

AQUINAS COLLEGE

Head of Human Resources



1894



About Aquinas College

Aquinas College is a Catholic School in the **Edmund Rice Tradition** servicing in excess of 1,300 local, country and international students.

Aquinas College is one of the oldest schools in Western Australia, with a **history** dating back to 1894. It is known for its beautiful grounds, excellent academic and sporting environment and for producing young men of character who strive to do the best they can for others as well as themselves.

The College is **located** on the banks of the Canning River in Salter Point, Perth. With 2km of river frontage and a spacious environment, Aquinas is the ideal place for young men to learn and play.

Aquinas College is a school for boys in the Public Schools Association (**PSA**). It is a school made up of young men from different backgrounds. Catering for Kindy through to Year 12, we have both day students and boarders. Our curriculum is innovative, we have outstanding facilities and dedicated teachers who genuinely care about their students.

At Aquinas College, it's not what our students become, but who they become that matters. We offer a vibrant school life steeped in mateship, academic success and sporting tradition with a belief in service, achievement and commitment. It's the perfect environment for good men to grow.

Aquinas College is a strong academic school, with subjects, teaching styles and activities that are male focused. While subjects are important within themselves, their true value lies in helping each student discover and develop his inner spirit and strength of **character** – his heart and soul. Creating a moral compass for life, learning about himself and the difference he can make is as important as what he learns inside the classroom.

The comprehensive cultural program at Aquinas College, gives students multiple opportunities to learn, grow and perform. Whether it's musical or classical theatre productions, visual arts, dance, choir, rock, jazz or big bands there are many options available for our students in the **arts**.

Our appeal as a school rests in our strong sense of **faith**, the values we strive to maintain, our commitment to realising the potential of each young man in our care and in providing a balanced education that addresses the academic, social, emotional, physical and spiritual aspects of our student's lives.

We have the highest expectations of all our boys. Our aim is for each to be the best he can be in all that he does and to demonstrate outstanding levels of attendance, appearance, courtesy, respect and work ethic throughout his time at the school.

Aquinas College provides its employees with a stimulating, rewarding, spiritually enriching and values centric workplace.

The College seeks to attract people who are the best in their specialty area, who will commit to supporting the Edmund Rice charism, the Catholic ethos and the College's **Mission and Values**.

Aquinas College aims to foster an environment in which employees are recognised and valued for their contributions, with opportunities to achieve continuous improvement through ongoing professional development and support.





Introduction to the Role

It is an exciting time to be joining Aquinas College with the appointment of our first Old Boy Principal, Robert Henderson, in 2023 and celebrating the 130th anniversary of Aquinas College in 2024.

We are seeking a highly motivated and organised individual to join our College in the role of **Head of Human Resources**. The successful candidate must be suitably experienced to coordinate the human resource services at the College.

It is preferred that applicants for this position are proficient, effective leaders, with exceptional emotional intelligence and driven to improve.

This is a full-time ongoing role with standard 4 weeks annual leave.

If you have the relevant experience and qualifications needed for the role, I encourage you to consider applying to join our dynamic team at Aquinas College.

Applications Close:
1.00pm (AWST),
Monday 9 September 2024



Position Purpose

The Head of Human Resources at Aquinas College will be a pro-active, committed and organised person who will support staff and management of the College with human resource services. This person will be responsible to the Principal.

The Head of Human Resources should be an experienced person who has had significant experience in human resources. This person will provide a coordinated approach to the human resources under the College's philosophy, values and mission. This person will work collaboratively with staff and management.

Aquinas College Commitment to Child Safety

All staff at Aquinas College must:

- Actively demonstrate support and adhere with the College's Statement of Commitment to Child Safety, EREA Child Safe Code of Conduct, EREA Safeguarding Children Framework Principles and EREA Code of Conduct;
- Demonstrate a clear and in-depth understanding of child safety;
- Have a demonstrated understanding of appropriate behaviours when engaging with children;
- Be familiar with and adhere to the legal obligations relating to child safety, eg. Mandatory Reporting;
- Be familiar with and adhere to College policies, procedures and documentation relating to child safety; and
- Undertake all child safety training as required by the College, EREA and CEWA.

*Candidates must comply with all relevant legislative, regulatory obligations, College policies and procedures;
Complete administrative and operational activities in alignment with College requirements; and
A willingness to undertake tasks as requested by the Principal or their delegate.*

Aquinas College is an Equal Opportunity Employer



Job Description

Head of Human Resources

Role Overview

The core purpose of the position is to provide strategic and operational Human Resources and Employee Relations planning and guidance to the leadership team of the College. The Head of Human Resources provides efficient and relevant support to all members of staff regarding their employment relationship.

