



Human Resources Administrator

Full-time, Ongoing

Catherine McAuley College is seeking to appoint a Human Resources Administrator. Ideally someone who has experience working in an education environment or with a background in HR.

About the role

Workforce planning for approximately 230 staff will be a major component of this role, so the applicant should be able to understand the demands of ensuring the College has the right number of staff in the right place at the right time. An intricate understanding of the organisation and planning of staff workload and college activities will be necessary so that the applicant can plan the accrual and acquittal of time in lieu (TIL).

With a passion for excellence, you will coordinate the end-to-end onboarding of new employees. You will ensure the sharing of information with payroll and daily organisers. As HR Administrator you will assist in all aspects of the employee lifecycle, ensuring a seamless employee experience from onboarding to offboarding.

The role will work collaboratively to achieve excellence in workforce planning with:

- Deputy Principal Staff and Administration
- Executive Administration Leader
- Business Manager
- Payroll Officer
- Daily Organisers
- Timetabler's

How to Apply

All applications are to be addressed to the Principal, Mr Brian Turner. Please include a cover letter and your current Resume, inclusive of at least two professional referees. Please also complete and include an **Application for Employment – Education Support Employee** which is accessible via the [website](#).

Please email applications to mailbox: pandc@cmc.vic.edu.au

Applications Close

Please note applications for this role may be considered as they are received, and an appointment made prior to the advertised close date.

Applications close Sunday, 11 June 2023.

More information

For more information on this role, please contact Mrs Sonja Cain, Executive Administration Leader on 5445 9100 or scain@cmc.vic.edu.au.

Successful applicants are required to have a current Working with Children Check and National Police Records check.

Terms and conditions of employment will be in accordance with the Victorian Catholic Education Multi Enterprise Agreement 2018 (VCEMEA), or as varied or replaced.

This position is classified as a Category C Education Support Employee which means the successful applicant will normally work 45 weeks per year and receives seven weeks' paid school holidays.

About Catherine McAuley College

Catherine McAuley College is a co-educational Year 7 to 12 Catholic secondary school located in the beautiful central Victorian city of [Bendigo](#). The College has a proud tradition of catholic education and a long [history](#) dating back to 1876 and is now situated across two campuses, one in the city centre and one on 70 acres, 6.5kms from the city centre.

The College is a member of [Mercy Education Limited](#), with schools located across Australia. The Mercy values of compassion, courage, respect, justice, service and hospitality guide our way and our touchstone statement supports these values: '**inspiring members of our community to be learners impelled to thrive and serve**'.

The current enrolment is approximately 1500 students supported by approximately 230 staff, with significant growth forecast and plans well underway for further exciting future developments. The College enjoys an enviable reputation with innovative partnerships and constantly evolving master plan and infrastructure improvements.

We are dedicated to developing students who are critical and creative thinkers, with the skills to be self-motivated in the pursuit of knowledge. Our students are empowered to see themselves as positive agents of change, who are called to participate actively and ethically in society as young men and women of Mercy. To explore what happens in our [learning areas](#) across both campuses, please visit our [website](#), take a [virtual tour](#) or look through [Open House](#) which also includes further 3D tours.

The College is a [reGEN](#) school committed to promoting and adopting an integrated curriculum approach to sustainable living including respecting, conserving, and renewing our global environment.

Catherine McAuley College is a [child-safe](#) and child-friendly environment where everyone is safe and free to live life to the full without any concern for their safety.