

POSITION DESCRIPTION



Position: HR Business Partner

Primary Role Purpose: The Human Resources (HR) Business Partner is responsible for providing high quality, responsive, and professional human resource consultancy services and advice. The position is pivotal to creating a high-performance culture through workforce planning, recruitment, and industrial relations. They work closely with senior leadership to develop HR strategies that align with the college's strategic direction and ensure compliance with college policies and legislation. The role is responsible for developing a HR plan and leading initiatives in areas such as recruitment, retention, performance management, organizational design and development, training and development, change management, and employee relations.

KEY DUTIES AND RESPONSIBILITIES

1. Human Resource Management

Partner with the Principal and relevant senior leaders to:

- ensure that the human resource practices of the college are aligned to the College's strategic and operational plans.
- ensure the recruitment and selection process is aligned to the values and culture of the college, attracting high calibre applicants.
- facilitate the recruitment process for all positions, including writing ads, screening and communicating with candidates, preparation of interview panels and materials, supporting panel chairs through the process, and reference checks.
- oversee and coordinate the staff onboarding, induction and orientation program in consultation with key senior leaders.
- prepare employment contracts, documentation for all staffing changes and employment modifications, and other HR administration as required.
- coordinate staff probationary processes, including the scheduling of applicable dates and milestones, and supporting leaders with pertinent review procedures.
- record and maintain employee tenure periods and contract expiration dates.
- coordinate long service leave, annual leave and extended sick leave requests, including return to work arrangements where necessary.
- update position descriptions as required in consultation with the Principal.
- review and benchmark salaries and conditions for roles as requested, including the completion of industry surveys as directed.
- provide advice and counsel to the Principal on employee relations and dispute resolutions issues, ensuring legal compliance and due process (including the completion of file notes and performance documentation) is followed to mitigate risk.
- provide support to the Principal on employment law and related issues, including seeking advice and clarification through employment lawyers or external bodies as appropriate.
- map, review, develop and implement HR policies and associated procedures as required.

- conduct exit interviews and offboarding processes with staff and report to the Principal on key trends and issues.
- management of HR data integrity, including oversight of relevant platforms and systems ensuring all employee records are maintained accurately and in accordance with legislative requirements.

2. Operational Organisational Development

Partner with the Principal and relevant senior leaders to:

- oversee and lead the operations staff work practices and engagement at the college.
- ensure the College is compliant, efficient and effective with policies, procedures and guidelines including facilitating their cyclical review.
- drive the socialisation, acknowledgment, and relevant publication of college policies.
- oversee Victorian Institute of Teaching (VIT) compliance for teaching staff, including (but not limited to) VIT applications and registrations, Permission To Teach (PTT) applications, as well as completion of the annual VIT Census submission.
- ensure employees understand systems, processes, behaviours and performance expectations of the College.
- complete the Workplace Gender Equality Reporting on behalf of the college.
- ensure that the Principal is kept fully informed of all pertinent issues in relation to industrial relations matters.
- lead and manage processes and associated documentation in relation to staff complaints, grievances, conduct-related issues, and consultation about change and dispute resolution as per the Multi Enterprise Agreement.
- ensure that the Principal's Office is in receipt of information pertinent to the service of staff members where external recognition is available.
- collaborate with the Principal's Office for events and initiatives that contribute to the positive culture and wellbeing of the staff community.

3. Strategic Organisational Development

Partner with the Principal and relevant senior leaders to:

- monitor legislative developments and practices within the educational sector which may impact the college, particularly in the areas of governance, industrial relations, human resources, health and safety, and child protection.
- provide organisational development and structure advice as requested.
- champion the college's Values in Action Operating Principles ensuring alignment to culture:
 - Measure alignment to values during recruitment.
 - 'Induct' new employees to our Lutheran ethos.
 - Assess employees against values during performance appraisal process.
 - Acknowledge and reward staff who consistently live the values.
 - Promote and develop high potential staff who are 'the future'.
- build upon the college leadership program, aligning to the culture and values of the college with the intention of:
 - Increasing leadership capability and awareness of current leaders.
 - Succession planning for key roles and identifying the College's future leaders.
 - Attracting, developing, motivating, acknowledging and retaining quality individuals.

The HR Business Partner is a leadership position, and as such, the position description is considered dynamic and subject to change from time to time. You may be directed by the Principal to undertake other duties from time to time as reasonably practicable.

It is also understood that the nature and scope of duties may require time and attention outside what might be considered as ordinary school hours. The remuneration package is set with this in mind and is therefore inclusive; additional remuneration or allowances will not be paid on this account.

Key Internal Relationships and Accountabilities

Reporting directly to the Principal.

Associated Relationships

- Human Resources Officer
- members of the Executive Leadership Team
- leaders across the college
- operations staff

Committee Memberships

- OHS Committee member
- Consultative Committee member

In addition to the expectations of this role, the incumbent will be required to chair and/or attend relevant meetings as required.

Qualifications and Experience

- Tertiary qualification in Human Resource Management, Business, Psychology, or a related discipline (required).
- Proven experience in a human resources role, with demonstrated success as an HR Business Partner or similar strategic HR position.
- Strong knowledge of Australian workplace legislation, including Fair Work Act, National Employment Standards, and other relevant compliance requirements.
- Experience in areas such as performance management, workforce planning, industrial relations, and organizational development is highly desirable.
- Membership with the Australian HR Institute (AHRI) or progress toward certification is advantageous.

Key Skills and Competencies

- **Business Acumen:** Ability to understand organizational priorities and use data to inform HR strategies.
- **Communication:** Strong written and verbal communication skills to interact effectively with employees at all levels.
- **Interpersonal Skills:** Builds trust, navigates complex relationships, and addresses issues with empathy and professionalism.
- **Strategic Thinking:** Uses insight and foresight to propose solutions that align HR practices with business needs.
- **Organizational Skills:** Manages multiple initiatives, meets deadlines, and maintains a high level of accuracy and attention to detail.

