



# CAMPBELLTOWN ANGLICAN SCHOOLS

## Position Profile

**People and Culture Officer**

Permanent Full-time Position



# People and Culture Officer

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## People and Culture Officer

Applications are invited for the permanent full-time position of People and Culture Officer for Campbelltown Anglican Schools (CAS).

## Campbelltown Anglican School Council

Campbelltown Anglican Schools Council delivers Christian Education to 1,800 students from the Macarthur community through St Peter's Anglican Grammar, St Peter's Heart, and Broughton Anglican College.

<https://cas.edu.au/>

## Vision

We strive to equip our students for a Life through Christ and a courageous engagement in our world through the wisdom that comes from our Christ-centred, academically rigorous, biblically informed and student-focused education.

## Mission

Our Mission is to provide a Christ-centred, academically rigorous and biblically informed education that nurtures students in faith, knowledge, wisdom and character.

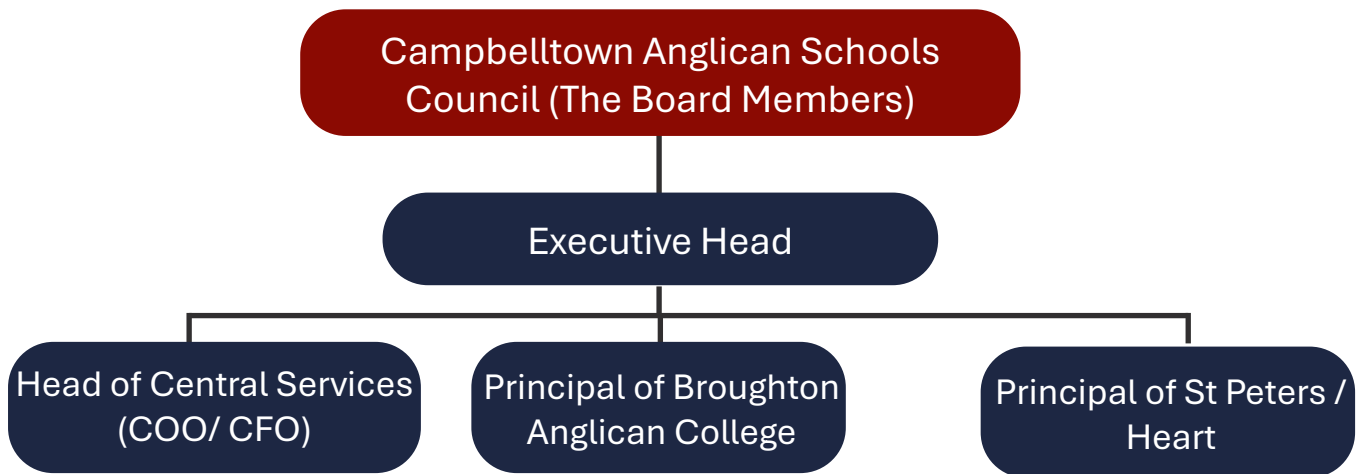
## Central Services

Central Services is the business unit of Campbelltown Anglican Schools Council which is responsible for the provision of business support services to the schools.

