



GEELONG GRAMMAR SCHOOL®
EXCEPTIONAL EDUCATION

POSITION DESCRIPTION

POSITION:	Senior Business Partner – Employee Engagement (open to also developing a junior level Business Partner)
DEPARTMENT:	Employee Engagement (HR)
CAMPUS:	Cross Campus (Corio based predominantly)
STATUS:	Full time, Ongoing
DATE PREPARED:	September 2025
REPORTS TO:	Director of Employee Engagement

WORKING ENVIRONMENT

Geelong Grammar School is one of the world's leading coeducational boarding and day schools offering exceptional education to all of its students, from Early Learning to Year 12. Geelong Grammar School seeks to inspire its students and community to thrive and make a positive difference through its unique and transformational education. Geelong Grammar School has four campuses:

Bostock House (approximately 100 students). Situated in the Geelong suburb of Newtown, this campus caters for day students from Early Learning to Year 4. After Year 4, students from Bostock House proceed to Corio. The Bostock campus has approximately 17 full time and part time teaching and support staff.

Toorak (approximately 320 students) is located in Melbourne. It caters for day students from Early Learning to Year 6. After Year 6, most students proceed to Corio. The Toorak campus has approximately 50 full time and part time teaching and support staff.

Corio (approximately 920 students) offers day, day boarding, weekly boarding and full boarding in Years 5 to 8 (Middle School) and day and full boarding in Years 10 to 12 (Senior School). About 70% of Corio students are full boarders. Approximately 100 staff (nearly all teaching) reside on the campus, with 30 accommodation units being connected to boarding houses, and the remainder consisting mostly of free-standing residences. The campus is like a small community with its own (large) kitchen/dining facilities, a medical centre (9 beds), chapel and maintenance workshops and comprehensive educational infrastructure. The campus also provides high level sport, recreational, training and performance facilities used by the School community. The Handbury Centre for Wellbeing provides a gymnasium, indoor swimming pool, dance studio and multi-purpose playing courts and the (SPACE) provides "State of the Art" auditoriums, performance theatres, creative education hubs and display spaces that utilise the latest in technology.

Timbertop (approximately 245 students) is a boarding campus for all Year 9 students, located near Mt Buller in Victoria's Alps. All teaching staff live on the campus and students spend the entire year at Timbertop taking part in hiking, recreational and community service activities.

POSITION OBJECTIVE

To provide contemporary HR advice and assistance to enable and drive effective people practices and programmes, which support the School's Strategic Framework, and our Team Goals and Focus Areas.

KEY RESPONSIBILITIES

Key responsibilities of this role include:

Employee Relations

- Case management and/or investigations of employee workplace matters including behavioural, conduct and performance related issues.
- Manage complex industrial relations matters, including facilitate restorative conversations and provide administrative support for the EBA negotiations.
- Ensure our processes and practices comply with employment laws and regulations.

Resource planning, Recruitment and Onboarding

- Contribute to attraction and retention strategies and lead identified associated initiatives, including social media presence.
- Collaboratively develop and implement initiatives to enhance employer branding (including responsibility for the content regarding this element for the GGS LinkedIn account).
- Work closely with hiring managers and the Employee Engagement Team to understand current and future staffing needs and the requirements of each position for effective job design.
- Support Recruitment Leads, including updating position descriptions, preparing advertisements, participating in selection panels and ensuring recruitment complies with the School's Recruitment and Selection Policy.
- Coordinate the development and review of position documentation and assist in the review of the service delivery and resourcing of specific functions and work areas of the School.
- Coordinate and continually review and improve the whole School induction processes (including transfers/promotions) and work with each campus to review and provide advice on Campus/ Department inductions, ensuring effective management of risk and compliance and a harmonious transition for all new employees into the School.
- Support the OD Lead in continuing to develop, refine, and execute the Employee Value Proposition (EVP) work, employer branding and attraction strategies.
- Partner with universities to design and propose an effective Graduate Program, in collaboration with relevant stakeholders.
- Contribute to enlivening the Workforce Action Plan and evolving the full strategic workforce plan.
- Review candidate experience, including working with System Administrator to continuously enhance the user experience of the HRIS.
- Create effective candidate talent pools within the ATS/HRIS to build a talent pipeline.
- Review current practices and propose appropriate processes for psychometric testing, pre-employment medical examinations and other screening and placement tools/steps, such as reference checking.

Training and development

- Design and deliver professional learning sessions for leaders, e.g. Termly Manager Sessions on relevant topic.
- Promote LinkedIn Learning and other development programmes and resources.
- Contribute to, and/or lead the design and delivery of specific learning and development initiatives.
- Contribute to talent and development strategies for employees, supporting growth and career progression.

Projects

- Contribute to and drive strategic initiatives that fall within the EE Team plans, with a focus on embedding foundations, HRIS implementation and continuous development, culture enhancement, diversity, inclusion and belonging and organisational development.

Conditions of employment

- Assist in reviewing and documenting terms and conditions of employment for all Geelong Grammar School employees and associated employee and industrial relations processes to ensure the School fulfils its legislative obligations in accordance with the requirements of the Fairwork Act and National Employment Standards and the relevant industrial instruments and Awards. This includes, but is not limited to;
 - developing handbooks on conditions of employment and/or Enterprise Agreement documentation,
 - classifying positions,
 - preparing contracts of employment,
 - attending and taking minutes of consultation meetings and/or briefings,
 - providing information and advice on conditions of employment to employees, Managers and other employee services such as Payroll.
- Contract compliance - manage the casual conversion process and periodically review fixed term contract expirations.

