



Human Resource Coordinator

Kent Street Senior High School

Position number	00047819
Agreement	Department of Education (School Support Officers) CSA Agreement 2024 or as replaced
Classification	Level 3
Reports to	Manager Corporate Services (Level 6)
Direct reports	Nil

Context

Information about Kent Street Senior High School is available on [Schools Online](#).

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Provide high-level support to the Manager Corporate Services and Administration Team in coordinating human resource activities and operations for the school, ensuring processes are in accordance with relevant legislation and Department policy and procedures.
- Undertake research and assist in the development and implementation of strategic human resource solutions to workforce planning, profiling, succession planning, leave management and budget/establishment management.
- Provide advice and information to staff on human resource matters.
- Coordinate leave, relief staff arrangements and payroll processing.
- Undertake mandatory and periodical reporting, monitor staffing allocations, budgets and leave management in the Human Resource Management Information System (HRMIS).
- Coordinate recruitment, selection and appointment processes, including the management of the Recruitment and Advertising Management System (RAMS).
- Assist the Manager in developing and implementing processes for staff induction, probation and performance management.
- Manage Working with Children and Criminal Screening checks, pre-employment requirements and appointment documentation.
- Coordinate and monitor the operation of human resource management systems, including payroll processing and validation, mandatory reporting requirements and reconciliation of staffing allocations and budgets.
- Facilitate training in human resource processes and procedures, as required.

Selection criteria

1. Demonstrated ability to provide effective support and input into the development, implementation and monitoring of human resource management systems and processes.
2. Demonstrated sound written, oral and interpersonal communication skills, including the ability to liaise with individuals at all levels and work effectively within a team environment.
3. Demonstrated sound knowledge and skills in human resource management, including research, planning and recruitment practices.
4. Demonstrated well developed computer skills including the ability to create spreadsheets, manipulate databases, extract reports and operate corporate systems.
5. Demonstrated conceptual, analytical and problem-solving skills and the ability to implement appropriate resolution strategies.

Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 4 December 2025
Reference D25/1217678