

HUMAN RESOURCES POSITION DESCRIPTION

Position	Human Resources Assistant
Reports to	Chief Executive Officer (CEO) Early Childhood Managers (ECM)
Location	138 Welsford St, Shepparton VIC
Direct reports	N/A
Internal relationships	Early Childhood Managers, Educational Leaders, Educators, Administration Team, Volunteers, Students
External relationships	Applicants, Tertiary institutions, Consultants including Professional development providers, Local Councils
Qualification	Post-secondary qualifications in human resources and or/early childhood are desirable
Award/EBA	Non-award, role is under NES Wage depending on qualification/experience
Employment type	Permanent
Hours	Part time or Full time
Travel	Position is a hybrid model – working from home, Shepparton office and occasional travel to services. Travel services will be paid as per the ATO Award rate.
Date approved	23 June 2026

PURPOSE OF THE ROLE:

The Human Resources Assistant provides high level support and advocacy for Goulburn Region Preschool Association and its employees. In addition, they provide quality administrative support to the CEO, Early Childhood Managers, Ed Leaders and Services. The Human Resources Assistant has intermediate technical skills, can work autonomously and with initiative, proactively contributes to the team environment and has the ability prioritise and problem solve time sensitive and pressuring circumstances.

ABOUT GOULBURN REGION PRE-SCHOOL ASSOCIATION

GRPSA provides Early Years Management services to rural and regional Early Childhood Services in the Goulburn Region. The Goulburn Region covers an area of approximately 1200km² in Victoria's north central corridor. The region runs from Yarrawonga in the North East, to Barmah in the North West, Colbinabbin in the South West, Avenel in the South and Euroa in the South East.

VISION STATEMENT

GRPSA will ensure the provision of quality early childhood educational programs in rural and regional Victoria with a primary focus on Kindergarten programs.

MISSION STATEMENT

GRPSA will deliver high quality early childhood services where:

- **Staff are** valued, enthusiastic, professional and strive to continuously improve their practice.
- **Children are** actively engaged in programs that support them in their educational journey
- **Communities and Families** are encouraged and welcome to be actively involved in the early childhood services.

VALUES

- Inclusion
- Respect
- Open Communication
- Continuous Improvement
- Advocacy
- Sustainability

COMMITMENT TO CHILD SAFETY

Goulburn Region Preschool Association Inc. is committed to excellence in early childhood to ensure the safety and wellbeing of children.

GRPSA has zero tolerance for child abuse and is committed to children's best interests, wellbeing and keeping them safe.

GRPSA actively strives to listen to and empower children in the organisation.

We value diversity and do not tolerate any discriminatory practices.

KEY SELECTION CRITERIA

- Post-secondary qualification in early childhood is highly desirable.
- Post-secondary qualification in human resources, administration etc is desirable.
- Relevant experience in administration.
- Satisfactory Police Record Check and Employee Working with Children Check.
- Mandatory Reporting and Child Safety Training – Foundations - Certificates
- Ability to work efficiently whilst participating as a team member
- Excellent working knowledge of the Education & Care Services National Law 2010 and Regulations 2011 and the Privacy Act 2001.
- Ability to understand and implement service policies and procedures
- Experience in recruitment and onboarding of new employees
- Implementation of appropriate work practices to achieve the objectives and responsibilities of this position and to provide effective quality service to staff, stakeholders and other contacts.
- Excellent oral and written communication and interpersonal skills in order to communicate effectively with colleagues, tertiary institutions and other professionals.
- Well-developed customer service skills and experience, particularly when dealing with challenging individuals or situations.
- Excellent time management skills.
- Must be able to take direction yet work autonomously and be a team player.
- Attention to detail.
- The ability to identify and deal with issues and work through these in a logical and timely manner using discretion and initiative.
- Report to the Early Childhood Managers or CEO any issues or tasks unable to resolve.

- The ability to always represent GRPSA and the GRPSA services in a professional manner.
- Proficient in Microsoft Office (Word, Excel, Outlook).
- Knowledge and understanding of the programs and services provided by GRPSA.
- Commitment to ongoing personal and professional development.
- The ability to work to deadlines and under pressure.
- Demonstrate confidentiality and discretion.

MAIN RESPONSIBILITIES

RECRUITMENT

- Create advertisements for new roles as directed, prepare interview schedules, complete referee checks in consultation with Early Childhood Managers, and be the point of contact for applicants.
- Onboard successful applicants, including the legitimacy of qualifications and are NQF approved, complete Police Checks and Working with Children/VIT Checks and manage all onboarding documents.
- Facilitate and participate in interviews, referee checks and onboarding of relief staff in consultation with Early Childhood Managers.

PERFORMANCE MANAGEMENT

- Review the way that performance expectations are articulated and measured, across the organisation.
- Continually review the process for performance appraisal to ensure consistency throughout the organisation.
- Provide support to managers and Educational Leaders with supervision, performance management and problem solving.

HR ADMINISTRATION

- Create contracts under the applicable award that reflect the position requirements and meet NES requirements.
- Manage and maintain the currency of individual staff records, including regular auditing of WWCC and VIT status', training documents and qualifications.
- Update individual deputy profiles with new trainings, updated checks, unavailability and current services.
- Support services with the facilitation of student placement, work experience students and volunteers.
- Continual knowledge of all relevant awards including VECTEA and Children's Services Awards.
- Assisting in developing, implementing, and promoting human resource and payroll policies and procedures.
- Create and publish schedules for GRPSA services in Deputy, ensuring these meet the minimum qualification regulations and align with the contracts.
- Approve leave requests in line with the NES, award and GRPSA policies.
- Co-ordinate the entire Workcover process from inception to completion. Liaising all relevant parties to ensure appropriate incident investigation, reporting and corrective action has been undertaken and received. Liaising with the injured employee and other parties to ensure that each understand their respective responsibilities in the rehabilitation process. Working with the injured staff on a return-to-work plan. Regularly updating and providing reports to managers and CEO on rehabilitation activity including making recommendations for process improvements.

GENERAL ADMINISTRATION TASKS

- When required, answering the main phone and dealing with enquiries by either meeting the

caller's enquiry or taking a message to pass on to the relevant staff.

- Ensure that emails are checked daily and are responded to as appropriate and ensure that emails are forwarded as necessary to the appropriate staff.
- Assist with managing staff information in Arrival.
- Update ACECQA portal with relevant information when directed.
- Ensure GRPSA policies and information are kept up to date and are available for families to access.
- Save correspondence as directed.
- Attend meetings as required.
- Continual improvement of administrative procedures and processes relevant to the position to ensure the most efficient methods are being utilized.
- Provide administration support to the CEO and Early Childhood Managers.

This list of responsibilities is not intended to be all-inclusive and may include additional responsibilities as required and assigned. It may be necessary to modify/change these position responsibilities from time to time.

AUTHORISATION

I confirm that I have read and understood this position description and believe that I am able to carry out the requirements of this role safely and effectively and that the conditions and requirements therein form part of my contract of employment.

Employee Signature Date _____
Employee Name (Print)

CEO Signature Date _____
CEO Name (Print)