



JOB DESCRIPTION

Title:	Human Resources (HR) Assistant
Reports to:	HR Manager
Working Relationships	Internal: <ul style="list-style-type: none"> Payroll Team MBC Staff External <ul style="list-style-type: none"> Job Applicants
Current FTE:	0.4
Work days/hours:	7.5 hours, 8am to 4pm with half-hour unpaid lunch Work days to be agreed with HR Manager
Job Summary	
<ul style="list-style-type: none"> Reporting to the HR Manager, the HR Assistant performs administrative tasks and services to support effective and efficient human resources operations. The role provides support in employee lifecycle processes, builds strong working relationships and positively promotes the organisation at all times. 	
Qualifications / Work Experience	
<ul style="list-style-type: none"> Tertiary qualification in Human Resources or related field Experience in similar role is preferred A commitment to child safety and a Working with Children Check Valid Australian work rights to apply for this position 	
Personal Specifications / Essential Skills	
<ul style="list-style-type: none"> Willingness to uphold and live the Mission, Vision and Christian values of Mandurah Baptist College Strong communication and customer service skills Excellent interpersonal skills with the ability to maintain sensitive and confidential information Detail-oriented and organised Some knowledge, experience, interpretation and application of relevant legislation governing employment, human resources and industrial relations. Includes: Fair Work Act, Awards, Agreements, etc. Sound experience with Microsoft Office Suite Well-developed IT skills and an ability to learn new systems 	
Key Tasks & Responsibilities	
<ol style="list-style-type: none"> Assist the HR Manager with the process of recruitment, including job advertisements, screening, pre-employment requirements, and issuing employment contracts. Coordinate logistics for new hire induction and on-boarding activities. Assist in developing and updating job descriptions and job specifications. Maintain accurate and up-to-date human resource files, digital and electronic employee records, and documentation. Maintain compliance-related documentation and ensure tracking tools are accurate and up to date. Support HR-related projects, programs and activities. Coordinate off-boarding process including the completion of termination paperwork and exit interviews. 	

8. Ensure a high level of confidentiality and discretion is exercised at all times.
9. Assist in the implementation of policies and procedures based on relevant legislation and human resources management practices to provide an effective, consistent and timely delivery of human resource services to support organisational needs.
10. Ensure compliance with MBC values, policies and standards and be an advocate for this with all staff.
11. Follow reasonable directions in relation to Work Health and Safety.
12. Perform general transactional and administrative duties as assigned.

Created on 6 September 2023

Last Updated: