



Personnel Support Officer

Title	Personnel Support Officer
Classification	Education Support - Level 3, Category A
Appointment duration	Ongoing 0.4 FTE (Monday & Tuesday)
Date Reviewed	May 2023

Whitefriars College, a Catholic school in the Carmelite spirit and tradition, is a faith learning community wherein all members, *'gradually learn to open themselves to life as it is, and to create in themselves a definite attitude to life as it should be'* (*The Catholic School*, n31). The words of Jesus, *'I have come that you may have life and have it to the full'* (*John 10:10*) and *'As the Father has loved me, so I have loved you'* (*John 15:9*) provide the basis for all that we do.

The Whitefriars College Mission and Values Statement *'reflects the tradition of the Carmelites who actively seek to live in God's presence by walking in the way of Jesus Christ', 'aims to empower young men to live with integrity through experiences of community and prayer and a sensitivity to justice' and 'assists them to take their place in society as a valued individual, alive with the wisdom of the Gospel.'* This statement is integral to every position of leadership in the College.

Commitment to Ethos

All staff in Catholic schools have an indispensable role to play in furthering the mission of the Church. It is expected, all employed in a Catholic school:

- accept the Catholic educational philosophy of the school
- develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work
- by their teaching ministry, other work and by personal example strive to help students and families in their faith formation to understand, accept and appreciate Catholic teaching and values
- avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church community, in whose name they act
- comply with the accreditation policy of the CECV to teach in a Catholic school.

Furthermore, it is expected of all employed at Whitefriars College that they accept and support the ethos of the Carmelite order, and activities directed at the broader aims of the College.

Whitefriars College is a Child Safe School in accordance with Ministerial Order 1359

Whitefriars College staff and volunteers are instructed about the school's child safety policies and are expected to comply with the school's obligations and understanding of a child protection culture and minimisation of the risk of child abuse. Staff and volunteers are provided with appropriate training and development opportunities, as well as ongoing supervision and management, to ensure their conduct is consistent with the school's child safety and wellbeing policies and procedures.

Overview

The Personnel Support Officer is reportable to the Business Manager through the Personnel Manager to assist with the management of all College Human Resource systems relevant to staff records and payroll administration.

Responsibilities

Payroll and Human Resources is a sensitive, private and confidential area and should be treated as such. The Personnel Support Officer is required to have a full understanding of all payroll and superannuation processes and procedures. In the event of the absence of the Personnel Manager, including during peak work periods, the Personnel Support Officer is responsible for processing the payroll and superannuation in a timely and accurate manner.

Payroll

- Assist with the processing of fortnightly payroll including creating calculation sheets for casual staff and employee deductions (ie. all Staff, Casual and Emergency Relief Teacher's timesheets).
- Assist with sending EFT payment files to: Bank; PAYG, Salary Packaging, Unions and other payments as required.
- Assist staff with payroll enquiries.

Superannuation

- Assist with monthly processes and payments of superannuation, both salary sacrifice, and employer guarantee amounts, using Microsoft Excel, including reconciling to payroll reports and upload to QuickSuper.
- Process Superannuation payment to the bank.

Leave (including Sick Leave, Annual Leave and Long Service Leave)

- Assist the Personnel Manager in the maintenance of leave processing in Synergetic and/or MACS Personnel Record System (PRS).
- Scan and upload into electronic staff personnel files all leave forms, medical certificates and personal documents.
- As required, liaise and advise staff of Long Service Leave entitlements through MACS PRS and provide staff member with copy of their Long Service Leave report.

Personnel Records and Staff Registers

- Assist with the set-up and maintenance of personnel records for employees both internally and electronically on Synergetic, MACS Online Service Records (OSR) and PRS.
- Assist with maintaining employee archived records.
- Assist with entering and maintaining Victorian Institute of Teaching (VIT) and Working With Children (WWC) Registers
- Assist with the entering of bus drivers licence details onto the Whitefriars College Bus Driver's Register

Office and Administrative Services

- Relief Reception in an emergency situation.
- Attend meetings and Professional Learning sessions as required.
- Other duties as requested by the Personnel Manager, Business Manager or Principal or their delegate.

Employment Qualifications

It is expected the successful application will hold appropriate qualifications and /or skills and knowledge through experience to match the duties required.

Terms and Conditions of Employment

Tenure

The position is a permanent 0.4 FTE 2 x 7.6 hours days per week appointment.

Days of work is Monday and Tuesday (in line with payroll responsibilities)

The starting date will be negotiated.

General Conditions

Unless otherwise agreed, the terms and conditions of employment are those of an Education Support employee under the Victorian Catholic Education Multi Employer Agreement 2018 (currently under negotiation).

Remuneration

The annual salary will be as Education Support, Category A (Four weeks annual leave pro-rata)

The classification is depending on the qualifications and experience of the appointee.

Synergetic experience desirable.

The salary will be negotiated as per the above conditions.



Application

Applicants should submit:

- A covering letter of *no more than one page* outlining why the application is being made for the position
- A response of *no more than one page* on your ability and experience that will enable you to undertake the various aspects of the role
- An up-to-date Curriculum Vitae
- The names and contact details of at least three relevant referees

Applications should be addressed to **Mr Mark Murphy, Principal, Whitefriars College**

and emailed to employment@whitefriars.vic.edu.au no later than **4.00pm on Tuesday, 13 June 2023**.

Any enquiries regarding the role should be directed, in the first instance, to Ms Antonella Vetrano, Executive Assistant to the Principal on 9872 8200.