Reward and recognition

- Contribute to the review and development of reward and recognition programmes.
- Coach Line Managers on reward and recognition approaches.

Engagement and Wellbeing

- Coordinate wellbeing and engagement surveys and support Managers to interpret and action results.
- Monitor team engagement data and action planning.

General advice and support

- Provide effective and contemporary HR support and advice to employees and leaders.
- Provide expertise to continue to improve and streamline people practices across the School (full employee lifecycle).
- Manage the central inbox and allocate enquiries to the team as required.

Off-boarding/ Exit Management

- Continually review and optimise the offboarding/exit processes- including checklists, process, interviews and action planning.
- Process offboarding tickets in the HRIS.

OHS/ Return to Work

- Participate as a representative on the OHS committee.
- In collaboration with leaders, coordinate return to work planning for non-work-related medical conditions.

Reporting and HR analytics

- Monitor and review available employee data to facilitate effective decision making.
- Prepare regular reports, statistics and insights for management, Executive and Council review.
- Provide other reports and statistical reviews as necessary.

Other

- Streamline and automate role responsibilities as much as possible to reduce administration elements and enhance time for strategic elements of the role
- Policy Development - in consultation with the Director of Employee Engagement and other stakeholders, coordinate and assist in the development, review and documentation of applicable policies and procedures to ensure compliance with relevant legislation and current most effective practice.
- Provide administrative assistance as required (which may include managing correspondence and taking minutes of confidential meetings such as disciplinary, performance counselling, EBA negotiations, EE Executive, mediation and conciliation meetings).
- Liaise and work closely with other members of the team.
- Support the talent and succession processes.
- Ensure system records are updated with applicable data, such as classification levels in the HRIS.
- Other duties commensurate with role and deputise for Director EE as required.

KEY SELECTION CRITERIA:

Competencies and Skills

- Demonstrated ability to navigate chaos, uncertainty and ambiguity successfully - thrives in a fast paced and busy environment
- Is Courageous, Curious and Compassionate
- A critical thinker and problem solver – views challenges and queries as problems to be solved, and is not easily frustrated
- Open to new experience, ideas and approaches - comfortable with trial and error
- Resilient, with a calm and positive attitude
- Demonstrates exemplary ethical standards
- Collaborates well with individuals and teams, even when they are challenging
- Is reflective and commits to the development of self and others
- Personal alignment to our School's Strategic Framework and Strategic Imperatives
- Uses data effectively in decision making
- Effectively initiates, drives and leads necessary change
- Disciplined and measured
- Well-developed interpersonal skills with a proven ability to develop trust and rapport and create positive, professional, harmonious and cooperative working relationships at all levels
- High level written communication skills with a proven ability to develop coherent, practical and legally compliant human resource policies that also encourage a culture of cooperation and transparency
- A proven ability to develop and maintain organisational systems and procedures.
- Excellent organisational, administrative and time management skills
- Approachable and customer focussed
- A working knowledge of contemporary practice in performance management and development systems, including the assessment of professional development needs
- A proven ability to maintain confidentiality, and ensure all documentation and correspondence is compliant with the Privacy Act and respects the confidentiality of individuals and the School

Qualifications and Experience

- Experience in a similar generalist HR role
- Experience leading projects
- Previous experience and/or knowledge of recruitment processes
- A sound knowledge and experience working within industrial and employee relations with specific experience and understanding of the Fairwork Act (FWA), National Employment Standards (NES), EEO

legislation and Award and Enterprise Agreement interpretation and processes. (Knowledge and experience within the educational sector would be an advantage, but is not a prerequisite)

- Previous experience in developing position descriptions. A knowledge of and previous involvement in structural reviews and review methodologies would be highly regarded
- Tertiary qualifications in Human Resource Management or a related discipline such as Organisational Psychology or Business Management or significant experience within a relevant role
- A current driving licence and willingness to travel to other Campuses of the School
- Previous experience working within the education sector would be highly regarded

OTHER REQUIREMENTS AND OUT OF HOURS EXPECTATIONS

- The incumbent will be required to travel to other campuses, and stay overnight (or longer) at our Timbertop Campus/in Mansfield.
- Attendance at School and House events outside of usual work hours may be required (for example Staff Conference dinner).
- Work on public holidays within Term time may be required on occasion.

COMMITMENT TO POSITIVE, ADVENTURE AND CREATIVE EDUCATION:

Geelong Grammar School is committed to experiential learning with and through nature and Creative, Adventure and Positive Education.

All staff are required to attend our Discovering Positive Education training course within their first two years of employment at the school. Staff also have the opportunity to participate in ongoing Positive Education training throughout the year.

OUR COMMITMENT TO STUDENT SAFEGUARDING

Geelong Grammar School is committed to the safety of all students and has a zero tolerance of student abuse.

WORKING WITH CHILDREN AND NATIONAL POLICE CHECK:

All employees of Geelong Grammar School must undertake a Victorian Working with Children Check (Employment), and National Police Check (within 3 months) prior to appointment.