



Loyola College
Position Description
STAFF & COMPLIANCE ASSISTANT

Role:

The Staff and Compliance Assistant is responsible to the Principal through the Deputy Principal Staff and Compliance. The role has the following areas of responsibility:

- Administrative activities related to staff compliance (eg. VIT, OHS, CEVN, Professional Learning)
- Administrative activities related to staff recruitment, onboarding and offboarding.
- Administrative support to the Professional Development Coordinator in booking professional learning activities and associated flights and accommodation.

Key Responsibilities:

Staff Compliance

- Maintain VIT Teacher Registration Portal and the College on-site VIT Register
- Maintain Catholic Education of Victoria Network (CEVN) Online Staffing Records (OSR) and Personnel records onto the Personnel Record System (PRS) for leave, VIT and other required data fields.
- Maintain VIT Teacher Registration Portal and the College on-site VIT Register.
- Maintain the qualifications register within Synergetic and onsite evidence of qualification.
- Prepare Human Resources Data and Compliance reports as required.
- Administrative support for school reviews and other compliance matters.

Staff recruitment, onboarding and offboarding

- Prepare job advertisements for The Age, Melbourne Archdiocese Catholic Schools (MACS) portal and other sites.
- Work with the Director of College and Community Engagement to ensure that job advertisements are uploaded on LinkedIn.
- Prepare employment contracts using Catholic Education Commission of Victoria (CECV) templates aligned with Catholic Education Multi-enterprise agreement (CEMEA), MACS and College policies and procedures.
- Ensure return of all documentation associated with employment contracts.
- Preparation of staff communications for Long Service Leave and other leave arrangements.
- Preparation staff communication and general correspondence such as variation letters, statement of service, leadership appointments.
- Ensure the proper administration, filing and safeguarding of all Human Resource records and reports as required by law and best practice.
- Scan the files of departing staff to ensure documentation is archived.

Professional Development Support

- Process flights and accommodation for approved Professional Learning.
- Book Professional Development on behalf of the Professional Development Coordinator and manage invoices.

Other Duties

- Administrative support to Risk Management and other matters of compliance.
- Other duties as directed by members of Consult.
- Implementation of any future Human Resource initiatives.
- Maintenance and formatting of role statements.

Personal Traits:

- Ability to work with a minimum of supervision.
- Ability to work as an effective team member.
- Excellent interpersonal skills and ability to relate to all sections of the Loyola community (staff, students and parents (prospective and current)).
- Excellent communication skills (both written and verbal).
- Discretion, tact and the ability to maintain confidentiality.
- Ability to work under pressure and meet deadlines.
- Outstanding administrative skills.
- Experience in Human Resource Management an advantage.
- Ability to work well under pressure and meet deadlines.
- Attention to detail.

Specific Skills:

- High competency level, knowledge and experience with Microsoft Office applications in particular MS-Word and MS-Excel.
- Knowledge of Synergetic database is an advantage otherwise exposure to database management is beneficial.
- Maintenance of accurate records.
- A commitment to ongoing professional learning.

Current Duty Days/Hours (38 hours per week)

Monday	8.00am – 4.30pm
Tuesday	8.00am – 4:30pm
Wednesday	8.00am – 4:30pm
Thursday	8.00am – 4:00pm
Friday	8.00am – 4.00pm

Salary, conditions and benefits

- The position is full-time Education Support Level 3.
- The conditions of the Victorian Catholic Education Multi Enterprise Agreement apply to this position.
- Salary is Education Support. Superannuation and Leave Loading will be paid as per current Government legislation.
- Salary sacrifice options (such as Superannuation) as approved by the Principal.
- Category A - Four weeks annual leave, to be taken over the student vacation as arranged with the Business Manager (except that the last full week of January is usually not available for leave).

Child Safety and Police Checks

- Be familiar with and comply with the College's Commitment to Child Safety, Child Safety Policy, Safeguarding Children and Young People – Code of Conduct and any other policies or procedures relating to child safety.
- Hold a current Working with Children Check and Police Record Check.