



**OVERNEWTON**  
ANGLICAN COMMUNITY COLLEGE



*Appointment of*

**Personal Assistant to  
the Director of Human  
Resources**



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# College Overview

Founded in 1987, Overnewton Anglican Community College is a co-educational Preparatory to Year 12 College catering for 2,100 students across two campuses, located in Taylors Lakes and Keilor. Overnewton strives to be an inclusive learning community, providing a respectful environment where all students can aspire to excellence in a broad range of curricular and co-curricular programs. We value our Christian foundation, and the importance of parents as active members of our College, working in partnership to prepare our students to be mentally, physically and spiritually ready for life.

All staff participate fully in the life of Overnewton, including being supportive of our Christian ethos and contributing to the breadth and depth of our student and staff programs. Joining Overnewton as an employee means being part of a motivated, caring and professional community, innately believing that students are at the centre of all that we do. The College is a nurturing, passionate and inspiring environment where our engaging programs, progressive pedagogy and excellent pastoral structures ensure that every child and young person can feel a sense of connectedness, purpose and pride.

## Four schools, two campuses, one college

The College is organised into four sub-schools;

### Canowindra Campus (Taylors Lakes)

Junior School (Prep – Year 4)  
Year 9

### Yirramboi Campus (Keilor)

Middle School (Years 5 – 8)  
Senior School (Years 10 – 12)

Each School has its own Head of School and leadership team, and is functionally self-contained. This structure offers the intimacy of a small-school community, whilst being supported by our large campus facilities and resources.

## Proudly Anglican

Our Christian foundation informs and strengthens our contemporary practice and Anglican identity. The College has a Chaplain and every child attends Chapel regularly. Christian festivals are celebrated, Christian values are promoted and active faith is encouraged. Religious Studies is taught from Preparatory to Year 11. We are an open and safe place for children and staff of all faiths, and no faith, and welcome their contribution to our spiritual life.



## Strong academic outcomes

We provide a wide range of VCE subject choices, including the Vocational Major, as well as excellent student support services. We are proud of our open enrolment policy, welcoming students from a wide variety of backgrounds and knowing that every student is an individual, with their own learning needs. We strive for outstanding outcomes for every student and our consistently strong VCE and NAPLAN results are evidence of the strength of our programs to promote personal excellence for all.



## Parental involvement

Recognising that education is a partnership, the College seeks high parental engagement and each family currently contributes 12 hours of service to the College per term. There are many parent working groups helping in areas such as classroom assistance, gardening, administrative support, catering, canteens and the annual fair. There are also regular working bees at each campus. The parental involvement is a key to the success of a student's experience in the College. Students attend the College knowing they have the complete support and commitment of their parents behind them.



## Our Mission

Overnewton Anglican Community College strives to be an inclusive learning community with a strong Christian foundation. We value a respectful environment where students, staff and families, working together aspire to excellence. Broad educational opportunities prepare students to serve as empowered, thoughtful, community-minded citizens.

## Our Values

Our Christian Foundation binds and informs our values. All members of the community are encouraged to grow spiritually and explore their faith. Our College values are;

### 1. Community

We are proud to belong to the Overnewton community, doing our best to contribute positively, within and beyond it. The Overnewton community includes students, staff and families, both past and present. The educational and ethical standards that are promoted have a profound effect on the wider community.

### 2. Respect

We respect ourselves, our environment and the people who are part of our past and our present. We acknowledge the right of everyone to equality of opportunity and forgiveness for mistakes.

### 3. Learning

We are lifelong learners, helping each other in our journey towards greater knowledge, understanding and wisdom.

### 4. Excellence

We strive to excel in our learning, our work, our relationships and our play; making the most of every opportunity we are given.



# Child Protection Statement

Overnewton College has a zero tolerance for child abuse and is committed to providing child safety, children’s well-being and protecting children from abuse.

Ministerial order 870 requires Overnewton College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to, Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment.

All staff must comply with Overnewton College’s Child Safe policies and related policies and procedures and taking all reasonable steps to promote the safety of children.





# Position Overview

<b>Position Title</b>	Personal Assistant to the Director of Human Resources
<b>Campus:</b>	Yirramboi and Canowindra Campuses
<b>Reports to:</b>	Director of Human Resources
<b>Time Fraction:</b>	0.6 FTE
<b>Tenure:</b>	On-going
<b>Effective date:</b>	May 2024

## Position Summary

This is a senior administrative role within the College. The Personal Assistant is responsible for the management of administrative processes of the Human Resources Department, particularly the daily operations of the Director of Human Resources. The Personal Assistant performs administrative tasks related to the management of employees by supporting the Director of Human Resources and team members. The incumbent will be an exemplary role model, exuberating warmth, a consistent responsive manner and professionally represent the College and the functions of the Human Resources office.

As well as being a highly-skilled administrator, the role is public facing, working with staff and internal and external stakeholders to resolve a large volume of complex and confidential matters. The incumbent needs to, at all times, work with humanity, care and in line with College policies and Human Resources procedures. The incumbent is required to be an advocate for Human Resources procedures and support all College policies and goals.

## Position Relationships

- Director of Human Resources
- Principal
- Deputy Principal
- Deputy Principal/Head of Yirramboi Campus
- Deputy Principal/Head of Canowindra Campus
- College Leadership Team, including the Heads of Junor School, Middle School, Year 9 and Senior School
- Deputy Heads of Junor School, Middle School, Year 9 and Senior School and other key leaders across the campus
- Academic and Administrative Staff
- Legal advisors, consultants, and stakeholders from professional external bodies
- External recruitment agencies
- Position candidates

## Reporting Relationship

- The Personal Assistant to the Director of Human Resources reports directly to the Director of Human Resources.