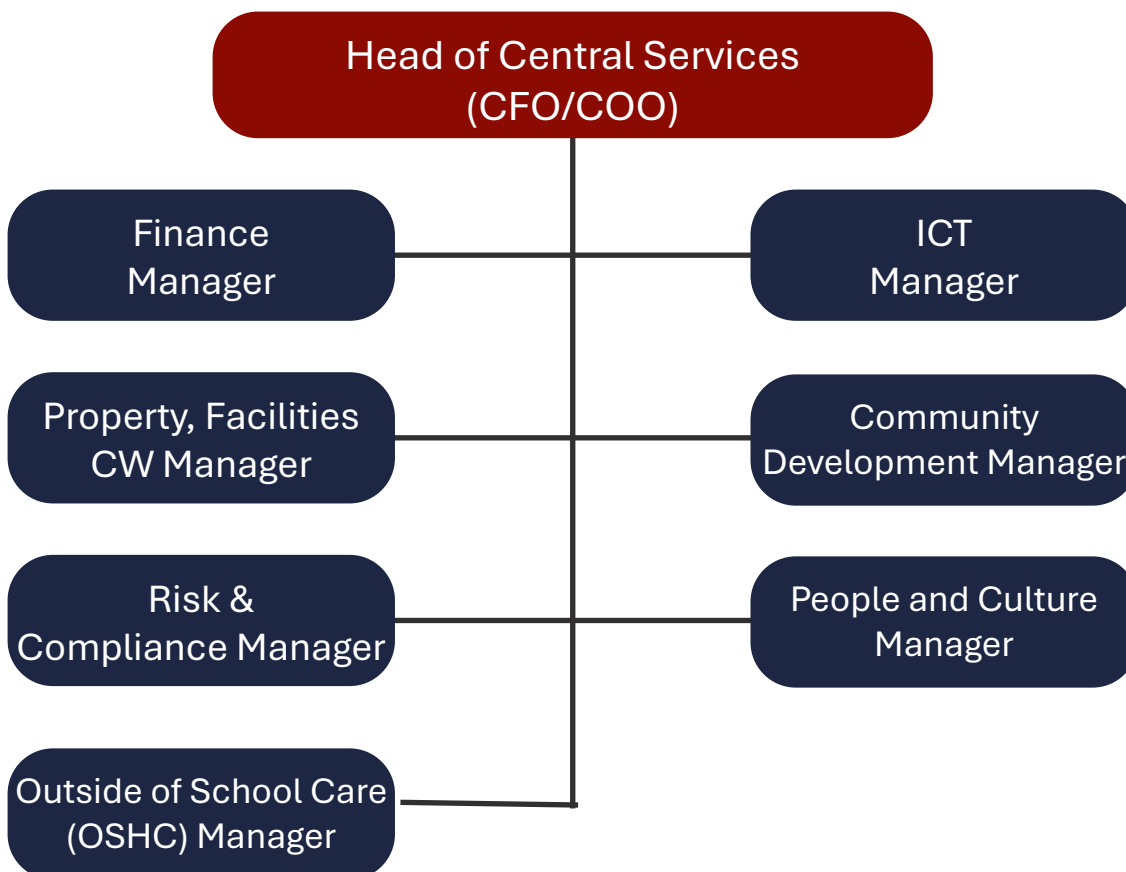
## Central Services Functions

1. Governance Secretariat
2. Strategic Direction and Leadership
3. Mentoring and Support
4. Financial Leadership and Management
5. School Improvement
6. Property and Facilities
7. People and Culture
8. Risk Management
9. ICT Services
10. Communications, Events and Marketing
11. OSHC Services

## Organisation Structure

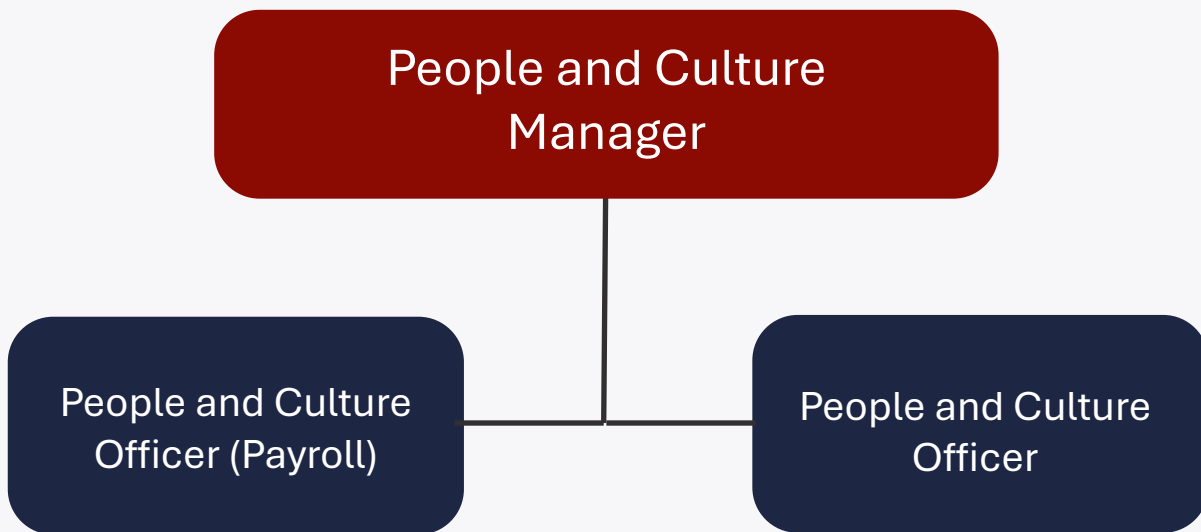


## Central Services Structure



## People and Culture Team

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# People and Culture Officer

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## Position / Duties Description

**Responsible to:** People and Culture Manager

**Effective Date:** January 2026

### Main Objective:

The main objective of the People and Culture Officer is to assist the People and Culture Manager in developing and maintaining every aspect of the employment process.

