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| <b>Role Title</b>           | <b>Staff Support Specialist</b>  |
| <b>Reports to</b>           | <b>Team Leader – Communications and Staff Support</b>  |
| <b>Date</b>                 | April 2022   |
| <b>Purpose</b>              | <p><b>Within the National Office, build on the existing staff support strategies and programs and execute administrative functions to achieve the AFES Mission, Vision and Strategies in accordance with the Values and Doctrinal Basis.</b></p> <p>In prayerful dependence on God, you are employed to serve and support campus staff in their proclamation of Jesus Christ at University to present everyone mature in him by building student groups that:</p> <ul style="list-style-type: none"> <li>• <u>Evangelise</u> students by proclaiming Jesus as Lord</li> <li>• <u>Encourage</u> growth toward Christian maturity</li> <li>• <u>Train</u> students in the skills and character to serve Jesus and His people</li> <li>• <u>Send</u> graduates throughout Australia and the world to serve Christ.</li> </ul>   |
| <b>Key Responsibilities</b> | <p>Your primary work is to refine and develop effective AFES HR policies, procedures and systems, with an understanding that people are the most precious resource enabling the work on campus to flourish.</p> <p>This includes being responsible for:</p> <ul style="list-style-type: none"> <li>• Supporting all staff through the employee lifecycle: <ul style="list-style-type: none"> <li>○ Drive the delivery of administration processes for recruitment, appointment, orientation, ongoing work, redeployment and separation.</li> <li>○ Provide research support on the requirements and impact of AFES policies, procedures, guidelines and employee relations issues to staff and management.</li> <li>○ Monitor and maintain employee records and databases to ensure accurate recording of all employment related information (including but not limited to the tracking of employment contracts, contract variations, working with vulnerable people checks, and leave).</li> <li>○ Track, monitor, notify and report employee compliance with internal AFES employment policies and procedures.</li> </ul> </li> <li>• Continuous improvement of AFES HR processes: <ul style="list-style-type: none"> <li>○ Assist in the improvement and creation of work procedures and forms.</li> <li>○ Assist in preparation and distribution of staff statistics and reports to management and the board.</li> </ul> </li> <li>• General administrative support: <ul style="list-style-type: none"> <li>○ Efficiently respond to inquiries from management, staff and future employees providing all stakeholders with a positive experience when engaging with AFES.</li> <li>○ Compose letters, emails, and other correspondence related to human resource activities.</li> <li>○ Other duties as requested by the Team Leader (Communications &amp; Staff Support).</li> </ul> </li> <li>• Self-learning and self-caring: <ul style="list-style-type: none"> <li>○ Engage in the processes of Staff Learning and Development, including undertaking the annual feedback and planning processes with the Team Leader (Communications &amp; Staff Support).</li> <li>○ Monitor and maintaining your wellbeing, including taking leave.</li> </ul> </li> </ul> |
| <b>Relationships</b>        | <p>Within the Staff Support Team, the Human Resources Specialist will report directly to the Team Leader (Communications &amp; Staff Support) for day-to-day matters. They will regularly participate in the AFES National Office team meetings and will have contact with AFES campus staff and affiliates through the nature of the work.</p>  |

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| <b>Special circumstances</b> | This position is full time and requires regular work to be performed at the AFES National Office, Kingsford, or remotely as agreed. As such the incumbent will be expected to participate in the broader AFES National Office team meetings when present, including leading occasional bible studies and prayer. It also requires attendance including travel to and from annual AFES conferences at hours outside those normally worked including Staff Conference and National Training Event.   |
| <b>Qualifications</b>        | <ol style="list-style-type: none"> <li>1. Character as outlined in the Code of Conduct for AFES workers.</li> <li>2. Doctrine as outlined in the Doctrinal Statement for AFES workers.</li> <li>3. Relevant degree or equivalent.</li> <li>4. Working with Vulnerable People Check (or relevant state equivalent).</li> </ol>  |
| <b>Competencies</b>          | <ul style="list-style-type: none"> <li>• Communication</li> <li>• Balances Stakeholders</li> <li>• Collaborates</li> <li>• Ensures Accountability</li> <li>• Gathers Information</li> <li>• Decision making</li> <li>• Problem solving</li> </ul>  |
| <b>Skills</b>                | <ul style="list-style-type: none"> <li>• Excellent knowledge of human resources principles and practices.</li> <li>• Excellent communication skills with a customer service focus.</li> <li>• Excellent team player, contributing positively to a team environment.</li> <li>• Accurate and thorough with high attention to detail.</li> <li>• Ability to work independently to manage time, set priorities and plan workload to meet objectives and deadlines.</li> <li>• Ability to maintain confidentiality of staff and donor information.</li> <li>• Ability to collaborate with others to achieve agreed results and outcomes, giving and welcoming feedback, and adapting to change.</li> <li>• Ability to develop and maintain effective working relationships with campus staff.</li> <li>• High computer literacy including proficiency in Microsoft Office, email clients, web-browsers including online and social media platforms, and a basic understanding of AFES file structure and databases.</li> </ul> |