

HR and Compliance Administrator

Classification:	Category B Level dependent on experience
Commencement	July 2026
Employment Status:	Full time or Part time Ongoing
Reports to:	Principal
Employment Terms:	Employment is in accordance with terms and conditions as outlined in the Catholic Education and Multi-Employer Agreement (CEMEA 2022)

Mercy College

Mercy College is a Catholic Secondary Girls' College with a proud and rich history of education in the local Coburg area and surrounding suburbs.

Guided by the Mercy values of Compassion, Excellence, Hospitality and Justice, we pride ourselves on fostering a community which empowers each student to be inquisitive, courageous and persistent. We respect, value and celebrate each student's unique gifts and all that they bring to our community.

Position Summary

The HR and Compliance Administrator provides specialised administrative support to the Principal, with responsibility for maintaining the College's risk and compliance frameworks while delivering essential HR administrative services across the employee lifecycle, including staff recruitment, onboarding and offboarding processes as well as maintaining the employee database. The role requires the incumbent to operate with a high degree of confidentiality with attention to detail and professional integrity.

Child Safety

Mercy College is committed to the safety and wellbeing of our students. The College is committed to the protection of all children from all forms of child abuse. In this context, the College has implemented a comprehensive child safety program and processes which apply to all community members.

All staff appointed to the College are expected to take an active role in maintaining children's safety and have a demonstrated understanding of appropriate behaviours when engaging with children. Staff are also required to have a sound knowledge of their legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards.

Essential Duties and Responsibilities

HR Administration

- Support the Principal with the staff recruitment process by drafting position descriptions, posting advertisements and managing candidate correspondence.
- Develop and maintain the recruitment register, and manage the shortlisting process from recruitment to onboarding
- Organise interviews, prepare interview packs and coordinate the logistical and administrative aspects of the onboarding and offboarding processes
- Prepare letters of appointment as well as Employment Variations (EVs) and other contractual documentation as directed
- Assist in the preparation of induction schedules and ensure all pre-employment compliance documentation (WWCC, VIT, Qualifications) is verified and filed accordingly
- Assist in managing employee relations matters through the provision of administrative support.
- Respond in a timely manner to all enquiries received through the HR Inbox.

Staff Records

- **Employee Entitlements and Leave Management**
 - Maintain and review employee entitlements, including personal leave, annual leave and time in lieu.
 - Maintain accurate records of staff leave, ensuring adjustments are recorded and tracked correctly.
 - Process Long Service Leave (LSL) applications, ensuring they are reconciled with the payroll system and general ledger.
- **Employee Records**
 - Assist with the ongoing maintenance and review of employee records in ICON/VCEA.
 - Ensure all required personnel information is kept up-to-date and compliant with College policies and data privacy regulations.
 - Ensure work patterns for part time staff are accurate and up to date

Risk & Compliance Coordination

- **Policy maintenance:** Support with the regular review, update and development of College policies, procedures, protocols and implementation guidelines to ensure alignment with Melbourne Archdiocese Catholic Schools (MACS) and VRQA standards.
- **Compliance monitoring:** Assist with internal audits and the collection of evidence for internal and external audits and reviews. Assist in monitoring the College's compliance registers and following up on outstanding actions with relevant stakeholders.
- **Training compliance:** Oversee the management of mandatory staff training registers, including Child Safety, First Aid, Anaphylaxis and Mandatory Reporting.

Safety, Wellbeing & Professional Duties

- **OHS assistance:** Provide administrative assistance to the OHS Committee, including preparing agendas and taking minutes etc.
- **Emergency Management Support:** Assist the College Operations Leader and Senior Leadership allocated as part of the role in updating the Emergency Management Plan and provide support for termly evacuation / lockdown drills.
- **Collaboration:** Maintain professional and collegial relationships, attending all relevant College meetings and community events as directed.

General accountabilities for all staff

- Contribute to a healthy and safe work environment for self and others by complying with all safe work policies and procedures.
- Maintain currency of first aid, mandatory reporting and anaphylaxis training.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.
- Attend all relevant school activities and meetings as well as professional learning opportunities.
- Demonstrate professional and collegiate relationships with colleagues.

Selection Criteria

The successful applicant must be able to demonstrate the following:

- Exceptional administration skills, including attention to detail, with the ability to work autonomously and with the need of minimum supervision
- Relevant experience in HR within an educational setting will be highly regarded
- Proven experience in the efficient, accurate and timely administration of systems and databases with advanced ICT skills including Microsoft Office and ICON will be highly regarded
- Relevant qualifications and demonstrated skills and experience in the delivery of Human Resources services within a medium to large organisation with a service focus and ability to multitask and work under pressure
- Confidentiality
- Excellent communication skills - both oral and written
- Ability to work in a team environment
- Current Working with Children Check, current National Police Check, First Aid Certificate

No position description can be entirely comprehensive. The incumbent will be expected to carry out such other duties as may be required from time to time and are broadly consistent with the position description and its status within the College.