

An aerial photograph of the Ipswich Girls' Grammar School campus. The central building is a large, light-colored structure with a blue roof and a central tower. It is surrounded by lush green trees and a paved area with a circular driveway. In the foreground, there is a green sports field.

Appointment of

DIRECTOR OF PEOPLE & CULTURE



**IPSWICH GIRLS'
GRAMMAR SCHOOL**
— & —
IPSWICH JUNIOR GRAMMAR SCHOOL

FROM THE PRINCIPAL

At Ipswich Girls' and Junior Grammar School, we value individual strengths and talents, nurture students to collaborate towards shared goals, and inspire them to look outward to the world.

Our motto, *Omnia Superat Diligentia* – Diligence Overcomes All, underpins our forward-thinking, independent education for girls in Years 7 – 12 and co-education in our Early Learning Centre and Junior School. We strive to prepare our students for a lifetime of learning, leadership and service.

The Director of People and Culture plays a key leadership role in executing our new future-focused strategic plans and forms a vital part of the executive leadership team of the School.

SCHOOL
133
years old

STUDENTS
1,248
from Kindy – Year 12

STAFF
280
people



ABOUT THE SCHOOL

At Ipswich Girls' Grammar School including Ipswich Junior Grammar School, we are proud of our long-standing tradition of educational excellence since 1892. We are committed to nurturing each student's unique talents and preparing them for the future with grit, grace, and purpose.

We offer a robust and inclusive learning environment from Kindergarten to Year 12, with co-education in the early years and girls-only education from Year 7. Our values – diligence, excellence, respect, integrity, and care – are embedded in every aspect of school life. We cater to diverse learning needs, offer support for English language learners and extension opportunities for gifted students.

Our proud history includes trailblazers like Miss Fanny Hunt, our founding Headmistress and the first woman to graduate from Sydney University with a Bachelor of Science, and Eleanor Greenham, our first enrolled student and the first Queensland-born woman to earn a degree in Medicine. Today, our alumni continue to excel globally across fields such as medicine, law, engineering, politics, and the arts.

At Ipswich Girls' Grammar School including Ipswich Junior Grammar School, we believe every student is destined to be...

[VISIT SCHOOL WEBSITE](#)



THE ROLE

The Director of People & Culture (DPC) is a member of the School's Executive Management Team and manages and implements the School's human resource strategy.

The DPC works closely with the Principal and Executive to shape and deliver a comprehensive human resource strategy that aligns with the School's vision, purpose, and values.

The role integrates strategic HR leadership with operational excellence, ensuring compliance and risk management while fostering a culture of engagement, inclusivity, and wellbeing. The DPC leads talent acquisition and retention, professional development, employee relations, and HR systems, contributing to the overall success of the School.

The Core focus areas include:

- Strategic and Operational Leadership
- Compliance and Risk Management
- Recruitment and Workforce Planning
- Training and Professional Development
- Employee Engagement and Wellbeing
- Employee Relations and Advice
- HR Operations and Systems



POSITION RESPONSIBILITIES

1 Strategic and Operational Leadership

- Develop and implement a HR Strategic Plan aligned with the School's broader priorities.
 - Provide HR leadership and advice to staff and Executive.
 - Use HR data and metrics to inform strategy and decision-making.
 - Represent the School at functions, conferences, and networks.
 - Maintain accurate employee and training records.
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2 Compliance and Risk Management

- Ensure compliance with Australian Employment Law, Fair Work Act, and relevant legislation.
 - Manage risk and industrial/employee relations issues to protect the School.
 - Oversee workers' compensation, rehabilitation, and return-to-work programs.
 - Maintain effective Work Health & Safety policies and practices in collaboration with the WHS Officer.
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3 Recruitment and Workforce Planning

- Lead recruitment, selection, and retention of high-quality staff.
 - Undertake workforce planning to ensure staffing levels and skills meet School needs.
 - Oversee onboarding, induction, and mentoring programs.
 - Ensure recruitment and employment practices are transparent, equitable, and compliant.
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4 Training and Professional Development

- Develop a cyclical, school-wide professional learning plan aligned with School priorities in conjunction with the Deputy Principal and the Head of Junior School.
- Partner with leaders to identify training needs and deliver coaching and mentoring initiatives.
- Manage staff appraisal processes to identify and support professional growth.
- Administer and monitor the professional learning budget.

POSITION RESPONSIBILITIES

5 Employee Engagement and Wellbeing

- Implement the School's Staff Wellness strategy that supports mental health, wellbeing, psychological safety and work-life balance.
 - Facilitate regular meetings of the Staff Wellbeing committee.
 - Monitor and enhance staff satisfaction through proactive programs.
 - Foster a collaborative and inclusive culture that reflects the School's values.
 - Promote diversity and belonging as part of the staff experience.
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6 Employee Relations and Advice

- Provide timely advice to the Principal, Executive, and line managers on HR and employee relations.
 - Provide support in the Complaints Management process as applicable.
 - Support leaders in performance management and early intervention for staff concerns.
 - Manage conflict resolution, mediation, and workplace issues constructively.
 - Ensure consistent, transparent, and fair resolution of staff matters.
 - Provide advice and guidance as part of the negotiation process of the Enterprise Agreement.
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7 HR Operations and Systems

- Maintain efficient, up-to-date HR systems and processes.
- Regularly review and update policies and procedures to reflect best practice.
- Ensure HR records, reporting, and compliance obligations are met.
- Manage budgets and resources effectively in line with operational priorities.

ABOUT YOU

You are a high performing and dynamic HR practitioner with demonstrated experience in a leadership position within a relevant industry and a high level of understanding of IR/ER and the Fair Work Act.

We are looking for an individual with broad HR Generalist experience across all functions including recruitment and selection, performance management, organisational development, talent, and succession planning, change management and employee relations, remuneration and benefits and HRIS reporting and systems usage.

To be successful in this role, you will have relevant tertiary qualifications in Human Resources, Business or a related discipline. It is essential that you are highly organised, have an acute ability to problem solve and enjoy the complexity and pace of working in a multi-faceted School environment. Of critical importance is your ability to influence and inspire others and positively impact the strategy of the School and its culture.



KEY SELECTION CRITERIA

- 1 Strategic and operational leadership across the HR spectrum.
- 2 Knowledge of contemporary HR issues and trends, particularly within schools.
- 3 Commitment to building a supportive and collaborative workplace culture.
- 4 Skills in developing and implementing HR strategies and solutions that enhance staff engagement and organisational outcomes.
- 5 Excellent communication and relationship-building skills with diverse stakeholders.



YOUR APPLICATION

If this sounds like you, and you are interested in joining a highly respected school community, please provide the following information in your application:

1. Curriculum Vitae (over no more than 3 pages).
2. Cover Letter (over no more than 1 page).
3. Responses to the Key Selection Criteria (over no more than 3 pages).
4. Contact details of three professional referees, one of which must be your current Manager or Supervisor.

Please address the Cover Letter to:

Mrs Wendy Jurss

Acting Principal

Ipswich Girls' and Junior Grammar School

82 Chermside Road

IPSWICH QLD 4305

Applications close 5pm Monday 20 October 2025 and must be submitted via Seek.com.

