

WORKFORCE PLANNING & HUMAN RESOURCES BUSINESS PARTNER

POSITION DESCRIPTION



Reporting to:	Director of Human Resources
Tenure:	Ongoing
Status:	Full time (6 weeks' paid annual leave)
Salary:	General Staff Level 7
Prepared:	March 2026

Position Context

Hume Anglican Grammar is an independent, multi-campus, co-educational and Anglican Diocesan School offering education from Prep to Year 12 in the Northern growth corridor of Melbourne. The School aims to provide its students with an education that prepares them for the challenges of life, equips them to contribute to the community in an environment based on Christian values and at a cost affordable to as many families as possible. It is Hume's fundamental belief that young people who are genuinely happy will engage, aspire and thrive within our learning community. By establishing high standards in all that it does, every student is encouraged and supported to discover and fulfil their unique potential.

Hume Anglican Grammar has an open enrolment policy so educates children from many faiths and with a diverse range of backgrounds and abilities. It has a strong sense of inclusivity and a community-minded focus. Hume is a progressive school, not just in the development of buildings and grounds, but also in innovative thinking and advancements in its approach to teaching and learning. This is led by a group of dedicated and expert teachers who practise their craft with skill, and by building the strongest of relationships with students. It is not by chance that Hume has young people who readily display warmth, humour and respect for one another and their teachers.

After 3 years located elsewhere, in 2011 the School commenced in Mickleham the Prep to Year 12 Freier campus on 10 hectares. In 2019, it opened another Prep to Year 12 campus in Donnybrook on an 8-hectare site. Starting with junior Primary year-levels, this campus will ultimately have an enrolment of 1,596. At Donnybrook, the Secondary school commenced in 2023 year so next year will have 616 Year 7 to 10 students. Each year as additional classes and year levels are added, it will progress to offer Year 12 in 2028.

In 2023, the School opened its third campus in Kalkallo, as a Primary and a feeder to the Freier and Donnybrook Secondary schools, it will follow a similar growth pattern to Donnybrook with 588 students in 2027. In 2026 it will have 560 students from Prep to Year 6.

In 2026, the school will have 3,220 students and employ over 370 staff - 245 teaching and 125 non-teaching. The student enrolment at each campus will be at Freier 1,456, Donnybrook 1,204 and Kalkallo 560. Ultimately, by 2029, will have some 3,640 students (Freier 1,456, Donnybrook 1,596 and Kalkallo 588) with a corresponding cohort of teaching and general staff totalling over 400 across its three campuses. It is expected to be one of the largest non-government schools in the State.

Recently, the School announced its acquisition of a 10-hectare parcel of land in Wollert for its fourth campus planned to open in 2033. This will comprise two Primary schools and a Secondary school and when it reaches its capacity, will enrol over 2,500 students. In all, Hume Anglican Grammar will ultimately educate over 6,000 students, with plans for further expansion.

Variation to the Role

Due to circumstances surrounding a particular appointment, there may be variations to the role as described at the top of this page. If so, it will be detailed below.

No Variations.

Purpose of the Position

The Workforce Planning & HR Business Partner provides leadership in workforce planning, people analytics, HR Systems and generalist HR advice to support Hume Anglican Grammar's current and future workforce needs.

The role is responsible for developing, analysing and translating workforce data into actionable insights, and for partnering with the Senior Leadership Team to plan for growth, workforce sustainability, and operational effectiveness across all campuses. The role is also a generalist role, supporting the Human Resources Team and in particular the Director of Human Resources.

Operating at a senior and influential level, the Workforce Planning and HR Business Partner ensures that workforce plans are aligned with the School's strategic plan, enrolment projections, financial modelling and educational priorities. The role requires a high degree of discretion and analytical capability, and contributes directly to executive decision-making in the area of workforce planning.

The Workforce Planning & HR Business Partner supports and models the School's values and Christian ethos when dealing with all stakeholders. They serve as exemplary representatives of the School and promote its policies and exemplify its standards.

Nature of the Position

Regardless of which campus the Workforce Planning & HR Business Partner commences, in the future they may be required to perform part or all of the work at other locations. All paid and unpaid leave must be taken during non-term weeks. Hours of work are generally from 8:00am to 4:06pm including a 30 minute unpaid meal break.

Responsibilities and Duties

Subject to the discretion of the Principal, the Workforce Planning & HR Business Partner will be responsible for Workforce Planning and reporting, and contributing as a pivotal member of the Human Resources team.

