POSITION DESCRIPTION

PEOPLE & CULTURE/ADMINISTRATION

ABOUT THE COLLEGE

Victory Christian College is a Prep to Year Twelve College, which caters for individual needs and interests within a caring and disciplined environment. We provide a strong academic and diverse curriculum, which engages students and challenges them to achieve their best. At Victory, students are encouraged to develop a personal relationship with God and to understand that through this relationship, they have a life filled with purpose and promise.

Victory Christian College is a Christian organisation. It exists to advance the Christian religion through the provision of education and religious instruction, in a Christ centred environment in which the spiritual, academic, social and physical development of the individual can be fostered in harmony with the home and the church community.

We believe that the Bible, comprising the Scriptures in the Old Testament and New Testament, teaches the truth about essential beliefs of the Christian faith including who God is, who Humanity is, what the Gospel is and what response God requires from his people.

We believe that the ultimate meaning and purpose of life rests in Jesus Christ and His work on the cross. The College is a beacon of hope, built upon the foundation of the redeeming love of God through Jesus Christ.

The College plays an important role in the formation of students, at the invitation of their parents - in leading and nurturing them, spirit, mind and body, to lay hold of their unique purpose and potential in God's world, and to equip them for a life of fulfilment and significance. It is the aim of the College that graduating students will be transformational in their future callings and vocations.

The College is dedicated to continuous improvement and maintaining a high achieving learning environment. An expert and passionate staff implement a rigorous engaging curriculum, which enables and equips students to achieve academic success.

The well-resourced workplace at Victory has a strong and supportive team ethos. It allows staff to flourish professionally and personally and is characterised by encouragement, challenge and acceptance of the individual.

Our staff members share the College vision and are encouraged to continuously develop their own professional skills and faith, thereby being equipped to facilitate students' learning and personal growth.

COLLEGE VISION

Victory Christian College is committed to sharing Christ's love and pursuing academic excellence in a dynamic community, which fosters creativity and personal success.

Victory Christian College builds leadership, hope, compassion and self-discipline through a safe and nurturing environment.

CHILD SAFE STANDARDS

VCC is committed to creating and maintaining a child-safe and child-friendly environment, where children and young people are safe and feel safe. It is vital that we are diligent ambassadors for child safety as an expression of our Christian values and ethos.

Our approach to child safety, including our specific legal obligations, are detailed in our Child Safety and Child Protection Policies. All are available on the College Website:

https://www.vcc.vic.edu.au/policies-and-publications

POSITION DETAILS

Administration Assistant – People and Culture

Join a supportive and caring team at Victory Christian College, where your administrative skills will contribute to a workplace culture shaped by the College's ethos and Statement of Faith. This varied role offers the opportunity to assist with People and Culture processes—including recruitment, onboarding, and staff training - while being guided by experienced leaders and supporting key staff in HR, compliance, and administration.

CAMPUS PLACEMENT

The position is primarily based at the Strathdale Campus. However, you may be required to work across both the Strathdale and Epsom campuses from time to time, subject to operational requirements.

DESIRABLE SKILLS & QUALIFICATIONS

- Foundation understanding of the staff, volunteer and contractor lifecycle, including recruitment, onboarding and performance review process, with a willingness to learn and follow established procedures.
- Basic knowledge of confidentiality protocols and a commitment to handling sensitive information professionally.
- Confidence using Microsoft Office and a willingness to learn HR systems, including the ability to assist with data entry and updates in a Human Resource Information System (HRIS) under guidance.
- Ability to manage multiple tasks and competing deadlines.
- A high level of accuracy in handling documentation and data entry with a keen eye for detail.
- Exceptional communication and interpersonal skills
- Experience in working collaboratively within a team, providing support, sharing knowledge and helping to achieve common goals.
- Demonstrated flexibility in taking on new tasks or projects as required.
- A qualification in Human Resources, Business Administration, or a related field is desirable, though relevant experience and a strong willingness to learn will also be highly valued.
- Level 2 First Aid Qualification
- Current Driver's Licence

DUTIES

- Provide day-to-day administrative assistance to the People & Culture team.
- Prepare documents, update records and assist with data entry and filing.
- Respond to staff enquiries and coordinate meeting logistics.
- Help with basic HRIS data entry and updates.
- Assist with the coordination of annual staff training and professional development initiatives under the direction of the Compliance Manager.
- Support initiatives that foster staff connection and engagement in alignment with the College's culture and Statement of Faith.
- General administration support.
- Communicating and assisting visitors, parents, students and staff in a friendly and professional manner.
- Monitor and manage multiple email inboxes, independent and shared.
- Composing professionally written correspondence, memos and emails with high attention to spelling, grammar and punctuation.
- Follow College Policies and Codes of Conduct.
- Implement strategies that support a positive and Child Safe learning environment.
- Other duties as directed by the Principal, Office Manager or Compliance Manager.

REMUNERATION

Time Fraction: Full-time. 8:30am-4:30pm Monday-Friday.

5 weeks annual leave with option to buy-back an additional week.

Victory Christian College is a respondent to the *Educational Services (Schools) General Staff Award 2020* plus 12% Employer Superannuation contributions and other entitlements as listed under this Award. **Support staff salaries are paid at 10% above Award rates.** Staff may salary sacrifice additional Superannuation.

Award Classification Range: Level 5.1 $73,315 – Level 6.2 $84,988, dependant on qualifications and experience.

COMMENCEMENT DATE

Monday 11th January, 2027.

APPLICATION PROCESS

Applicants are asked to submit the following:

1. Please submit the following via email (careers@vcc.vic.edu.au):
    - Letter of introduction
    - Current Curriculum Vitae
    - The email and telephone contact details of four referees (two professional, two personal)
    - Response to the following Key Selection Criteria
    - Signed Child Safety Code of Conduct Declaration
    - Proof of Working with Children check clearance
2. Complete the Application Form in Google Forms: Click here to access the Application Form

KEY SELECTION CRITERIA

1. Demonstrated experience providing administrative support – preferably within a Human Resources, People & Culture, or similar environment – with proven ability to handle sensitive information with confidentiality, professionalism and integrity.
2. Ability to work collaboratively and adapt to changing priorities, responding effectively to direction from multiple managers while independently managing routine tasks.
3. Strong written and verbal communication skills, with the ability to build positive working relationships across all teams and respond effectively to a range of internal and external enquiries.
4. Proven ability to manage multiple tasks and meet deadlines while maintaining attention to detail and accuracy in a dynamic, fast-paced educational setting.
5. Proficiency in Microsoft Office and familiarity with HR information systems (or a demonstrated ability to quickly learn new systems), with sound data entry, record-keeping and document management skills.
6. Demonstrated Christian faith and maturity, with a high level of commitment to the ethos, values, and Statement of Faith of Victory Christian College.

APPLICATION SUBMISSION

Applications close **Monday 16th November, 2026 at 9.00am.**
Applications to be emailed to careers@vcc.vic.edu.au

INTERVIEWS

Shortlisted applicants will be invited to attend an interview.

INFORMATION RELEVANT TO THE ROLE

Please read these documents before submitting your application:

- Conditions of Employment
- Victory Christian College Statement of Faith