, assessment, and review
- Return to work coordination - manage Workers Compensation claims and Return to Work Plans
- Assisting the Group HR Manager with providing support to staff and management with employment related and HR issues
- Provide general HR administrative support

Commitment to a local church and the ethos of Christian education is essential.

Applications should include a reference from a minister of the church you regularly attend.

For further information, please contact the Group Human Resources Manager by email [employment@pacifichills.nsw.edu.au](mailto:employment@pacifichills.nsw.edu.au)

To apply for this position, please download and complete our [Employment Application](#) form and return it to the School by email [employment@pacifichills.nsw.edu.au](mailto:employment@pacifichills.nsw.edu.au)

**Applications close: Monday 8<sup>th</sup> August 2022.** Early applications are appreciated to assist the interview process. Please note that applications will be considered as received, and an appointment may be made prior to this date.

*Pacific Hills Christian School is a child safe workplace; all candidates are required to provide their NSW Working With Children Check Number for verification.*