



Position Description

Position:	Human Resources Manager
Position Status:	Full-time (1.0 FTE), ongoing
Classification:	Level 10, in accordance with the Presbyterian Ladies' College General Staff Agreement 2022-2024
Annual Leave:	5 weeks annual leave to be taken during term break (this includes a mandatory shut down period over Christmas and New Year as well as College shut down days)
Reports to:	Director of People & Culture. All positions in the College ultimately report to the Principal

Presbyterian Ladies' College

Established in 1875, Presbyterian Ladies' College (PLC) is a leading Christian independent school for girls from Kindergarten to Year 12, with onsite boarding available from Year 7.

The campus is situated in the east of Melbourne on a 16-hectare site, creating a unique environment of a school in a park.

Our core values, underpinned by our Christian Ethos, are Integrity, Empathy, Courage, Delight and Service, and these provide an enduring foundation for dynamic learning.

The College Mission is an outstanding education within a Christian context that:

- prioritises care
- promotes holistic development and growth
- personalises learning
- provides enriching opportunities
- perpetuates principled living and a service ethic
- prepares students for their time as scholars, thinkers, citizens, advocates, and leaders

Our consistently impressive academic results reflect the high-quality teaching, dedication of the students and visionary leadership for which the College has long been renowned.

We value and nurture the individual strengths and passions of the students. The personal development of our students is our priority with extensive age-appropriate care and wellbeing programs. Asian and European language studies are part of the curriculum from Prep to Year 12 with many students continuing foreign language study through either the Victorian Certificate of Education or the International Baccalaureate pathway.

The students' talents and interests are nurtured within a rich curriculum program, as well as through extensive co-curricular offerings.

Our ultimate goal is to develop girls who are fully prepared and will flourish in their life and work well beyond school as they contribute in meaningful ways to their community as scholars, thinkers, citizens, advocates and leaders.



Context of the Role

The People and Culture Department is responsible for the development and implementation of effective people strategies aimed at attracting and maintaining a highly engaged, safe and skilled workforce.

The team consists of Human Resources, Talent & Recruitment, People and Culture, Policy, Risk & Compliance, and Occupational Health & Safety professionals, who work collaboratively to meet the College's goals, as set out in the strategic plan, and support the day-to-day operations of the College.

Position Overview

This truly hands-on human resources (HR) generalist role reports to the Director of People & Culture and is responsible for the day-to-day management of the College's HR Operations across the full employee life cycle. This includes onboarding, learning and development, performance management, staff movement, employee relations/industrial relations, HR services and offboarding.

The purpose of the role is to:

- provide specialised HR support, guidance and solutions to College leaders, managers and staff on all HR matters
- provide staff with a seamless HR service experience
- provide legally accurate and commercially astute solutions for people related challenges
- expertly manage grievances and enforce HR policies and practices, and
- continuously improve and maintain the smooth running of HR support services, systems and processes

Key Responsibilities:

Examples of duties include but are not limited to:

HR Operations

- provide expert advice and proactive solutions to College leaders, managers and staff in all HR matters, including onboarding, performance management, learning and development, workforce planning, remuneration, benefits and rewards, staff movement and offboarding
- implement robust HR frameworks and programs across the employment lifecycle
- develop and maintain HR services, systems, policies and processes that are easily accessible, useful and support the delivery of college objectives
- maintain onboarding and offboarding processes, practices and data to continuously improve the employee experience
- collaborate with the Talent Lead on workforce planning solutions as they relate to talent attraction and retention
- implement retention programs and processes in collaboration with the Director of People & Culture
- manage the end-to-end General Staff Performance and Career Enhancement (PACE) process including performance reporting and resulting talent management actions and initiatives
- provide guidance to managers in the performance management process for underperforming staff



