BUNBURY CATHOLIC COLLEGE

HUMAN RESOURCES OFFICER

Full-Time Ongoing Position

Bunbury Catholic College is a Catholic co-educational secondary school catering for approximately 960 students in Years 7 to 12. Located in the heart of the South West, Bunbury offers an exceptional lifestyle with access to beautiful beaches, wineries, restaurants and outdoor attractions, all within two hours of Perth.

We are seeking an enthusiastic, highly organised and professional **Human Resources Officer** to join our Team.

Position Details
The Human Resources Officer provides human resources, payroll, recruitment, and employee support services to the College.

Position:	Human Resources Officer
Employment Status:	Full-Time Ongoing
Commencement:	Immediate start
Hours:	38 hours per week, Monday to Friday 44 weeks per year (.932 FTE)
Salary:	Level 5 - $95 881 per annum (Full-Time Equivalent) Actual salary will be pro rata to 0.932 FTE Negotiable based on qualifications and experience Classification Administrative and Technical Services WA Catholic School Support Staff Agreement 2024
Reports to:	Business Manager

Essential Criteria

- Demonstrated experience in a Human Resources, Administration or related role
- Sound knowledge of employment legislation and human resources practices
- High level organisational and time management skills
- Exceptional interpersonal and communication skills
- Strong attention to detail and accuracy
- Ability to exercise discretion and maintain strict confidentiality
- Advanced computer skills, including Microsoft Office applications
- Ability to manage multiple priorities and meet deadlines
- Current Western Australian C Class Driver's Licence

Desirable Criteria

- Human Resources qualification or progress towards a Human Resources qualification
- Experience working within an educational environment
- Knowledge of CEWA policies, procedures and enterprise agreements
- Experience using Teams, MyHR or similar school management systems

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Applicants Must

- Support the Catholic ethos of Bunbury Catholic College
- Hold, or be willing to obtain, Accreditation to Work in a Catholic School
- Hold a current Working with Children Check (or be willing to obtain one)
- Hold a current WA Department of Education Nationally Coordinated Criminal History Check

Selection Criteria and Duty Statement

The Selection Criteria and Duty Statement can be found via the following link:

Selection Criteria and Duty Statement

Child Safe Commitment

Bunbury Catholic College is committed to safeguarding and promoting the safety, welfare and wellbeing of children and young people. All staff are required to support and comply with the CEWA Child Safe Framework and relevant Work Health and Safety requirements.

How to Apply

Applicants are requested to complete the **Support Staff Positions Application Form** available on the College website: Employment Opportunities - Bunbury Catholic College

Applications should include:

- Cover Letter
- Resume
- Completed Application Form

Applications should be addressed to:

The Principal (Confidential)

Email: human.resources@bccwa.wa.edu.au

Applications Close: 13 November 2026