



POSITION DESCRIPTION

HUMAN RESOURCES MANAGER

POSITION OBJECTIVES

The Human Resources Manager is responsible for providing expert HR advice and support to the Principal, Leadership Team and College staff across the areas such as recruitment, onboarding, performance and management, employee relations and HR policies and procedures.

KEY RESPONSIBILITIES

Leadership and Management	<ul style="list-style-type: none"> • Demonstrate commitment to the College vision and mission within a Catholic context • Support the promotion and implementation of the strategic directions of the College • Enhance and embrace the position of the College as a leading provider of education to students from ELC - 12 • Provide input into the development of the Human Resources strategy and goals • Ensure consultation is an integral part of the continuous improvement and change process, seeking regular input to ensure policies and processes continue to meet the needs of the College
Recruitment and Selection	<ul style="list-style-type: none"> • Provide sound and value-added advice, coaching and support to staff on recruitment in accordance with the Recruitment Policy and Handbook • Provide end-to-end recruitment including the development of position descriptions, advertising, facilitating the interview process including reference checks and onboarding • Manage and use the online approval process platform for recruitment and approval • Prepare employment contracts including variation letters for the Principal • Ensure compliance to legislative requirements through the recruitment process • Ensure Right to Work in Australia (identity check), Working with Children Check National Police Record Check and VIT registration (teachers only) is obtained prior to commencement in the position • Collaboratively work with Leadership on the recruitment of the KLR (Positions of Leadership) process
On boarding and Induction	<ul style="list-style-type: none"> • Ensure On boarding/Induction is arranged for new employees including the induction checklist is completed for new staff • Coordinate the new staff orientation program in consultation with the Deputy Principals
Employee Relations Knowledge	<ul style="list-style-type: none"> • Ensure compliance with the current Victorian Catholic Education Multi Enterprise Agreement • Maintain in-depth knowledge of legal requirements related to people and performance management, reducing legal risks and ensuring regulatory compliance • Provide sound ER advice to staff around disciplinary and grievance matters, conduct and performance • Work with the Principal, Deputy Principals and Business Manager to provide sound ER advice around case management and support for people issues and activities
HR Advice and Support	<ul style="list-style-type: none"> • Provide pro-active and value added advice to staff including policies, performance management, employment conditions and legislation • Oversee the staff exiting process including staff exit data surveys and interviews • Assist in the development and implementation of HR policies, as required • Assist in the annual performance review process in conjunction with leaders • Assist in maintaining the accuracy of employee files, documentation and online records

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KEY RESPONSIBILITIES

Workers compensation and Return to Work	<ul style="list-style-type: none">• Manage the workers compensation claim process with the external providers• Manage the return to work process for staff
HR Projects	<ul style="list-style-type: none">• Prepare and complete the annual Workplace Gender Equality report in consultation with the Finance Manager• Participate in the development and implementation of HR initiatives as required
Relationship Management	<ul style="list-style-type: none">• Foster quality relationships with all internal and external stakeholders• Use consultative and collaborative approaches to solve problems, make decisions, develop and implement initiatives• Participate in Committees as required• Develop an understanding of team and individual objectives to work collaboratively to achieve best outcomes• Provide prompt, accurate and professional responses to all staff• Work confidentially with the Principal• Enjoy working and achieving success with a flexible approach
Child Safety	<ul style="list-style-type: none">• Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety• Assist in the provision of a child-safe environment for students• Demonstrate duty of care to students in relation to their physical and mental wellbeing
Professional Development	<ul style="list-style-type: none">• Commit to ongoing professional development in your area of work• Be open to researching areas of interest relevant to directions provided in the school's strategic plan• Continue development of ICT skills as technologies evolve• Be an active member of a relevant professional association
General Duties	<ul style="list-style-type: none">• Abide by the EREA Code of Conduct• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures• Attend school meetings, conferences and after school services/assemblies, sporting events, Mass, community and faith days as required• Be available on call during 'out of school hours' times for emergency situations that may arise• Be consistently well organised with a demonstrated ability to balance multiple objectives, meeting and exceeding timelines• Communication in a clear, precise manner both orally and in writing• Any other duties as directed by the Principal• The College reserves the right to alter this position description as required to reflect emerging priorities

SELECTION CRITERIA

Commitment to Catholic Education	<ul style="list-style-type: none"> • A demonstrated understanding of the ethos of a Catholic school and its mission • A demonstrated understanding of the mission and vision of the College
Commitment to Child Safety	<ul style="list-style-type: none"> • A demonstrated understanding of child safety • A demonstrated understanding of appropriate behaviours when engaging with children • Be a suitable person to engage in child-connected work • Must hold or be willing to acquire a Working with Children Check Card and must be willing to undergo a National Police Record Check
Education and Experience	<p>Essential:</p> <ul style="list-style-type: none"> • Relevant tertiary qualification in human resources, industrial relations or relevant experience and qualifications • Minimum 5 years' experience <p>Desirable other:</p> <ul style="list-style-type: none"> • Post graduate qualifications • Experience in a school environment
Skills and Attributes	<ul style="list-style-type: none"> • Ability to work as part of a team with the ability to cultivate credibility, respect and honesty • An ability to develop rapport with staff at all levels • Presents a professional and positive demeanour and is a solution orientated person • Proven ability to work collaboratively and energetically within a dynamic organisation, by being proactive, demonstrating initiative and a willingness to accept responsibility • Demonstrates a respect for and acceptance of difference in staff • Well-developed decision making skills • Good oral and written communication skills • Strong collaboration, conflict resolution, negotiation and persuasion skills • Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing priorities • A thorough attention to detail • Ability and willingness to accept policy directives