Employee Relations / Industrial Relations

- provide legally accurate and commercially astute advice on the interpretation of employment legislation and industrial instruments, including the College's Enterprise Agreements and modern awards
- ensure processes and outcomes are compliant with employment legislation and industrial instruments
- manage complaints and grievances, investigations and disciplinary matters in accordance with College policies and procedures to ensure the timely delivery of fair and consistent resolutions
- support the Director of People & Culture in complex employee relations / industrial relations matters
- support the Director of People & Culture in Enterprise Agreement negotiations and maintaining the ongoing relationship with union representatives
- keep abreast of legislative changes, make timely HR process and practice changes to maintain compliance, and communicate with leaders, managers and staff

Other Duties

- assist the Director of People & Culture with the development, consultation and implementation of major organisational changes
- assist in the ongoing implementation and improvement of HR systems and reporting automation
- ensure compliance with mandatory HR reporting, including VIT (Victorian Institute of Teaching), WWCC (Working With Children Checks), WGEA (Workplace Gender Equality Agency), D&I (Diversity and Inclusion) and PLC School Council reporting
- maintain HR and WWCC (Working With Children Check) compliance records
- coach, guide and mentor P&C team members and HR direct reports
- contribute to the implementation and embedding of diversity, equity and inclusion, and safety and wellbeing strategies and principles into all HR platforms
- as directed by the Director of People & Culture
- maintain up-to-date understanding and support of the College's commitments to Child Safety, Health & Safety, and Policy & Compliance

Key Relationships:

- Senior School, Junior School and ELC Leadership Teams
- Managers and Heads of Departments
- All teachers and general staff
- Payroll Office
- People & Culture Team

Direct Reports:

- HR Advisor



Mandatory Qualifications / Registrations / Certifications:

- relevant tertiary / post-graduate qualifications in Human Resources or equivalent tertiary qualification
- current or willingness to obtain a Working with Children Check (Employee)
- current certification, or willingness to obtain certification, through PLC-run programs:
 - Provide First Aid (HLTAID011) and CPR (HLTAID009) certificates
 - Asthma First Aid certificate
 - Anaphylaxis Management certificate
 - MARAMS - Protecting Children - Mandatory Reporting and Other Legal Obligations for Non-Government Schools (or equivalent)

Please note: Staff are required to maintain current certification and compliance training as required

Knowledge, Skills and Experience:

- senior HR professional with proven experience at a managerial level with a focus on Employee Relations / Industrial Relations (ER/IR) and Operational Management
- preferably skilled in HR systems improvement (familiarity with Synergetic software would be an advantage)
- experience in an educational environment would be an advantage, but not essential
- sound HR advisory skills, with a positive and proactive customer service approach
- strong understanding of employment laws, industrial relations practices, Enterprise Agreements, relevant awards and child safety standards relevant to the education sector
- sound knowledge of leading HR best practices
- exceptional communication, negotiation, and interpersonal skills to effectively engage with College leaders, managers, staff and external stakeholders
- strong analytical, technical, and problem-solving abilities

Key Attributes:

- warm, positive and considerate towards all internal and external stakeholders
- confident communicator with sound decision making, influencing and conflict resolution skills
- collaborative team player who fosters positive relationships with colleagues
- high level of integrity, discretion, and confidentiality in handling sensitive HR matters
- thrives in a consultative, collaborative, and service-oriented work style
- excellent organisational, time management and prioritisation skills
- excellent verbal and written communication skills
- calm under pressure and able to maintain self-awareness
- highly adaptable and comfortable navigating through ambiguity
- passionate about best practice HR
- committed to ongoing professional learning and technical capability
- committed to upholding and supporting the values, culture and goals of the College



Presbyterian Ladies' College
MELBOURNE



All appointments of General Staff are subject to a satisfactory National Police Check, at the expense of the employer.

Mrs Cheryl Penberthy
Principal

September 2025

The purpose of this position description is to provide a general overview of the key responsibilities of the position and is not intended to represent the entirety of the position nor is it intended to be all-inclusive