



People & Culture Officer

JOB DESCRIPTION

Reports to: Director of People & Culture

Department: People & Culture

A&TO Level: 3

Position Summary

The People & Culture Officer supports the department with the delivery of people and culture operational processes. Acting as the point of contact, the People & Culture Officer will respond to internal and external people and culture related queries or requests and provide assistance to staff as required. The role will facilitate a number of daily people and culture functions including supporting the recruitment and onboarding process and keeping track of employee records and compliances.

Essential Criteria

Education and training

- Cert IV in Business Administration or equivalent experience

Core competencies (knowledge, skills, and experience)

Technical

- Understanding of employer and employee requirements for Working with Children Checks (WWCC) and Teachers' Registration Board of Western Australia (TRBWA)
- Strong attention to detail with the ability to identify non-compliance with policies and procedures
- Knowledge of people and culture processes and recruitment best practices
- Intermediate to advanced administration skills with extensive ability in using Micro Soft Office
- Experience with human resources databases and Human Resource Information Systems (HRIS)
- Ethical and secure use of Artificial Intelligence (AI) to streamline and automate administrative and People & Culture processes, ensuring privacy, accuracy checks, and transparency

Human Relations

- Friendly and approachable manner
- Outstanding communication and interpersonal skills
- Strong customer focus (internal and external)
Willingness to work as a team member and maintain a strong work ethic
High level of personal integrity and credibility, and maintains confidentiality
- Good organisational and time management skills
- Highly accountable and proactive in meeting deadlines
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Additional requirements and values

- Positive outlook with the willingness to become involved in Scotch College life
- Demonstrated ability to embrace Scotch College Values of Service, Integrity & Stewardship underpinned by the values of the Uniting Church in Australia (UCA); in particular the UCA Charter of Education
- Demonstrated ability to abide by organisational Health & Safety Policy, Procedures & Guidelines
- Recognising that Scotch College is a Child Safe Organisation, upholding the College community's commitment to a shared culture of child safety

Desirable Criteria

- Relevant experience within a People & Culture and/or administrative environment
- Previous experience in an educational environment
- Knowledge of employment law/Modern Awards/relevant industrial instruments and legislation and how to apply them

Core Responsibilities and Tasks

Recruitment

Provide support to the Senior People & Culture Business Partner and the People & Culture Advisor with the recruitment and appointment process as directed. This includes:

- Format and post job overviews and advertisements on appropriate online and print media as advised by the Senior People & Culture Business Partner and the People & Culture Advisor
- Liaise with the Admissions, Engagement and Communications Department for updating the employment page of the Scotch website
- Provide interview panel access to the online recruitment portal
- Acknowledge candidate applications and communicate the progress of the recruitment process including if they are unsuccessful
- Respond to queries from potential candidates regarding advertised positions
- Organise interviews in liaison with interview panel members (or authorised deputy) in conjunction with the Senior People & Culture Business Partner and the People & Culture Advisor
- Coordinate process including managing interview schedule, ensuring applicant arrival, room set up and appropriate liaison with interview panel
- Prepare interview packs, including interview schedule, candidate details and prepared interview questions
- Acknowledge unsolicited applications and forward to Senior People & Culture Business Partner and the People & Culture Advisor for review

Onboarding

Compliance

- Prior to appointment, ensure that all employment clearances for new staff are provided (i.e., proof of qualifications, TRBWA registration/Police Clearances, Working with Children Check and other employment paperwork), and that all essential information is included in the employee Information and Declaration Form
- Ensure appropriate recruitment and onboarding procedures are undertaken for casual employees and liaise closely with the Sport, Outdoor Learning and Adventure, and Music departments and Senior People & Culture Business Partner and the People & Culture Advisor to ensure compliance

Onboarding documentation and processes

- Prepare letters of appointment and other associated information for new casual employees. Notify Information and Learning Technologies (ILT) of requirements for new staff and enter new employee information on the HRIS system
- In liaison with the Senior People & Culture Business Partner and the People & Culture Advisor, work to ensure staff contracts reflect the needs of the College and meet industrial legislation requirements

- Track staff completion of paperwork and clearances and ensure that all paperwork is completed in reasonable time and progressed to Payroll
- Respond to queries from new and existing staff regarding their contracts and employment package

Staff Learning System Administration

- Administration of the staff learning system including allocation of online training modules to staff
- Monitor and report on completion of allocated online modules

Work Health and Safety

- Organise regular First Aid Training courses for staff (at present twice a year)
- Organise annual Skin Checks and Hearing Checks annually

Other duties

- Provide weekly reports on upcoming and outstanding State/Commonwealth legislated items such as WWCC, TRBWA and police clearances, alerting the Director of People & Culture immediately of any potential non-compliance prior to the expiry date
- Update the People & Culture meeting notes on a weekly basis
- Monitor and manage People & Culture email inbox, respond to queries and assign responsibility to other team members as appropriate
- Develop and coordinate the maintenance of the department database, shared folders and filing systems, providing recommendations for improvement where appropriate
- Manage, review, and audit the employee files ensuring current and archived staff files are maintained up to date
- Ensure employee documentation is maintained in a secure and confidential manner and that the office maintains a “clear desk” policy
- Prepare staff data reports and department overviews as required by senior managers
- Act as an authorised user to enable appropriate staff to access the Association of Independent Schools Western Australia (AISWA) website for professional development registration and information services
- Raise purchase orders for the People & Culture department approval
- Create, maintain, and update staff Synergetic and HRIS accounts (including staff photos). Liaise with ILT as the point of contact for any changes/upgrades
- Update annual department Calendar on Outlook alerting the team of upcoming items
- Prepare statements of service for employees as required
- Compile annual Staff and Council Lists in liaison with the Admissions, Engagement and Communications Department
- Collate applications for annual Long Service Leave and Postgraduate and Further Study requests
- Provide general administrative support as required
- Any other duties as requested by the Director of People & Culture

This job description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager’s discretion. Employees may also be required to undertake other reasonable duties as directed.

Updated 8/05/2026