The Head of Human Resources ensures the College has and is working within the parameter of College and contemporary procedures and practices in regard to Human Resources and Employee Relations management. The Head of Human Resources is responsible for leading the College's people strategy in line with the defined strategic direction and for initiating, developing, implementing and reviewing human resource management policies and procedures to ensure the College is an 'Employer of Choice'.

Core Responsibilities

Strategic Vision and Implementation

- Develop a visionary plan for human resources in collaboration with senior leadership, aligning with the school's overarching vision and values. The plan will include the creation and implementation of an attraction, recruitment and retention strategy.
- Update and implement all related policies, procedures and strategies.
- Identify trends in recruitment, retention, leave accrual or drawdown or industrial relations that require a strategic focus and advice to the College Leadership Team.

Employee Relations and HR Standards

- Lead and manage the periodic Enterprise Bargaining negotiation process for teaching and non-teaching staff, on behalf of the College.
- Ensure the College meets its legal obligations in terms and conditions of employment and provide an advisory service to staff and line management.
- Liaise the Payroll and Finance staff in application of staff terms and conditions of employment.
- Provide the Principal and Business Manager with advice regarding salary forecasting of roles within the College.
- Review applications from Line Managers regarding the reclassification of their staff and make recommendation to the Principal and/or the Business Manager.

Staff Attraction, Recruitment, Selection and Induction

- Advise and recommend related policy on workforce planning, succession planning, job analysis, job evaluation and job design to promote best practice standards in staff attraction and retention and general HR practice.
- Facilitate and lead the College's staff recruitment and selection system with consultation with CLT.
- Facilitate the recruitment and selection of executive, senior management and Council appointed positions within the College.
- Ensure and oversee the accuracy of all contracts of employment.
- Oversee the College's staff induction and orientation program.

Performance Management

- In consultation with the College Leadership Team (CLT), facilitate, mediate and/or advise staff and line management in relation to conflicts and grievances.
- Advise and coach line management on staff management, particularly in relation to performance development, performance management, grievance management, and performance counselling.
- Manage with input from CLT, escalated staff grievances and performance counselling processes.
- Direct and manage the staff separation, exit and dismissal process.
- Represent the College in all external and formal Industrial hearings.
- Oversee the effective management of staff records via the College's Human Resource Information System (Synergetic) and each employee's personal files (ELO).



Job Description

Head of Human Resources

Core Responsibilities (continued)

Management of OHS

To manage all elements of employment risk on behalf of the College including:

- Equal Employment Opportunity and Harassment, Bullying, Employee Relations, Separation of Employment, Grievance management, Misconduct and Performance counselling.
- To ensure all policy and procedural matters are attended to, to ensure compliance, staff awareness of rights and responsibilities and the promotion of best practice.
- As safekeeper of the College's employment policies, foster an environment for staff that is free from discrimination, harassment and bullying. To act as the College's primary Grievance specialist in the management of all grievances.

Other duties

- Foster a vibrant, engaging and caring workplace
 - Facilitate a positive working environment by developing a team approach to work, ensuring open communication, transparent and effective decision making and collaborative practices.
 - Care for each person as an individual, based on the whole person model adopted by the College.
- Ensure staff actions, and the support of those actions, are aligned to the College's purpose.
 - Effectively manage recruitment, selection and induction processes for staff within area.
 - Effectively manage staff performance and conduct issues and problems via relevant College policies and protocols.
 - Effectively manage staffing issues, including grievances and complaints to facilitate a harmonious working environment.
 - Support and promote the principles of equal opportunity to ensure due respect is afforded to all.
 - Manage and approve leave applications.

Selection Criteria

Qualifications:

- A Bachelor of Business/Commerce with a major in Human Resource Management or a degree qualification supported by a Post Graduate qualification in Human Resource Management or similar, relevant qualification.
- Current National Police Clearance.
- A current Working with Children Card (WWC).
- Have or be prepared to obtain Accreditation to work in a Catholic School; and
- Have or be prepared to undertake Mandatory Reporting training or similar.

Experience:

Essential

- Significant experience in a leadership role managing strategic Human Resource Management projects.
- Substantial experience across the spectrum of People Services & Employee Relations.
- Experience in facilitation, mediation and grievance management at the highest level.
- Experience working with legislation including relevant State and Federal Industrial Relations legislation, Equal Opportunity, and Occupational Safety and Health (soon to be Work Health and Safety) Act.

