



Human Resources Officer



[Introduction to Brindabella Christian College, Canberra](#)

Vision Statement

The vision of Brindabella Christian College is to advance a community of Wisdom, Integrity, Service and Excellence in and through Christian Education.

Background

For over forty years Brindabella Christian College, formerly the O'Connor Christian School, has provided a holistic approach to education based on Christian values and beliefs.

Preparing young people in a changing world which can be volatile, uncertain, complex and ambiguous, demands that the significant adults in a young person's life lead and learn alongside them with purpose, compassion and humility. The College seeks to actively influence the lives of a greater number of young people. It believes that the most authentic way of achieving access to those students is via the offering of a high-quality, excellent education program. This is the core business of Brindabella Christian College.

The College supports Christian families, and those supportive of the Christian worldview, to raise their children in a safe and caring environment. The school aims to partner with parents in the education of their children, supported by Christian staff.

The College is a member of Christian Schools Australia, and the Association of Independent Schools, ACT.

Values

As a Christian school, we value – *Wisdom, Integrity, Service, and Excellence*

Mission

Our mission is to offer high quality Christian education where parents and staff partner together to make a difference in our students' lives, by helping them grow in wisdom, live life with integrity, be empowered to serve, and to cultivate an excellent spirit.

Immutable Tenets

An important component of the ethos of the college is a set of tenets which Brindabella Christian College holds as sacrosanct. These are central to the identity and tradition of the school and will not be compromised under any circumstance. These include:

- Christian education where God is present in the daily life and work of the College
- Upholding of traditional, conservative Biblical values
- Co-education from Early Learning to Year 12
- Service to others
- Non-selective entry
- Individual focus on each student achieving their personal best
- Strong community connection.

Operational Philosophy of the School

The core work of Brindabella Christian College is to provide to students a high-quality education through a Christian worldview, from the infant developmental stage to the completion of the secondary years.

In order to achieve this, the College is aiming to regularly review and improve academic programs respond operationally to best meet emerging needs, conduct regular staff reviews to improve targeting of professional development for staff, maintain pastoral care for students, and employ high quality staff to support the teaching and Christian philosophies of Brindabella Christian College and its future growth.

Governance

Brindabella Christian College is governed by a Board of Directors. The Directors are responsible for setting the strategic view, the schools' policies, philosophy of the school and regulatory compliance.

Faith Basis of Employment

Appointment to this position is conditional upon you having and retaining during the term of the appointment a firm personal belief consistent with the Statement of Faith attached to your letter of offer from the College. This is inclusive of an active commitment to and involvement with a Christian Church holding a doctrinal

Human Resources Officer Position | 2025

position consistent with the Statement of Faith, this being an essential condition and inherent requirement of your appointment and continuing employment.

Should you cease to have a firm personal belief consistent with the Statement of Faith or cease to maintain an active commitment to and involvement with an appropriate Christian Church you must inform the Principal and/or Board immediately. In such an event the College may terminate your employment opportunity summarily in accordance with the provisions outlined in your letter of appointment

Position – Human Resources Officer

We seek an exceptional person to join our College as the Human Resources Officer. The position is full-time from 2025.

Overview

The HR Officer is responsible for the comprehensive management of human resources functions across the College, supporting both the operational needs of the College and its strategic objectives. This role encompasses key areas such as recruitment and selection, onboarding, staff development, employee relations, compliance, workplace safety, and HR administration. In addition to handling daily HR functions, the HR Officer also plays a critical role in supporting the College's compliance obligations and has para-legal responsibilities to ensure HR practices meet legal and ethical standards. This position demands a high level of professionalism, organisational skills, and commitment to upholding the College's Christian values.

Key Responsibilities:

1. *Recruitment, Selection, and Onboarding*
 - Develop and manage recruitment processes for all staff, including leadership roles, ensuring alignment with the College's strategic objectives.
 - Oversee the end-to-end recruitment process, including drafting job descriptions, advertising positions, and conducting background checks.
 - Design and implement onboarding processes that welcome and inform new staff about College policies, culture, and strategic plan goals.
 - Manage the induction of school contractors engaged in extracurricular activities.
 - Facilitate an annual staff induction aligned with the College's strategic plan and mission.
2. *Employee Relations and Workplace Culture*
 - Foster a positive, inclusive workplace culture grounded in Christian values, serving as a resource for employee concerns.
 - Mediate conflicts and facilitate resolutions, maintaining alignment with College values and HR policies.
 - Provide high-level, timely, and professional advice and support to the Principal and leadership team on people-related matters.
 - Fulfil the duties of a complaints officer
3. *Compliance and Para-legal Support*
 - Ensure all HR practices comply with legal standards, including employment laws and workplace health and safety regulations.
 - Review, develop, and update HR policies as needed, including safety, data protection, and equal opportunity policies.
 - Support the College's legal compliance by providing para-legal assistance, conducting policy audits, and assisting with investigations as required.
4. *HR Administration and Record Keeping*
 - Manage all HR administrative tasks, including preparation of annual remuneration letters, employment contracts, advertisements, variation letters, and staff leave procedures.
 - Maintain accurate employee records (both digital and manual), including personnel files, payroll details, and leave records.
 - Prepare and update the Staff Handbook annually, ensuring it reflects current policies, procedures, and strategic objectives.
 - Oversee the off-boarding process, including exit interviews and the retrieval of College property and intellectual assets.

