



POSITION DESCRIPTION

People and Culture Advisor

POSITION DETAILS	
Position title:	People and Culture Advisor
Reports to:	Director of People, Culture and Safeguarding
Organisation:	EREA Colleges Ltd
Contract tenure:	Permanent
FTE:	1.0 (Full Time)
Business Hours:	8.30am – 4.30pm (Monday to Friday)
Expected level of contact with Children:	Casual Contact
Location:	Brisbane
Direct reports:	Yes
Budget responsibilities:	No
Annual Salary	\$114,263 <i>(including annual leave loading & superannuation)</i>
Approved:	February 2025

1.0 Vision

Founded in values espoused in the Gospel, Edmund Rice Education Australia Colleges Ltd (EREA Colleges) seeks to transform the hearts and minds of young Australians through education to build a more just and inclusive local and global community through presence, compassion, and liberation. According to The Charter for Catholic Schools in the Edmund Rice Tradition, EREA offers a Liberating Education, based on a Gospel Spirituality, within an Inclusive Community committed to Justice and Solidarity.

EREA is a system of Catholic schools in the Edmund Rice tradition, operating nationally. We educate over 40,000 students and employ over 4,500 people across our network. We have schools in every Australian state and territory.

EREA Colleges is the Governing Body responsible for 20 Educational Bodies operating schools or Early Learning Centres in Queensland, Western Australia, South Australia, Tasmania and the Australian Capital Territory.

In all we do, we operate with Clarity, Accountability and Transparency.

2.0 Position Purpose

Working under the guidance of the Director – People, Culture and Safeguarding, the People and Culture Advisor will deliver high quality general human resources support to EREA Colleges, including in the areas of recruitment, onboarding, performance appraisals, workplace and industrial relations.

3.0 Travel Required

Limited interstate travel may be required in this role.

4.0 Key Responsibilities and Accountabilities

- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, including child safeguarding, Code of Conduct and Work Health and Safety.
- Provides end to end coordination and support in the recruitment of qualified job applicants for senior positions; collaborates with directorates to understand skills and competencies required for positions.
- Conducts probity checks and employee eligibility verifications.
- Implements employee onboarding and retention activities.
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Triages complaints and coordinates complaint management processes.
- Manages employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Attends and participates in employee disciplinary meetings, terminations, and investigations as required.
- Maintains compliance with employment laws and regulations.
- Reviews policies and practices to maintain compliance.
- Maintains knowledge of contemporary trends, best practices, regulatory changes, and new developments in human resources.
- Assists in the development of human resources policy, procedure and associated collateral.
- Assists in the interpretation and implementation of terms and conditions across multiple Enterprise Agreements and Modern Awards.
- Contributes to and supports Enterprise Bargaining processes as required.
- Completes other special projects and duties as required by the Director of People, Culture and Safeguarding.

5.0 Key Relationships

- EREA Colleges staff and senior leaders
- Catholic agencies and educational authorities
- Government and non-government agencies
- EREA Colleges Principals, Business Managers and Senior Leaders
- Other EREA Governing Bodies

6.0 Key Attributes and Experience

- Tertiary qualifications in human resources or equivalent.
- Commitment to mission in Catholic education.
- Strong experience in human resources, including recruitment and workplace relations.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organisational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Skilled at working with a broad array of people, strong listener, able to interpret requirements and deliver feedback directly and clearly.
- Thorough knowledge of current employment-related laws and regulations.
- Excellent written and interpersonal skills.
- Technically proficient in the use of the Microsoft suite and ability to develop knowledge in HR software.
- Highly developed problem solving and solution focused practices.
- The ability to be commercial, strategic and entrepreneurial in the pursuit of Mission.
- The ability to support complex capital and infrastructure projects with schools.
- The ability to work collaboratively with complex stakeholders.

HOW TO APPLY:

Please address your application to the Director of People, Culture and Safeguarding, Mr Peter Simpson and email your application directly to ereacollegeshr@erea.edu.au

Your application should include:

1. Current Resume
2. Covering Letter, outlining reasons for your interest in and suitability for the position (no more than two pages)

All applications will be acknowledged within 24 hours by a response email from the EREA Colleges HR mailbox. For a confidential conversation about the role, please contact Director of People, Culture and Safeguarding, Mr Peter Simpson on 07 3737 6712 or ereacollegeshr@erea.edu.au

APPLICATIONS CLOSE 5pm Sunday, 6 April 2025.

AGREEMENT

The requirements of this position description are intended to describe the general nature and responsibility of work in this position. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the position. This position description should be read in conjunction with the employee's contract of Employment. Employees will also be required to follow any other position-related instructions and EREA Colleges policies, and to perform other position-related duties required to support EREA College's compliance with its legislative obligations. Through consultation with the employee, EREA Colleges may vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

EREA EXPECTATIONS

A commitment to the Catholic ethos in the Edmund Rice tradition.

Staff are required to read, understand and comply with all EREA Colleges policies, procedures and reasonable direction, while demonstrating professional workplace behaviour in accordance with the EREA Code of Conduct.

A valid Working with Children Check in each of the EREA Colleges jurisdictions, and completion of a National Criminal History Check are essential conditions of employment.

CHILD SAFEGUARDING RESPONSIBILITIES

EREA is a child safe and child-centred organisation, committed to the protection of children and has zero-tolerance of any abuse of children. It is our commitment to ensure that each and every child and young person under our care is kept safe and free from all forms of harm and abuse.

EREA is committed to ensuring the safety, wellbeing and dignity of all children and young people. Our physical and cultural environment promotes children and young people's feelings of inclusion, participation and empowerment.

You are required, as a condition of employment at EREA, to comply with our Child Safeguarding Program, including our Child Safeguarding policies and procedures, the EREA Child Safe Code of Conduct, your legal obligations with respect to the reporting of child safety incidents or concerns, and in maintaining a valid and current Working With Children Checks.

It is your responsibility to be aware of key indicators of child abuse and other harm, to be observant, and to raise any and all child safety incidents or concerns.