

People and Culture Partner (Employee Relations)

Classification:	ESS Category C, Level 4
Reports to:	Leader of People and Culture
Direct Reports:	People and Culture Partner People and Culture Coordinator

Context

Sacred Heart College is a proud, dynamic, high performing school community with strong traditions, a rich history and a deep sense of community and welcome. Our Catholic identity is best exemplified through a program of education that encourages students and staff to pursue the Mercy values of compassion, justice, respect, hospitality, service and courage. The Sacred Heart Way is identified through actions that uphold and advance Catherine McAuley's vision of the lived Gospel, which is at the heart of our community.



[Strategy 2021 and Beyond](#) articulates our vision of educating girls in the Mercy tradition to make a difference in our changing world. Key elements of the strategy focus on opportunities to reimagine learning that enables members of our school community to be creative, self-directed and critical thinkers, who are inspired to learn, whose natural inquisitiveness is nurtured and who strive for excellence.

The People and Culture Team operate as key partners within the College with responsibility for all aspects of human resources. They create, lead and coordinate processes, projects and initiatives aimed at ensuring the College's people practices support an engaged and effective workforce. Portfolios include talent acquisition, training and development, performance, employee relations, employment law and compliance, compensation and benefits, OHS, administration and HR system management.



Primary Purpose and Key Responsibilities

Position Summary

The People and Culture Partner (Employee Relations) is a key member of the People and Culture Team, responsible for partnering closely with leaders to build capability and confidence in managing employee performance, conduct and workplace matters.

This role provides advice and hands-on support across employee relations, including performance management, workplace investigations, return to work coordination, and industrial compliance. The role proactively identifies risks, supports early intervention, and ensures that processes are managed in accordance with relevant legislation, the Catholic Education Multi Enterprise Agreement 2022 (CEMEA), and College policies.

A strong focus of this role is to coach and upskill leaders, embed consistent and best practice approaches to employee relations, and contribute to a safe, respectful and high-performing workplace culture.

This role contributes to the development and continuous improvement of employee relations frameworks, policies and practices across the College.

Key Responsibilities

Employee Relations and Case Management

- Provide advice and support to leaders on employee relations matters, including performance, conduct, grievances and workplace concerns
- Support and guide leaders through the management of performance improvement processes, ensuring alignment with Fair Work requirements and CEMEA 2022
- Lead workplace investigations, including more complex matters where appropriate, ensuring procedural fairness and high-quality outcomes
- Manage employee relations matters with increasing autonomy, escalating where appropriate for complex or high-risk situations
- Facilitate and document formal processes, including disciplinary action, ensuring compliance with legislative and industrial requirements

Leader Coaching and Capability Building

- Partner with leaders to build confidence and capability in managing people matters effectively and proactively
- Provide coaching on performance conversations, feedback, documentation and risk management
- Identify capability gaps and contribute to the design and delivery of targeted learning and development initiatives
- Support the uplift of consistent, equitable and best practice approaches across the College

Industrial Relations, Compliance and Policy

- Develop and maintain a strong working knowledge of the Catholic Education Multi Enterprise Agreement 2022 (CEMEA), National Employment Standards and other relevant legislation
- Ensure employee relations processes are compliant, procedurally fair and aligned with College policy
- Support the College in meeting its obligations in relation to employment law, child safety and workplace policies



- Build effective and professional relationships with external stakeholders, including the IEU and other representatives
- Contribute to the review, development and implementation of People and Culture policies and procedures
- Support the ongoing review and continuous improvement of employee relations policies and frameworks
- Provide guidance to leaders on the interpretation and application of policies

WorkCover and Return to Work

- Coordinate return to work processes for employees with workplace injuries
- Liaise with employees, leaders, medical practitioners and insurers
- Monitor and manage WorkCover claims in partnership with the Leader of Business Operations
- Play an active role in the OHS committee
- Identify risks and trends and provide recommendations

Risk Management and Improvement

- Identify employee relations risks and provide recommendations
- Contribute to continuous improvement of People and Culture processes
- Support development of practical resources for leaders, including facilitating training where appropriate
- Maintain accurate and confidential records

Other accountabilities and duties

In addition to the primary purpose and key priorities, the Leader of People and Capability will:

- Undertake other reasonable duties as directed.
- Document and maintain procedures relevant to the position.
- Comply with the standards of a Child Safe organisation.
- Maintain and contribute to individual and collective responsibility for Health and Safety at the College.
- Undertake relevant professional and technical development.

Key Relationships

Key relationships include:

- Leader of People and Culture
- People and Culture Team
- College Leadership Team
- Middle Leaders and staff
- IEU Representatives
- Payroll and Business Operations

Skills, Experience and Qualifications

Essential:

- Tertiary qualifications in Human Resources, Industrial Relations, or related field



- 2-3 years experience in a similar position, including experience with complex ER matters
- Extensive understanding of the Fair Work Act and relevant employment legislation in Australia
- Ability to coach and influence leaders
- Strong communication skills
- Sound judgement and discretion
- Commitment to work within and positively advance the College's mission and Mercy values.

Desirable:

- L&D content development and facilitation skills
- Familiarity with CEMEA (2022)
- Professional Industry membership (AHRI) or involvement in relevant networks.
- Understanding of the principles of a Catholic community organisation.

This position requires a current Police Check and Employee Working with Children Check.

Child Safety

The Leader of People and Capability will be committed to the College's child-safe policy, comply with the Child Safety Code of Conduct, Mercy Education Limited Code of Conduct and all other policies and procedures relating to child safety. They will demonstrate a duty of care to students in relation to their wellness for learning and will proactively support a child safe environment.

Acknowledgment

A holder of this position acknowledges that:

- They have read and understood the general requirements of the position.
- They are suitably qualified and capable to undertake the responsibilities within
- This position description serves to describe the position as accurately as possible but does not constitute a full statement of duties, and
- Other reasonable duties may also be allocated.

