



People & Culture Officer

JOB OVERVIEW

The Position

Scotch College is seeking a proactive and highly organised People & Culture Officer to join the People & Culture team. This role plays a key part in supporting the delivery of operational HR processes and contributing to a high-quality employee experience across the College.

About the Role

The People & Culture Officer supports the day-to-day operations of the People & Culture function, acting as a key point of contact for employee queries and providing administrative and coordination support across the full employee lifecycle.

Working closely with the Director of People & Culture, Senior People & Culture Business Partner and People & Culture Advisor, this role ensures recruitment, onboarding, compliance and employee records are managed accurately, efficiently and in line with College and regulatory requirements.

The role requires strong attention to detail, a commitment to confidentiality, and the ability to manage competing priorities in a fast-paced environment.

A full job description is available on our website: <https://www.scotch.wa.edu.au/employment/working-at-scotch>.

Key Responsibilities

- Support end-to-end recruitment and onboarding processes, including advertising, candidate communication and coordination of appointments
- Maintain accurate employee records and HR systems, ensuring documentation is secure, compliant and up to date
- Monitor and manage employee compliance requirements (e.g. WWC, TRBWA, Police Checks) and proactively follow up on outstanding items
- Provide timely, professional support to employees and managers, responding to queries and managing the People & Culture inbox
- Provide general administrative support to the People & Culture team as required

About You

You will be a motivated and detail-oriented HR professional who:

- Builds strong, professional relationships with staff and stakeholders
- Is friendly and approachable, providing a welcoming first point of contact
- Demonstrates excellent organisation, communication and time management skills
- Works effectively both independently and as part of a collaborative team
- Shows initiative and a proactive approach to managing workload and meeting deadlines
- Maintains a high level of confidentiality, integrity and professionalism
- Takes pride in delivering accurate, high-quality work in a fast-paced environment

Qualifications and Requirements

- Certificate IV in Business Administration or equivalent experience
- Experience in a People & Culture, Human Resources or administrative environment
- Familiarity with HR processes, compliance requirements and recruitment practices
- Experience using HR systems and Microsoft Office applications
- Understanding of Working With Children Checks and TRBWA requirements (desirable)
- Knowledge of employment legislation and industrial frameworks (desirable)

Why Join Scotch College

Scotch College offers a collaborative and supportive working environment, opportunities for professional development, and the chance to contribute to a high-performing People & Culture team. Our employee value proposition reflects our commitment to our people through a strong sense of community, a positive workplace culture, and meaningful opportunities for development and growth. Our staff also enjoy:

- Morning tea and lunch provided daily during term time
- Free onsite parking
- A supportive team environment
- Excellent resources
- Access to Professional Development

About Scotch

Scotch College Western Australia is one of Australia's leading independent schools, with a 129-year-old history of academic excellence. Nestled in leafy Swanbourne on 22 spacious hectares, the College caters for 1600 students in Pre-Kindergarten to Year 12, including over 130 boarders from across the world.

Scotch delivers the Western Australian and Australian Curriculum, enriched by the IB Primary Years Programme, with senior pathways including WACE (ATAR and VET) or the globally recognised IB Diploma Programme (IBDP). Scotch College weaves longstanding traditions and Christian values with contemporary education to foster global citizens. We are well-known for our incredible breadth of education and our supportive community.

We believe in lifelong learning and offer all staff boundless opportunities to build new skills and develop their career. Each day at work, you will access advanced technologies, work within state-of-the-art facilities, and collaborate with staff who are leaders in their areas of expertise.

Discover our staff benefits at <https://www.scotch.wa.edu.au/employment/working-at-scotch>.

Application Information

The successful candidate will be required to provide evidence of a current Working with Children Check (WWCC), a current TRBWA registration. Scotch College takes child protection seriously. All candidates for roles at Scotch College are subject to screening and assessment against child safety standards as part of the recruitment process.

Applications addressed to the Headmaster should be submitted via the SEEK website and include a cover letter addressing the above selection criteria, outlining what you would bring to the role and your interest in joining Scotch College. Further information can be found on the Scotch College website:

www.scotch.wa.edu.au/view/employment

Closing Date: 9:00am, Monday, 18 May 2026

Enquiries regarding application process:

Emma Kinsey, People & Culture Advisor

Tel: 9460 6653 Email:

emma.kinsey@scotch.wa.edu.au

Enquiries regarding expectations and conditions of the position

Vivien Whitehead, Director of People & Culture

Tel: 9383 6815 Email:

vivien.whitehead@scotch.wa.edu.au