



Position Description

Position Details

Position Title	Human Resources Manager
Department/s	Human Resources
Reporting to	Business Manager, Principal
Reporting directly to the role	HR Officer
Key Liaisons	School Leadership Team (SLT), Executive Assistant – Business Operations, Risk and Compliance Advisor, Payroll team, Staff
Employment Type	Fixed-term contract (April 2026 – March 2027), Full time
Pay Classification	<i>Queensland Anglican Schools Enterprise Agreement 2024</i> Negotiated Salary
Last Review Date	January 2026

Our School

Hillbrook is a co-educational school of approximately 930 students from Years 7-12, established in 1987. The School is growing in size over the next two years with up to 1,008 students by 2028. The School's motto, "In Balance We Grow" underpins life at Hillbrook, which prides itself a focus on quality teaching and learning and a specialisation in the nurturing of adolescents.

We aspire to provide all members of our staff and student body with support in a community environment. Hillbrook staff are encouraged to become involved in the collegial ethos of the school and are expected to support our core values.

The School Leadership Team (SLT) comprises the Principal, Deputy Principal, Dean of Student Wellbeing, Dean of Teaching & Learning, and the Business Manager.

The Role

The Human Resources Manager is responsible for coordinating and leading the delivery of the human resources and staff wellbeing function within the School and the Early Learning Centre, to attract, retain and develop high quality staff, and ensure compliance with relevant industrial and legislative regulations.

Key Responsibilities

Organisational Development

- Maintain the School's staff Organisational Charts.
- Preparation of weekly staff communications relating to staffing updates.
- Develop and implement staff wellbeing strategies aligned with the School's mission and values.



- Prepare and maintain accurate Position Descriptions to ensure they are consistent with the School's objectives.
- Coordinate the staff professional conversations process to ensure these are undertaken on a regular basis with each staff member.
- Lead the ongoing development and review of School policies and procedures relevant to the human resources area.
- Assist the Director of Finance with budgeting and forecasting of salaries and wages expenses.

Management of Staff Movements

Recruitment and Induction

- Lead and support the SLT in the recruitment and appointment of all new employees in accordance with the School's recruitment and selection practices and the requirements of the Enterprise Agreement.
- Draft recruitment advertisements and publish advertisements in consultation with the SLT on Seek, the School's website, LinkedIn, and internally as required.
- Work with the Executive Assistant – Business Operations to screen and distribute expressions of interest to relevant stakeholders.
- Work with the HR Officer to prepare employment contracts and send offers on behalf of the Principal and Business Manager.
- Coordinate the onboarding process, including the timely management of all screening and compliance processes; completion of relevant documentation; and communication with all relevant stakeholders (payroll, IT, maintenance etc).
- Coordinate the School's employee induction process.

Internal

- Support the Principal and Business Manager in drafting appropriate letters for all internal staff movements (e.g. Promotional positions).
- Ensure all internal staff movements are communicated with payroll and any other relevant parties in a timely fashion.
- Coordinate the process when internal staff move into additional or promotional roles to ensure relevant preparations are made for them to operate in the role.

Conclusion of Employment Processes

- Coordinate the offboarding process, including the timely management of the return of all School property; completion of relevant documentation; and communication with all relevant stakeholders (payroll, IT, maintenance etc).
- Provide process support and advice to the SLT during performance management, redundancy, or any other termination processes.

Payroll Interaction

- Communicate with the Payroll Accountant to ensure staff are paid accurately under existing terms and conditions.



- Work with the HR Officer and Payroll Accountant to ensure staff records are maintained within the Alpha School System (TASS) HR and Payroll database.
- Support the Principal and Business Manager to effectively manage employee leave liabilities within School policy.
- Support the Payroll Accountant and HR Officer with industrial relations advice in response to staff queries.

Provision of Human Resources Advice

- Constant review of changes to the staffing environment within the School and ELC, and provision of advice on compliance concerns.
- Liaise as necessary with external professionals for advice regarding all human resources and industrial relations issues.
- Research the impact of new legislative or other statutory changes with the School and ELC environment and provide advice to the SLT.
- Provide written and verbal advice on human resources issues, including industrial relations matters within the School and ELC.

Statutory Compliance

- Work with the Risk and Compliance Advisor and HR Officer to maintain and continually improve the School's Blue Card management processes and Training Register of Student Protection training for all staff, to ensure the School is compliant at all times.
- Ensure the School is compliant with relevant statutory requirements and compile reports as necessary including the Workplace Gender Equality Agency Annual Report and assist with the staff section of the annual Commonwealth Census.

Other

- Liaise with staff, in conjunction with the School Counsellors, as necessary about the Employee Assistance Program (EAP).
- Support the ELC staff with recruitment and HR advice as needed.
- Maintain consistent and relevant professional development.
- Other ad hoc tasks and projects as required to support Hillbrook operations as directed by the Business Manager or the Principal from time to time.

Competencies

1. Qualifications and Certifications

- Tertiary qualifications in Human Resources, or a relevant Business Management degree or proven relevant experience.
- Mandatory possession of or eligibility for a 'Working with Children' Card

2. Knowledge and Experience

- A minimum of 3 years extensive practical human resource/industrial advisory experience (within educational setting highly desirable)



- Excellent computer skills, including the ability to work with the Microsoft Office Suite (in particular, Word and Excel) and TASS is desirable.
- Demonstrated experience and working knowledge of Award and Enterprise Bargaining Agreement interpretation, including the ability to interpret and apply legislation, awards, regulations and policies
- Working knowledge/ experience in finance/ payroll departments.
- Excellent computer and Microsoft Office Suite skills (in particular, Word and Excel)

3. Competencies and Skills

- Autonomous, with demonstrated initiative and motivation to manage competing priorities, monitor progress, and meet operational demands
- Excellent interpersonal and professional communication (both written and verbal) skills to effectively collaborate with administrators, staff, and external stakeholders in an articulate and professional manner
- Ability to establish cooperative and positive working relationships to work as an effective team member or independently, in an agile and responsive manner
- Demonstrated professionalism and integrity, with the ability to maintain confidentiality and use discretion as required

Conditions, Entitlements and Benefits

- Ordinary hours of work are between 8:00am to 4:00pm with a half hour lunch break, Monday to Friday. Start and finish times are flexible and may be varied by mutual agreement.
- Fixed-term contract commencing April 2026 to March 2027.
- Employer superannuation of 12.75% (above the required 12% superannuation guarantee contribution) paid in addition to salary.
- Access to Professional Learning and catered Professional Development days.
- Wellbeing initiatives including staff morning teas, end of term lunches, coffee club and staff social club.
- Inner-north suburb of Enoggera, with free on and off-site parking and public transport nearby.

Application Process

The closing date for applications is **Monday, 23 February 2026**.

In your application, please include the following:

- A cover letter including personal details and why you are interested in the role.
- A resume highlighting experience relevant to the position.

All applications should be addressed to the Business Manager, Bronwyn Jones, and submitted through our website: <https://www.hillbrook.qld.edu.au/work-with-us/>

The Principal reserves the right to fill the position by invitation or to re-advertise the position. Short-listed applicants will be contacted by the School in order to arrange an interview.