# Key Responsibilities

The Personal Assistant to the Director of Human Resources is responsible for:

## Task and meeting management

- Daily management of the Human Resources functions, including master scheduling of cyclical events and meetings.
- Providing high-level assistance in calendar management, correspondence and scheduling assistance with candidates and other relevant stakeholders.
- Coordinate and participate in regular 1:1's with the Director of Human Resources to forward plans, review task lists and email management.
- Review the goal list with the Director of Human Resources and schedule meetings to execute actions.
- Triage and vet requests for meetings with the Director of Human Resources. Divert requests to standard processes where appropriate, and understand full reasons for meetings before scheduling with the Director of Human Resources.
- Greet and manage foot traffic for the Director of Human Resources by seeking to understand visitor needs and appropriately scheduling meetings so scheduled working time and deadlines are not interrupted due to unscheduled meetings that are not urgent.
- Monitor and prioritise tasks from the Director of Human Resources inbox, and meeting task lists, including resolving and closing out tasks that can be handled through standard processes or that can be handled with the Personal Assistants, delegation of authority.
- Meeting management, including, minute taking, preparing reading files and agenda review for meetings that the Director of Human Resources is scheduled to attend.
- Schedule administration and desk time for the Director of Human Resources.
- Ensure meetings are on time and do not run overtime.

## Correspondence and document management

- Maintain up to date and information of the Human Resources page on the Staff Hub.
- Manage the *humanresources* and *OACC General* email inboxes.
- Work in collaboration with payroll to ensure data in the SASS database is up to date and accurate.
- Prepare, edit and send correspondence for the Director of Human Resources, including preparing responses and seeking information for decision making.
- Follow up file notes from meetings including recording outcomes and actions.
- Prepare contracts, letters of change and standard communication responses supporting Human Resources administrative tasks as back up to the Recruitment Coordinator when required.
- Prepare and edit presentations for the Director of Human Resources.
- Proofread and ensure quality of documents sent.
- Ensure all electronic filing is up to date and align to best practice for security and easy access.
- Retrieve documents, collate version history details and format templates in preparation for updates and revisions and creation of new documents.

## Budget and tracking professional development

- Human Resources budget management and reconciliation of the Director of Human Resources credit card.
- Track Professional Learning costs and coordinate events where required.

## Support broader HR team

- Greet and comfort staff and other stakeholders who are scheduled to meet with the Director of Human Resources or other College leaders, answer general questions and orient visitors or newcomers to respective campuses.
- Provide support and assistance by filling in for other administrative staff and supporting reception areas as required.
- Participate in monthly Personal Assistant Administrative Team meetings to align consistent and efficient approach to work practices.
- Support the broader Human Resources team members and other campus stakeholders as requested.



### Project and continuous improvement

- Work with the Director of Human Resources and other team members to document processes and continuously improve the efficient and safe handling of human resources and safety data.
- Other projects as assigned including, but not limited to administration of surveys or preparation of reports for review and analysis by the Director of Human Resources or other relevant stakeholders.
- Convert existing personnel paper files into electronic files and plan for the digitisation of all future documentation.

## Key Selection Criteria

- Proven experience supporting in a Human Resources or risk and compliance function providing high quality and efficient administrative support.
- Advanced computer skills especially in the Microsoft Office suite, including experience innovating office operations and communications with electronic savvy solutions.
- Experienced in driving a paperless office culture.
- Excellent written and verbal communication skills, including a strong attention to detail.
- Warm friendly and assuring manner with a proven experience of advancing a culture in the use of standard processes and procedures.
- Uses a consultative and kind approach to transform and continuously innovate workplace practices.
- Exceptional organisation, calendar, and time management skills.
- Ability to multitask and continuously prioritise tasks to drive goals to completion.
- Excellent problem solving and decision-making skills.
- Discretion and ability to handle confidential and sensitive information.
- Proactive, self-motivated with a genuine care for the achievement of goals for self and manager.

## Relevant Skills, Knowledge and Experiences

- Minimum Certificate 4 in Human Resources or Administration Management, Diploma level or equivalent work experience.
- Experience working in a comparable educational setting or work experience in a busy and complex human resources or risk and compliance function.

## Conditions of Employment

- All education support staff will have a current Working with Children’s Card (Employee).
- It is expected that all staff will support the Christian ethos of the College.
- Overnewton College is an equal opportunity employer and enforces nondiscrimination and safe working policies. All staff must be aware of and able to work within Occupational Health and Safety and Equal Employment Opportunity Legislation. The College’s campuses are smoke free.







# Application and Selection Process

Written applications will be received via SEEK and should include:

- A brief cover letter of no more than one page;
- A CV, of no more than 5 pages, documenting all qualifications plus key responsibilities and achievements in previous roles;
- A candidate statement, of no more than 3 pages, which summarises your experience relevant to the key responsibilities of the role; educational philosophy and experience relevant to the key responsibilities of the role;
- The contact details of three referees, one of whom should be your current line manager.

Note that referees will not be contacted without your prior consent.

## Selection Process

A preliminary short list of applicants will be prepared, and first round interviews conducted by a panel. Final appointments are made by the Principal or delegate.

Details of employment conditions can be discussed with the Director of Human Resources. The Director of Human Resources can be contacted on 0476 880 807.

Applications will be processed upon receipt.

Closing date for applications: **Close of Business on Monday 13 May 2024.**