



## Position Description

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| <b>Position:</b>        | <b>Senior People &amp; Culture Specialist</b>   |
| <b>Position Status:</b> | Full-time (1.0 FTE), fixed term   |
| <b>Classification:</b>  | Level 9, in accordance with the Presbyterian Ladies' College General Staff Agreement 2026 |
| <b>Reports to:</b>      | Human Resources Manager. 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 & 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 & 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

The Senior People & Culture Specialist operates within the People & Culture team and supports the delivery of high-quality HR advisory services and workforce operations.

The position works closely with leaders and managers to provide expert guidance on workforce matters including employee relations, policy interpretation, and the effective application of employment frameworks.

The role contributes to the delivery of HR operations, employee relations management, workforce governance and people-related initiatives, ensuring that the College maintains consistent, compliant, and effective people practices.

The Senior People & Culture Specialist plays a key role in supporting leaders to manage their teams effectively while ensuring services are delivered in a practical, responsive, and solutions-focused manner.

## Key Responsibilities:

Examples of duties include but are not limited to:

### Senior HR Advisory

- Provide expert HR advice and guidance to College leaders and managers on workforce matters including employee relations, performance management, and organisational issues
- Support leaders to proactively manage their teams and resolve people matters effectively

### Employee Relations & Case Management

- Manage complaints, grievances, investigations and disciplinary matters in accordance with College policies and procedures
- Provide advice on the interpretation and application of employment legislation, enterprise agreements, and industrial instruments

### HR Operations

- Support the delivery of HR operations across the full employee lifecycle including onboarding, staff movement, workforce planning, and offboarding
- Work closely with the HR and Recruitment functions to ensure consistent and effective people practices across the College

### Policy & Governance

- Support the development and implementation of People & Culture policies, procedures, and frameworks
- Ensure HR processes and outcomes align with legislative requirements and College governance frameworks



### Process Improvement & Projects

- Contribute to the development and implementation of HR process improvements and people-related initiatives
- Support the People & Culture team in delivering key workforce projects and operational priorities

### Other Duties

- as directed by the Human Resources Manager
- 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
- Teachers and General Staff
- Business Office
- People & Culture Department

### Mandatory Qualifications / Registrations / Certifications:

- relevant tertiary / post-graduate qualifications in Human Resources or equivalent qualification
- current Employee Working With Children Check (WWCC)
- 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:

- significant experience in a generalist HR Business Partner role, with strong knowledge of HR best practice
- proven experience in Employee Relations / Industrial Relations (ER/IR), including case management and conflict resolution
- excellent project management skills, including strong analytical, process improvement, and problem-solving abilities
- 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
- exceptional communication, negotiation, and interpersonal skills to effectively engage with College leaders, managers, and staff



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### **Key Attributes:**

- warm, positive, and considerate towards all stakeholders
- confident communicator with strong 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
- passionate about best practice HR
- excellent organisational, time management, and prioritisation skills
- driven and energetic with excellent verbal and written communication skills
- calm under pressure and able to maintain self-awareness
- highly adaptable and comfortable navigating through ambiguity
- committed to ongoing professional learning and technical capability
- committed to upholding and supporting the values, culture, and goals of the College

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

**Dr Emma Burgess**  
Principal

March 2026

*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*