

Role Description

Human Resources Coordinator

Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation No.	20344	Content Manager No.	21/276328
Work Unit	Nominated School Nominated Region Early Childhood and State Schools Division		
Location	Nominated location		
Classification	AO5 Qld Public Service Officers and Other Employees Award - State 2015 36 ¼ hour week		

Your employer

The Department of Education (DoE) is committed to giving all children a great start, engaging young people in learning, creating safe and inclusive workplaces and investing in communities for a stronger Queensland.

Our human rights commitment is to create a stronger, fairer Queensland by respecting, protecting and promoting human rights in everything we do. Our objectives are: A great start for all children, Every student succeeding, Building Queensland communities, Safe and capable people delivering our vision, Fair and safe workplaces and communities. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at www.qed.qld.gov.au

Your opportunity

As the Human Resources Coordinator, you will:

- Oversee and coordinate human resource administration processes and procedures to provide an effective and efficient human resources service for the school
- Provide operational advice and support to the school on a diverse range of human resource management issues, legislation and administration

The Human Resources Coordinator reports to the Principal or nominated delegate.

Your role

Appointments in the public sector are merit-based and will be assessed by looking at what you have done previously—the knowledge, skills and experience you have built, your potential for development, and your personal qualities.

Responsibilities include:

- Supervise a team undertaking, and/or undertake administration for a range of human resources processes including workforce planning, workplace reform, recruitment and selection, and staff leave to review ensuring proper process and appropriate record keeping
- Review and implement approved changes to the school's human resources service to ensure compliance with departmental policies, directives, and legislation
- Analyse school human resource data and provide reports on a range of human resource services including leave management, workforce planning, professional development, performance management, workplace rehabilitation and strategic planning associated with these services.



- Advise, in consultation with the Business Manager, the Principal/Leadership team on human resource management matters to support informed strategic decision making, and provide reports as directed
- Monitor and administer the school's/college's School Budget Solution (SBS) yearly profile, credits and usage, and staff leave, advising on guidelines and policies to inform on potential savings
- Provide human resource assistance and support to all school/college staff for the interpretation of human resource entitlements, employment conditions, Awards, Certified Agreements
- Research best practice in contemporary human resources management, in collaboration with the Business Manager, to identify appropriate initiatives and strategies and provide recommendations.

Other responsibilities (as required)

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

A mandatory requirement of this role is:

- In accordance with the [Working with Children \(Risk Management and Screening\) Act 2000](#) a person is prohibited from working in regulated child-related employment unless the person holds a current Working with Children Check clearance (blue card) issued by Blue Card Services.

Competencies – How you may be assessed

[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all of our roles within the department.

Vision:

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

Results:

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

Accountability:

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

Additional information

- This role description works in conjunction with the Candidate Information Package.