

Role Title	Staff Support (Human Resources) Team Member
Reports to	Staff Support Team Leader
Date	April 2025
Purpose	<p>As an integral part of the National Office, the Staff Support team administers Human Resource services, supporting AFES campus staff in achieving the AFES Mission, Vision and Strategies in accordance with the Values and Doctrinal Basis.</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"> • <u>Evangelise</u> students by proclaiming Jesus as Lord • <u>Encourage</u> growth toward Christian maturity • <u>Train</u> students in the skills and character to serve Jesus and His people • <u>Send</u> graduates throughout Australia and the world to serve Christ.
Key Responsibilities	<p>You will serve the vision and mission of AFES by executing HR administrative functions from the National Office for the employment of 300+ AFES campus staff.</p> <p>This includes:</p> <ul style="list-style-type: none"> • Serving staff through the employee lifecycle <ul style="list-style-type: none"> ○ Deliver administrative processes for recruitment, appointment, orientation and offboarding. ○ 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). ○ Provide advice on the requirements of AFES policies, procedures, guidelines and employee relations issues to staff and management. ○ Track, monitor, notify and report employee compliance with internal AFES employment policies and procedures. • Administering and improving HR processes <ul style="list-style-type: none"> ○ Efficiently respond to inquiries from management, staff and future employees about working for AFES. ○ Compose letters, emails, and other correspondence related to human resource activities. ○ Assist with broader National Office administrative duties in an ad-hoc capacity. ○ Improve and create work procedures and forms. ○ Assist in preparation and distribution of staff statistics and reports to management and the board. ○ Other duties as requested by the Staff Support Team Leader or the National Office Team Leader. • Self-learning and self-caring <ul style="list-style-type: none"> ○ Engage in the processes of Staff Learning and Development, including undertaking the annual feedback and planning processes with your supervisor. ○ Monitor and maintain your wellbeing, including taking regular leave.
Relationships	The Staff Support Team Member will report directly to the Staff Support Team Leader 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 their work.

Special circumstances	This position is full time and requires regular work to be performed at the AFES National Office, Kingsford. As such the incumbent will be expected to participate in the broader AFES National Office team meetings. It also requires attendance including travel to and from annual AFES conferences at hours outside those normally worked including Staff Conferences and the National Training Event.
Qualifications	<ol style="list-style-type: none"> 1. Character as outlined in the Code of Conduct for AFES workers. 2. Doctrine as outlined in the Doctrinal Statement for AFES workers. 3. Appropriate qualifications or demonstrated experience. 4. Working with Vulnerable People Check (or relevant State Equivalent).
Competencies	<ul style="list-style-type: none"> • Communication • Balances Stakeholders • Collaborates • Decision making • Problem solving
Skills	<ul style="list-style-type: none"> • Sound knowledge of human resources principles and practices. • Excellent interpersonal skills. • Experience working with multiple stakeholders concurrently. • Demonstrated ability to work independently. • Accuracy, high attention to detail and good time management. • Flexible and composed, with the ability to creatively solve problems. • Ability to manage multiple projects and work assignments from a variety of staff. • High computer literacy including: email clients, databases, and web browsers. • Highly proficient with MS Office.