5. *Workplace Health, Safety, and Wellbeing*

- Lead workplace health and safety initiatives, performing risk assessments and implementing preventive measures.
- Coordinate staff wellbeing programs, promoting a supportive environment in line with College values.
- Respond to and investigate workplace incidents, ensuring compliance with College policies and prompt resolution.
- Manage Return to Work processes

6. *Policy Development and Strategic Support*

- Develop, review, and update HR-related policies to align with best practices, legal standards, and College values.
- Support the Principal and leadership team in strategic HR initiatives, including workforce planning and succession planning.
- Regularly assess organisational workforce needs to inform strategic planning and support the College's long-term objectives.

7. *Community Engagement and Communication*

- Serve as a liaison between staff and the wider school community, providing clear communication on HR policies.
- Engage with external agencies, legal advisors, and partners to support HR operations and foster community connections.
- Facilitate effective internal communication, ensuring all staff understand College policies, benefits, and any procedural updates.

8. *Additional HR Support*

- Manage the probation process for new staff and support performance reviews when required.
- Address employee queries and provide support for employment issues, ensuring a responsive and supportive HR function.
- Ensure all personnel files are complete and up to date, including final reviews before archiving files of departing employees.

Essential Criteria

- Proven HR or Business Administration experience.
- Familiarity and alignment with Christian education principles and the mission of Christian faith formation; experience in faith-based institutions is preferred.
- Sound knowledge of HR compliance and employment law, with para-legal experience highly regarded.
- Demonstrated ability to effectively lead and support staff, fostering a positive workplace culture that aligns with the College's values.
- Strong organisational, communication, and writing skills, including excellent grammar and language proficiency.
- Proficient ICT skills, including experience with HR information systems and related software.
- Ability to adapt and manage multiple responsibilities, with flexibility to undertake additional duties as required by the Principal.
- Supportive of the College's ethos and strategic direction, demonstrating commitment to the College's Christian values and vision.
- Current Working with Vulnerable People or Children clearance (or eligibility to obtain).
- Current First Aid and CPR Certificate (or willingness to obtain).

You are required to provide a submission of no more than two pages, stating how your current and/or recent experience meet the essential and desirable criteria in addition to your CV.

Desired Criteria

- Bachelor's degree in Human Resources, Business Administration, or related field
- Experience in HR within an educational setting, with demonstrated understanding of the unique challenges and opportunities in a K-12 environment.

Reporting lines

Reports to Principal and Business Manager

Appraisal/Review Conditions

All staff will undergo annual performance appraisals.

Faith Basis of Employment

- Demonstrated ability to ensure that the Biblical World view is integrated into the curriculum and teaching based on the infallible Word of God
- Act consistently with the Christian content within the 'Faith Basis of Employment' and the 'Lifestyle Agreement and Intention to Continue' statements within the College letter of offer and the Multi-Enterprise Agreement (all documents are available from the school's website)

Personal Skills and Attributes

Applicants for the role of English teacher should demonstrate the following personal skills and attributes:

1. *Empathy and Compassion*
 - A caring and understanding approach towards students with diverse needs, with the ability to build trust and provide support that respects individual differences.
2. *Strong Christian Faith and Commitment to Christian Values*
 - Active participation in a Christian church community
 - A strong personal faith and commitment to Christian principles, with the ability to integrate these values into everyday interactions, fostering a positive spiritual environment within the school.
3. *Integrity and Ethical Conduct*
 - Uphold high ethical standards, honesty, and transparency in all HR practices and decisions.
4. *Strong Communication Skills*
 - Excellent written (including spelling and language conventions) and verbal communication skills, with the ability to engage clearly and positively with students, staff, and parents, as well as the confidence to present training and workshops.
5. *Collaborative Team Members*
 - Proven ability to work effectively in a team, fostering collaboration and building positive relationships with colleagues across departments and with external professionals.
6. *Problem-Solving and Initiative*
 - Ability to think creatively and proactively to find solutions for diverse learning challenges, as well as to make informed decisions that support student wellbeing and academic success.
7. *Resilience and Adaptability*
 - A calm and resilient approach, able to handle complex situations with patience, and to adapt strategies to meet the evolving needs of students and the school community.
8. *Organizational and Time Management Skills*
 - Strong ability to manage multiple responsibilities efficiently, maintain accurate records, and meet deadlines in a busy school environment.
9. *Analytical and Reflective Thinking*
 - Strong analytical skills, with the ability to assess student needs, evaluate program effectiveness, and use data to drive continuous improvement in learning support and enrichment.
10. *Attention to Detail and Compliance*
 - Detail-oriented with a strong commitment to ensuring compliance with all relevant standards, and requirements and the accurate documentation of adjustments and support plans.

