

WAVERLEY CHRISTIAN COLLEGE Inc

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Position Description

Position: Human Resources Manager
Campus: Wantirna South
Employment Status: FTE 1.0
Reports Directly To: Business Manager
Staff Reporting To: HR Assistants, Payroll Officer

Ministry Specifications:

Employment Relations

- Provide high level, timely and professional advice to Senior Management Team (SMT) on all HR compliance issues regarding Employee Relations
- Develop, implement and monitor policies and procedures based on relevant legislation and contemporary HR management practices
- Provide relevant information as required on HR, Workplace Relations and OHS matters
- Advise Staff on school policies and procedures as required
- Maintain position descriptions for staff
- Attend appropriate seminars to maintain knowledge of Employee Relations

Remuneration and Benefits

- Work with the Principal, Business Manager and Heads of Campus on staffing requirements, including new positions
- Salary benchmarking and comparison as required
- Manage the fortnightly payroll process, and monitor leave
- Liaise with salary packaging and superannuation providers

Employment Lifecycle

- Manage recruitment and onboarding processes
- Coordinate, monitor and evaluate staff induction and exit interview processes and make recommendations as appropriate
- Manage probation process

HR Metrics

- Provide report to SMT on Monthly Leave, Casual Replacement Teachers, and Additional pay
- Complete annual Equal Opportunity Reports (WGEA)
- Complete Staff Census data and maintain staff records (e.g. length of service, leave liability, retention register, etc.)
- Complete Independent Schools Victoria Staff Conditions and Salary Benchmarking annual reports, as well as any other surveys as requested
- Establish and maintain record-keeping in accordance with legislative requirements
- Maintain staff records and provide, as required, reports on leave balances, years of

service, staff movement, etc.

Health and Safety

- Administration and management of Workcover matters
- In conjunction with Deputy Principal, develop wellbeing and resilience program for staff
- Coordinate staff welfare programs

General

- Supervise and develop capacity of the HR and Payroll Team
- Undertake HR project work as required
- Facilitate the CSA/CEN HR Managers Network
- Undertake general human resources administrative functions
- Continuous improvement of all documentation and liaison regarding HR

Inherent Requirements of the Role

Administration / IT Staff

- Prolonged periods of sitting
- Using a computer for a prolonged period of time
- Some repetitive actions (e.g. stapling, hole punching, collating)
- Occasional food handling and preparation
- Ability and licence to drive College cars, as required
- Occasional bending, lifting and carrying
- Standing tasks requiring twisting and turning

Occupational Health and Safety Responsibilities

- Ensure, so far as is reasonably practicable, that work/study/classroom areas under your control are without risk to health and safety of occupants
- To have knowledge of, and comply with the College's OHS policies and procedures
- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- Participate in relevant training and induction sessions
- To report all incidents and/or potential hazards on the to the Business Manager and Property Manager as soon as possible

College expectations of you include:

- Be familiar with, and supportive of, the College's policies regarding child safety
- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Upholding the College staff dress code

As part of your employment, you are expected to participate in a range of duties beyond your own responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Participation in relevant meetings
- Attendance at the first day for all staff, Staff Retreat and end of year function

Some duties will need to be performed at times other than during the school day including on weekends. Your duties may be varied by the College from time to time in accordance with the College's operational requirements.