Roles and responsibilities will include:

Workforce Planning

- Leading the development, implementation and ongoing review of the School's Workforce Planning Framework to support current operations and future growth.
 - Translating enrolment forecasts, workforce data, campus expansion plans and priorities into medium- and long-term workforce plans.
 - Supporting the development of workforce scenarios and modelling to inform executive and Board-level decision-making.
Ensuring workforce planning is aligned with financial forecasts, industrial instruments and regulatory requirements.
-

Workforce Data, Systems, Analytics, Planning and Reporting

- Utilising current systems, develop and maintain workforce data models, dashboards and reporting tools to provide high-quality insights into workforce trends, costs, and capacity.
- Analysing workforce datasets including FTE, staffing ratios, turnover, absenteeism, contract mix, attrition, and workforce demographics.
- Developing short term and long-term workforce plans in line with FTE budget projections and staffing ratios associated with the growth of the School.
- Ensuring workforce planning practices align with relevant legislation, industrial instruments such as the Enterprise Agreement, registration requirements and School policies.
- Monitoring and providing clear, accurate and timely workforce reports against budget to the Director of Human Resources and other stakeholders as required.
- Ensuring the integrity, governance and appropriate use of workforce data across the School.
- Contributing to workforce-related compliance and budget reporting as required.
- Identifying opportunities to improve or change systems, data quality, analytics capability and reporting efficiency.

Business Partnership

- Acting as a trusted partner to the Senior Leadership Team and in particular, the Heads of Sections, providing expert HR advice including workforce planning in line with forecasts and budget.
- Supporting campus and functional leaders with workforce planning decisions, including staffing profiles, growth planning and workforce sustainability.
- Facilitating workforce planning discussions to support efficiency and effectiveness
- Communicating complex workforce data and insights in a clear, practical and non-technical manner to inform decision-making.
- Assisting the Director of Human Resources in guiding decision-making and outcomes related to workforce planning and optimising operational efficiency and staff wellbeing.

Workforce Planning Systems and Continuous Improvement

- Reviewing and improving workforce planning tools, systems and processes to enhance efficiency, accuracy and strategic value.
- Staying informed of best practice workforce planning methodologies and people analytics trends including relevant trends within the Education Sector.
- Overseeing approval and storage of Position Descriptions for each role.
- Contributing to continuous improvement initiatives within the Human Resources function.
- Supporting the development of workforce planning capability across the organisation.

Generalist Human Resources Support and Employee Relations Advice

- Contributing to the efficiency and effectiveness of the Human Resources Team by supporting, assisting and collaborating with all team members.
- Providing Employment Relations advice and Enterprise Agreement interpretation and monitor the team email inbox.
- Identifying and updating HR policies and procedures and participate in other generalist HR initiatives and projects.
- Assisting the Director of Human Resources in generalist HR responsibilities including conducting exit interviews, drafting letters, interview guides and position descriptions.
- Contributing to the collaborative, values based, all of School culture.

General

- Contributing to the development and maintenance of the school's administrative systems and procedures to ensure efficiency and effectiveness.
- Applying the school's Privacy Policy and Australian Privacy Principles and ensure measures are employed to maintain the strictest level of confidentiality.

- Promoting the effective and efficient management and administration of Hume Anglican Grammar by providing administrative support where needed.
- Carrying out other duties as directed by the Principal.

Qualifications, Skills and Experience:

Essential

- Relevant tertiary qualification in Human Resources, Workforce Planning, Analytics, Business or a related discipline.
- Highly developed analytical and technical capability, including the ability to use systems and AI to interpret and translate complex data into clear insights and recommendations.
- Experience in workforce planning, people analytics and HR partnering
- Demonstrated experience partnering with senior leaders to inform workforce decisions.
- Highly developed interpersonal skills and the ability to build strong, credible relationships.
- Advanced computer skills, including strong proficiency in Excel and workforce reporting tools.
- A current Working With Children Check.

Desirable

- Experience in a complex, multi-site or growth-focused organisation.
- Experience in an education or not-for-profit environment.
- Knowledge of HRIS, workforce planning and analytics platforms.
- Experience contributing to executive reporting.

Personal Qualities

Essential

- Demonstrates a passion and commitment to the vision and values of Hume Anglican Grammar.
- Excellent written and verbal communication and interpersonal skills to build and maintain strong relationships with Senior leaders and staff.
- A flexible approach to work and being adept at prioritising, operating under pressure and managing multiple tasks to meet strict deadlines
- Superior data analytical skills and experience
- Exemplary attention to detail combined with the ability to think conceptually.
- A high level of loyalty and discretion, and the capacity to maintain the strictest levels of confidentiality.
- Friendly, warm and caring demeanour.
- A personal sense of initiative, enthusiasm and high energy.
- Ability to work autonomously and as part of a group as a supportive and collaborative team member.
- Cultivates trust, credibility, honesty and reliability.
- Ability to receive and respond to constructive feedback.

Desirable

- Demonstrated interest in ongoing personal professional development.
- Interest in workforce innovation and data-driven decision-making.

Additional Information

Confidentiality

The Workforce Planning & HR Business Partner is bound by strict confidentiality requirements and must ensure that the confidentiality and privacy of the individual staff member, parent and student is respected and maintained at all times.

This Position Description may be altered from time to time to meet the operational needs of the School.

Key Selection Criteria

1. Demonstrated experience in a similar HR role with a strong focus or exposure to workforce planning, reporting, analytics and AI within a complex organisation.
 2. Proven ability to work as a collaborative Human Resources team member, and partner effectively with senior leaders to influence and support relevant decision-making.
 3. High-level analytical, communication and stakeholder engagement skills, with the ability to present complex data clearly with exemplary attention to detail.
-