



## POSITION DESCRIPTION

### PEOPLE & CULTURE

#### 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>

#### INHERENT REQUIREMENTS OF THE POSITION

Contribute towards fostering an authentic Christian Community and upholding the Christian ethos and value of the College.

Participate in staff Devotions through personal testimony and bible study as required.

Personal conduct which is consistent with the Statement of Faith and contributes to the Christian witness of Victory Christian College.

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## POSITION DETAILS

### POSITIONS AVAILABLE

People & Culture Officer

### DESIRABLE SKILLS & QUALIFICATIONS

- Demonstrated understanding of the full staff, volunteer and contractor lifecycle, including recruitment, onboarding, induction and performance review process, with a willingness to learn and apply best practices.
- Understanding of staff wellbeing principles and engagement strategies within a community-focused environment
- Knowledge of employment contracts, legal requirements and confidentiality protocols
- Familiarity with HR systems and the ability to implement or manage a Human Resource Information System (HRIS)
- Awareness of Occupational Health and Safety (OHS) responsibilities and ability to assist in related tasks
- A tertiary qualification in Human Resources or a related field is desirable; however, relevant experience will also be strongly considered.

### DUTIES

- Assist with recruitment, onboarding, and induction for staff volunteers and contractors
- Support mentoring programs and foster meaningful connections that reflect the College's culture and Statement of Faith
- Assist with the coordination of annual staff training and professional development initiatives under the direction of, and in collaboration with, the Compliance Manager
- Assist in equipping middle managers with leadership and communication skills aligned with College values
- Promote staff wellbeing and engagement through initiatives that reflect the College's community-centred approach
- Lead the investigation, rollout and management of a Human Resource Information System (HRIS), in collaboration with our IT department.
- Work closely with the Compliance Manager and Finance staff to maintain accurate records, policies and obligations
- Liaise with the Compliance Manager and Finance staff to comply with legislative, regulatory and College policy requirements as appropriate.
- Maintain compliant and confidential employee data
- Provide support for Occupational Health and Safety (OHS) tasks as delegated.

### 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.

Classification Range: Level 3 \$61,151FTE – Level 4 \$64,549FTE, dependant on qualifications and experience.

### COMMENCEMENT DATE

Monday 12<sup>th</sup> January, 2026

### APPLICATION PROCESS

To apply, please submit the following via email ([careers@vcc.vic.edu.au](mailto: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 (See next page)
- Signed [Child Safety Code of Conduct Declaration](#)
- Proof of Working with Children check clearance

**Please note: Applications will not be considered as complete until all items are provided.**

## KEY SELECTION CRITERIA

1. Demonstrated experience providing high-level 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. A collaborative and adaptable approach to work, with the capacity to take initiative, manage competing priorities, and respond to direction from multiple managers while working independently as required.
3. Strong interpersonal and communication skills, both written and verbal, with the ability to build positive working relationships across all teams within the College and respond effectively to a range of internal and external enquiries.
4. Proven ability to prioritise and manage multiple tasks and competing deadlines while maintaining attention to detail and accuracy in a dynamic, fast-paced educational setting.
5. Proficient in the use of Microsoft Office Suite and HR information systems (or a demonstrated ability to quickly learn new systems), with sound data entry, record-keeping and document management aligned with legislative, regulatory and College policy requirements as appropriate.
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 25<sup>h</sup> of August at 4pm.**

## 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](#)