

Mission - To provide affordable quality Christian education

Vision - Serving Christ by equipping students for His world

HR Generalist

Location: Hurstville, NSW

Reporting to: Chief Financial and Operations Officer

The Anglican Schools Corporation operates 18 schools across NSW with a vision of 'Serving Christ by equipping students for His world' whilst providing affordable quality Christian education.

Our Group Office, located in Hurstville, is responsible for the delivery of shared services, including payroll and HR support, to our staff and schools.

We are currently seeking a highly motivated and experienced HR Specialist to join our Group Office HR team. In this role, you will play a crucial part in establishing the HR function for Group Office. The ideal candidate will bring a wealth of knowledge and experience in generalist HR management with a particular focus on payroll, recruitment, performance management and policy development along with a strong commitment to our organisation's values and mission.

Working as part of the Group Office team, you will be utilising your technical expertise to provide HR generalist support, performance management advice and HR Policy for Group Office to mitigate risk for the organisation; and oversee the operations of the payroll department across all schools.

Responsibilities:

- Providing coaching and support to Group Office leaders in respect of industrial relations issues, performance management, misconduct, health and wellbeing, injury management, etc
- Manage employee relations cases end to end including employee grievances, performance issues and workplace health and safety.
- Oversee the operation of the payroll department, ensuring accurate and timely payroll processing.
- Assist Return to Work coordinator with the management of workers compensation cases and claims.
- Maintain compliance with relevant labour laws and regulations.
- Assist in the recruitment and onboarding process for new Group Office staff.
- Build and develop strong lasting stakeholder relationships with key departments and schools across the business in the delivery of payroll services.
- Contribute to the development and implementation of HR policies and procedures for Group Office.

Requirements and Qualifications

- Bachelor's degree in HR, business, or management related field
- Minimum 3-5 years' experience in human resources related role
- Practising Christian, active in local church and able to provide a Minister's reference
- Experience in handling employee relations and industrial relations matters.
- Strong stakeholder managements skills with the ability to support and challenge as required
- Ability to connect with all levels of the organisation
- Experience in education would be considered favourably but is not essential
- Can demonstrate achieving outcomes through influencing skills
- Can demonstrate a humble approach to your work and dealing with staff.

Benefits

- Salary packaging options
- Access to Employee Assistance Program Paid parental leave
- Access to WhereFit health and wellness benefits (being trialled)
- Modern office environment with sit and stand workstations,
- Located within 3 minutes walk to Hurstville train station, with ample public parking available close by.

If this sounds like you, and you are looking to work in a team and an organisation that is seeking to share the Gospel to more than 17000 students each year we would love to hear from you. Please submit a cover letter and resume addressing the above criteria, why you would be successful in this role and any questions you may have for to recruitment@tasc.nsw.edu.au

The successful applicant is required to obtain a Working with Children Check before commencing employment.

This job has been advertised on Christian Job ads, Seek and LinkedIn.

Applications from recruitment agencies will not be considered