Personal Qualities

The successful candidate will exhibit the following personal qualities:

- Exceptional interpersonal skills with demonstrated ability to work autonomously as well as in a team.
- Excellent time management, attention to detail, and organisational skills.
- Proven ability to communicate effectively with teaching and operations staff.
- Excellent ICT skills, as well as an ability to adapt to multiple digital platforms with ease.
- A commitment to confidentiality execute with tact and discretion.
- Professional demeanor and ability to display ethical and respectful behaviour at all times.
- Be a role model and positive member of the community, including being fully supportive of the college.

Professional Expectations

All staff are expected to:

- commit to upholding and supporting the college's Lutheran ethos and the mission of the Lutheran Church.
- demonstrate commitment to Ministerial Order No. 1359 "Child Safe Standards – Managing the risk of child abuse in schools and school boarding premises", the Child Safe Program – Child Safety and Wellbeing Policy and Child Safe Program – Child Safety Adult Code of Conduct.
- have a shared responsibility for risk identification of child abuse, and be well-prepared in how to respond to child safety concerns.
- be responsive and maintain respectful communications and collaborative relationships with the Luther College community.
- adhere to and implement all safe work practices and procedures in accordance with the Luther College Occupational Health & Safety Policy.
- work safely and report any hazards in accordance with school procedures.
- model exemplary ethical behaviour and exercise informed judgments in all professional dealings.
- attend staff meeting/s and professional learning as scheduled each term.
- meet expectations as set out in the Luther College Staff Handbook.

Our Commitment to Child Safety

All students who attend Luther College have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The college has a commitment to child safety and teaching staff will be responsible for understanding, applying and promoting the college's commitment to child safety, and its related policies and procedures.

Employment at Luther College is subject to school policies including the Child Safety and Wellbeing Policy and Child Safe Program – Child Safety Adult Code of Conduct and participating in all related mandatory training. To ensure the safety of all students, staff will take into account issues relating to Aboriginal students, students from cultural and linguistic diverse backgrounds, or students with a disability, in addressing child protection and disclosures.

Core Leadership Behaviours

The following core leadership behaviours are expected of the person within the position.

Educational Expertise: Currency of professional knowledge within the local, national and global educational context as it influences pedagogy, policy and practice. Has a depth of disciplinary knowledge and disciplinary pedagogical understanding.

Professional Composure: Is a settling influence within a complex environment, is not easily irritated or quick to judge, can manage reasonable stress without it affecting professional performance.

Ethics and Values: Demonstrates Christ-like values, role models expected behaviours, demonstrates honesty and integrity in all situations irrespective of complexity.

Decision Quality: Makes good decisions, based on sound data, credible educational research, collective wisdom, experience and in alignment with the college's strategic aims and objectives.

Interpersonal Expertise: Relates well to all kinds of people, easily builds rapport and trust, is respectful and diplomatic in dealings with others, represents situations accurately without embellishment and displays a genuine empathy for others.

Communication: Can communicate with clarity and purpose within a variety of settings, is an active listener, is slow to judge and form opinions, is able to interpret and respond accordingly to the non-verbal responses of others. Provides consistent public support both within and outside of the college for school-wide policy initiatives and strategic priorities.

Organisational Agility: Knowledgeable about the relational and operational complexity of organisations, works effectively to achieve strategic priorities and learning goals of the college, and understands how best to motivate and align teams of people to achieve these.

Priority and Solution Focused: Can identify what is of strategic importance and prioritises focus of self and others accordingly, can limit distractions, overcomes blocks and barriers, is able to complete projects within required timeframes, consistently meets the goals of the organisation and exceeds the expectations of others, creates opportunities and support structures for others to be internally motivated.

Self Knowledge: Knows personal strengths and weaknesses, reflects upon previous experiences to facilitate personal and professional growth, regularly seeks feedback from others, values transparency and accountability.

Courage and Conviction: Speaks the truth with love, corrects communicated inaccuracies, provides direct feedback to others, faces difficult situations from a clear process perspective, does not personalise professional situations unnecessarily.

SELECTION CRITERIA:

The successful applicant will need to demonstrate or have the demonstrated capacity to develop the capabilities described below:

SC1 Proven Strategic HR Business Partnering Experience

Demonstrated experience in a HR role providing strategic business partnering, with a track record of successfully influencing and collaborating with executive leadership to align HR initiatives with organizational goals. This includes capability in workforce planning, change management, and leadership development.

SC2 Comprehensive Knowledge of Australian Employment Legislation

Strong understanding and application of current Australian employment laws, industrial relations frameworks, and compliance requirements (e.g. Fair Work Act, NES), including experience managing employee relations, grievances, and performance management processes to ensure legal compliance and minimize risk.

SC3 Expertise in Recruitment, Retention, and Organisational Development

Proven ability to lead end-to-end recruitment processes, develop and implement effective retention strategies, and design and execute organisational development initiatives such as performance appraisal systems, staff induction, and succession planning.

SC4 High-Level Communication and Interpersonal Skills

Exceptional written and verbal communication skills, with the ability to build credibility and trust with stakeholders at all levels. Demonstrated capability in coaching leaders, facilitating difficult conversations, and handling sensitive matters with discretion and professionalism.

SC5 Strong Analytical, Planning, and Policy Development Capabilities

Highly developed organisational and analytical skills with a focus on using data and insights to guide decision-making. Experience in policy development, HRIS data integrity, and managing multiple priorities with a high level of accuracy and confidentiality.