Terms of Appointment

The remuneration package includes an attractive annual salary commensurate with the applicant's qualifications and experience. Consideration will be given to special superannuation arrangements and salary packaging.

There will be regular performance-based appraisals on agreed criteria. The appointment is full-time and ongoing with a 6-month probationary period.

The College reserves the right to fill the position by invitation or to re-advertise the position.

Salary Range

\$65,000 - \$128,000 pro-rata (dependent on years and level of experience).

Other documents

Please note that the following documents are available on the College website for your reference:

1. Faith Basis of Employment Statement
2. Lifestyle Agreement and Intention to Continue Statement
3. Multi Enterprise Agreement

Applications

Applicants for the advertised position at Brindabella Christian College are required to complete the application form found on the [BCC website](#).

Specific Position Enquiries to:

John Clarke
Business Manager
Brindabella Christian College
Phone: +61 (2) 6190 7300
Or Email jobs@bcc.act.edu.au

Lodgment of Applications:

Applications can be lodged electronically by email to:
Email to jobs@bcc.act.edu.au

Closing Date:

Applications close on **6 December 2024**. Applications will be reviewed, and interviews will be held shortly after.

College Employment Interview Process Outline

The interview process for applicants seeking employment at the College is designed to ensure a fair, comprehensive evaluation while accommodating candidates from various locations, including interstate and overseas. The process aims to assess applicants' professional qualifications, alignment with the school's values, and suitability for the specific role.

1. Initial Application Review

- **Screening:** The hiring team reviews each application to ensure applicants meet the essential qualifications and experience for the role.
- **Shortlisting:** Candidates whose backgrounds align well with the position requirements are shortlisted and contacted regarding the next steps.

2. Preliminary Interview (Online or In-Person)

- **Format:** Shortlisted candidates are invited to a preliminary interview, typically conducted via video conference for remote applicants or in-person for local candidates.
- **Objectives:** This interview serves to assess:
 - The candidate's understanding of and alignment with the school's values and mission.
 - Key qualifications, experience, and skills relevant to the position.
 - Basic behavioral and situational responses to determine the candidate's approach to challenges they might encounter in the role.
- **Preparation:** Candidates are advised of the format and provided with general questions and topics to help them prepare.

3. Second Interview - Panel Interview

- **Format:** For interstate and overseas applicants, this interview is held online with a panel. Local candidates will need to attend in person.
- **Panel Composition:** Typically includes the Business Manager, a department manager, and a representative from Human Resources.
- **Topics Covered:**

- Faith-based and ethical scenarios
- Specific situational questions tailored to the position.
- **Follow-up Questions:** This stage allows the panel to ask follow-up questions on the candidate's prior experience and responses given in the preliminary interview.
- **Interaction Assessment:** The panel will observe the candidate's interpersonal skills, clarity in communication, and potential cultural fit within the school community.

4. DISCRETIONARY STEP- Practical Component (Teaching Simulation or Project)

- **For Teaching Roles:** Candidates are asked to prepare and deliver a sample lesson (either recorded or live) to demonstrate their teaching style, classroom management, and engagement strategies. Overseas and interstate candidates may submit a video of the lesson or conduct it via a virtual classroom.
- **For Administrative Roles:** Candidates may be given a scenario-based project or case study to complete, which assesses their problem-solving abilities, decision-making skills, and alignment with the school's policies and mission.
- **Feedback:** The hiring team assesses the performance on various criteria and, where possible, provides feedback to the candidate.

5. Reference Checks and Verification

- **Reference Checks:** Contact the candidate's references to verify employment history and overall fit for a faith-based school environment.
- **Additional Checks for Overseas Applicants:** For international applicants, additional verification (e.g., credential validation, background checks) may be required.

6. Final Interview (Optional)

- **Purpose:** For positions where a further in-depth conversation is needed, or when interviewing overseas candidates who may need to meet with additional senior staff.
- **Format:** Conducted online if the candidate is interstate or overseas.
- **Topics Covered:** Often focuses on logistics, expectations for relocation (if applicable), and clarification of any final questions from either the candidate or the school.

7. Offer and Onboarding

- **Offer Stage:** Successful candidates receive a formal offer, detailing the terms of employment, start date, and next steps.
- **Relocation Support:** If required, the school may assist with resources to support the relocation process for interstate or overseas hires.
- **Onboarding:** Once the offer is accepted, the candidate will be guided through the school's onboarding program to ensure a smooth transition into their new role.

Considerations for Overseas and Interstate Applicants:

- **Flexibility in Timing:** Time zone differences are accommodated in scheduling interviews.
- **Remote Participation:** All stages are accessible via online platforms to ensure remote applicants receive the same evaluation opportunities.
- **Relocation and Adjustment Support:** Where possible, the school may provide resources to help candidates and their families transition smoothly to their new community and role.

This interview process ensures that each candidate is evaluated thoroughly and fairly, regardless of location, while upholding the school's commitment to a supportive and professional hiring experience.