The People and Culture Officer reports directly to the People and Culture Manager

**FTE:** Full-time (Negotiable)  
8 am - 4 pm

**Hours:** 76 hours per fortnight

**Salary:** \$81,875 - \$96,022 + Superannuation (1.0 FTE)

Staff Discount on Fees for children enrolled in Campbelltown Anglican Schools.



# People and Culture Officer

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## Duties include:

- Professionally representing CAS in personal presentation, mannerisms and Christ-like service
- Operating with a high and consistent standard of service
- Working within the CAS framework at all times
- Participating in the Christian Life of CAS and participating in the wider life of the Campbelltown Anglican Schools

## General Duties

- Ensuring accurate and proper record-keeping of employee records in the TASS and ELMO database
- Supporting the recruitment and selection process including but not limited to preparation of position descriptions, advertising, screening, shortlisting, co-ordinating pre-employment processes, employment offers and onboarding processes
- Preparation of relevant employment related letters including staff contracts, changes of employment conditions etc. in accordance with relevant templates and for the approval of the Head of Central Services / Principals
- Monitoring of the People and Culture inbox, calendar and task lists
- Assisting with cyclical People and Culture processes including Casual Conversion, WGEA reporting and staff performance reviews
- Preparation of other relevant reporting requirements, as requested by management on a regular and ad hoc basis
- Assisting with payroll preparation and responding to staff queries in a timely manner
- Assisting with People and Culture policy and procedure preparation, workers compensation administration and leave management
- Assist in identifying training needs across teams and support the organisation of professional development activities.
- Maintain accurate training records and monitor compliance with mandatory training requirements.
- Coordinating People and Culture meetings, events, training and interviews and taking accurate minutes at employee-related meetings
- Coordinate and support staff recognition programs, social events, and initiatives that strengthen employee engagement and wellbeing.
- Acting as an ambassador for the CAS wide culture, supporting performance, engagement and wellbeing

## Other

- This list of key responsibilities is not exhaustive and is subject to change with the changing needs of CAS. There is an expectation that the People and Culture Officer will undertake other duties from time to time as directed by the Head of Central Services (COO/CFO) or their delegate.

# People and Culture Officer

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## Selection Criteria:

The People and Culture Officer should have:

### Exceptional Interpersonal, Organisational and Communication Skills:

- Highly developed communication and interpersonal skills with the ability to work collaboratively and build positive relationships with a wide range of stakeholders.
- A strong attention to detail.

### Experience and Qualifications

- Demonstrated experience working in a similar role (desirable).
- Demonstrated experience working within a school setting (desirable).
- Demonstrated experience using ELMO or other HR Information Systems (desirable).
- Demonstrated exposure to Award interpretation (desirable).
- Demonstrated experience working effectively with sensitive and highly confidential information, displaying discretion and judgement.
- Demonstrated experience in working well under pressure and juggling many tasks at one time.
- Demonstrated experience working collaborative in a team environment.
- Demonstrated experience in dealing with stakeholders with strength and compassion.

### Christian Faith

- Are a committed Christian, who is active in the life of a Reformed Evangelical Church, embodying the values and principals of their faith in both personal and professional life.



# People and Culture Officer

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## How to Apply:

Applicants are asked to provide the following information to support their application:

- a cover letter / email
- information addressing the selection criteria and duties description
- resume / CV
- at least three professional references or referee contact details.
- a statement of personal Christian faith and character including Church involvement.
- certified copy of qualifications, academic transcripts etc
- current Photo ID

The successful applicant will be asked to provide a NSW Working with Children's Check number to allow CAS to undertake the verification of the applicant's Working with Children's Check status prior to a final offer of appointment being made.

Applications should be received by Head of Central Services via this [application form](#).

Applications will be considered as they are received. CAS has the right and discretion to interview and appoint an applicant as People and Culture Officer at any time.

For further information contact [peopleandculture@casc.nsw.edu.au](mailto:peopleandculture@casc.nsw.edu.au)