

## HUMAN RESOURCES ADVISOR




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POSITION HOLDER:	Vacant (Semester 2, 2025)
SECTION:	Human Resources
POSITION REPORTS TO:	Human Resources Manager
REPORTS TO POSITION:	NIL
CLASSIFICATION:	Level 9-10 – General Staff Classification as outlined in The Friends' School (General, Early Learning & Fitness) Enterprise Agreement 2024
STUDENT CARE:	No
PERIOD OF APPOINTMENT:	Maximum Term – 6 months
HOURS PER WEEK:	38 hours

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## P U R P O S E

The HR Advisor plays a key role in supporting the effective delivery of human resources at Friends. This position is responsible for coordinating recruitment, onboarding, and employee lifecycle activities, ensuring high-quality service and compliance with internal processes and relevant employment frameworks. The HR Advisor also provides timely advice to staff and leaders and supports the implementation of HR systems and initiatives that align with the school's strategic goals.

## P R I M A R Y   D U T I E S

- To be responsible for promoting a child safe environment within your area of supervision and the School. To champion this important priority and provide leadership through up to date child safeguarding training for yourself and your team annually and ensure that the Child Safeguarding and Mandatory Reporting Policies are followed. Ensure an environment where children, parents and staff feel comfortable raising concerns in their area of supervision.
- Liaise with leaders to ensure adequate staffing for the beginning of each semester, ensuring timely recruitment and onboarding in ELMO and Definitiv.
- Coordinate end-to-end recruitment processes, including editing position descriptions, advertising, shortlisting, interview coordination, and candidate care.
- Manage onboarding activities, acting as a key point of contact for new staff.
- In collaboration with the Director of Teaching & Learning, and other key stakeholders, organise and oversee the annual New Staff Induction event.
- Prepare employment documentation for new and existing staff, including contracts, adjustments, and internal transfers.
- Work closely with Payroll to ensure accuracy and timeliness of contract information.

- Communicate staffing changes (including casuals) to the Daily Relief Coordinator.
- Provide HR reporting for leaders and committees as appropriate, and manage internal staff movement communications via newsletters and other appropriate channels.
- Act as Systems Administrator for the ELMO HRIS, including liaising with Information Systems on integration with Definitiv where required.
- Provide generalist advice to supervisors and staff on employment matters including leave, entitlements and interpretation of policies and enterprise agreements.
- Coordinate annual HR processes, including Annual Reflection and Planning and Probation reviews.
- Coordinate Professional Learning processes.
- Support the implementation of human resources strategies and organisational initiatives.
- Proactively identify and recommend improvements to HR processes and systems.
- Undertake other HR-related duties as required.

#### KEY RELATIONSHIPS

- Human Resources Manager
- Payroll
- Deputy Principal
- Heads of School and Senior Managers
- Supervisors
- Daily Relief Coordinator
- Information Systems
- Staff

#### DELEGATIONS

- Authorising **budgeted** operational purchase orders and invoices for payment up to \$7,500. Limited to area of responsibility.
- Authorising **budgeted** capital purchase orders and invoices for payment up to \$7,500. Limited to area of responsibility.
- Authorising **budgeted** travel purchase orders and invoices for payment up to \$7,000. Limited to area of responsibility.
- Authorising **budgeted** domestic professional learning for payment up to \$15,000.
- Authorising **budgeted** Professional Learning travel purchase orders and invoices for payment up to \$15,000. Limited to area of responsibility.

- Authorising the engagement and timesheet approval of casual staff (including relief teachers) from pre-approved staffing pools and within budget limits. Limited to area of responsibility.

#### SELECTION CRITERIA

1. Understanding and experience of the [10 National Child Safe Standards](#) which strive to protect children and young people from abuse and neglect.
2. Qualifications in Human Resources, Business or a related field, or equivalent relevant experience.
3. Experience in Human Resources administration or coordination, particularly across recruitment and employee lifecycle functions.
4. Excellent communication and interpersonal skills, with the ability to build effective working relationships across the organisation.
5. Strong organisational skills with the ability to manage multiple priorities and deadlines.
6. High level of accuracy and attention to detail when preparing employment documentation and working with HR systems.
7. Proficiency in HRIS platforms, ideally with experience in ELMO and/or Definitiv, or the ability to quickly learn new systems.
8. Sound understanding of employment legislation and industrial instruments (such as Enterprise Agreements), or a demonstrated capacity to develop this knowledge.
9. A high degree of discretion and professionalism in handling confidential information.
10. A proactive, service-oriented mindset and commitment to continuous improvement.
11. The ability to work safely in an office and school environment and be fit to undertake the inherent requirements of the position.
12. Show Strong support for the Purpose and Concerns and ethos of The Friends' School including a capacity to provide cultural leadership in keeping with the Purpose & Concerns.
13. Must hold a current Tasmanian Working with Vulnerable People registration (employment) and provide a National Police Check (less than 6 months old).

## C O N F I D E N T I A L I T Y

A school environment is one where you will have access to highly confidential information, therefore it is critical for the School to explicitly state the following:

### **Definition**

Confidential Information includes, with the exception of information in the public domain, any information:

- disclosed to you by or on behalf of The Friends' School;
- which comes into your possession, or is generated by you, in the course of your employment, whether or not the information was originally supplied by The Friends' School;
- relating to the dealings, financial arrangements, transactions, general affairs, details of suppliers, staff members, agreements entered into with The Friends' School and the financial position of The Friends' School and other matters that do or may affect the financial position or reputation of The Friends' School; and
- relating to internal management of The Friends' School, the structure of The Friends' School businesses, The Friends' School personnel, policies, strategies, plans, or aspects of its future activities.

### **Your obligations**

You are expected to:

- use Confidential Information solely for the purpose of performing your duties;
- take all reasonable precautions as may be necessary to maintain the confidentiality of Confidential Information;
- not remove any Confidential Information from the school's premises without its prior consent;
- not (except in the normal course of carrying out your duties) copy or duplicate any Confidential Information without the consent of The Friends' School and
- immediately notify The Friends' School of any suspected or actual unauthorised use, copying or disclosure of Confidential Information.