Desirable

- Risk management experience.
- Experience working within a school environment.



Job Description

Head of Human Resources

Actively support College Operations

- Comply with all relevant legislative, regulatory obligations, College policies and procedures;
- Complete administrative and operational activities in alignment with College requirements; and
- A willingness to undertake tasks as requested by the Principal or their delegate.

Uphold the Catholic Ethos and the Edmund Rice Tradition

- Active Support of the Catholic ethos and values of the College;
- Active promotion of the College's evangelising mission through its life and curriculum;
- Embracing involvement in the life of the College; and
- Foster the EREA touchstones (Charter).

Expected Behaviours and Attitudes

- Actively support the Edmund Rice Charism, Edmund Rice Schooling and the Catholic ethos;
- Actively support a child safety culture, with a zero tolerance for child abuse;
- Adhere to the Aquinas College values at all times;
- Adhere to the College's Policy, Procedures and Codes;
- Adhere to health and safety procedures and actively contributes to maintain a safe, healthy and organised environment.

Provide Effective Communication

- Communicate effectively and accurately with all relevant internal and external stakeholders;
- Actively participate in department and interdepartmental meetings and forums; and
- Contribute accurate and timely content to the College's various publications.

Main People Interactions

INTERNAL

All Staff
Aquinas College Foundation
College Leadership Team
Principal

EXTERNAL

EREA
CEWA
Auditors
External Legal



Criteria

Head of Human Resources

Skills and Abilities

Essential

- Ability and willingness to uphold and role model the College Values.
- Demonstrated ability to think strategically and apply creative solutions to complex problems across a wide range of people issues.
- Outstanding leadership and team-building skills, including the capacity to engage and inspire staff.
- Exceptional interpersonal and communication skills.
- High level of organisation and general management skills.
- High level project management skills.
- Demonstrated Information and Communication Technology (ICT) competence.
- High level policy development skills.
- High level research, analytical and problem-solving skills

Desirable

- Demonstrated skills in budget management.
- Knowledge of the Fair Work Act (2009)
- Knowledge of the Educational Services (Schools) General Staff Award 2020
- Knowledge of the Educational Services (Schools) Teachers Award 2020
- Knowledge of the Working with Children (Criminal Record Checking) Act 2004
- Knowledge of the Work Health and Safety Act
- Knowledge of Privacy Act 1988 & Privacy Amendment (Enhancing Privacy Protection) Act 2012

Candidates Must Display

- a commitment to the Catholic ethos;
- energy, enthusiasm and drive;
- diplomacy and tact;
- a commitment to confidentiality;
- honesty and integrity;
- an outstanding work ethic;
- loyalty to the role, people and the College;
- a positive and proactive attitude; and
- respect for self and others.

Terms and Conditions

- School/Department: HR
- Reports to: Principal
- Start date: As soon as possible
- Probation Period: 6 months
- Superannuation contributions will be paid in accordance with the superannuation statutory requirements. The College will make contributions on your behalf into an approved Superannuation fund of your choice.



Application Process

Successful Candidate Credentials

To be successful in this role you will have the following credentials:

- Have or be prepared to obtain Accreditation to Work in a Catholic School;
- Working with Children Check clearance;
- Satisfactory National Police clearance;
- Have or be prepared to undertake Mandatory Reporting training; and
- **Hold appropriate Australian Work rights.**

Employment Conditions and Benefits

Aquinas College provides a supportive, inclusive, stimulating and spiritual work environment, with access to outstanding facilities and resources to enable academic excellence, in a beautiful setting overlooking the Canning River. The employment terms and conditions are governed by the Roman Catholic Archbishop of Perth Non-Teaching Enterprise Bargaining Agreement (2014).

To Apply

If you are interested in this outstanding opportunity, please include the following in your written application:

- Covering letter addressing the selection criteria (no more than 2 A4 pages);
- Current Resume or Curriculum Vitae;
- A completed Application for Employment form;
- A completed Child Safe Applicant Declaration form;
- Provide copies of relevant qualifications and credentials; and
- Applications are to be submitted online via the Apply button on the Aquinas College website. Email applications will not be considered.

Applications Close:

1.00pm (AWST), Monday 9 September 2024

Aquinas College is committed to ensuring the safety, wellbeing and dignity of all children and young people and has zero tolerance of any abuse of children. All applicants will be subject to Aquinas College and legislative screening procedures and checks as a condition of employment.

[Click Here](#) to go to the Employment Page of the Aquinas College website

www.aquinas.wa.edu.au

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AUSTRALIA

