



Catholic College Sale

Human Resources Manager

Position Description	
Position:	Education Support Employee – Level 5
Classification:	Category C (7 weeks leave per annum)
Reporting to:	Principal and Business Manager
Appointment Period:	Ongoing - Fulltime

About this role

The HR Manager supports the vision and mission of Catholic College Sale as a faith learning community and participates in ongoing professional development and learning.

The HR Manager will help to continuously improve staff culture, employee relations and staff management. The HR Manager develops and refines HR policies and procedures and assists in their implementation. The HR Manager will work with the Business Manager to help identify workable solutions in employee relations matters and improve HR systems in accordance with legislative and industrial relations requirements and HR best practice.

In addition to processing all aspects of staff employment, this position is responsible for the administration of personnel records and HR processes relating to prospective, existing and past staff.

Reporting Relationships:

Position reports to:	Principal and Business Manager
Leads:	HR Team
Key relationships:	Deputy Principal Learning and Teaching, Leadership Team, Daily Organiser, Administration Manager, Finance and Operations Manager, Compliance Officer

Team/Committee Memberships:

Leadership Team, HR Team, OH&S Committee, Risk Management Committee

Key Duties & Responsibilities:

Accountability

- Is accountable to the Principal through the Business Manager;
- Has a reporting function to the Business Manager in relevant areas (e.g. budget, payroll, and policy);
- Liaises with all members of the College Leadership Team in carrying out the role where it intersects with other team members;



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Leadership & Management

- Take an active involvement in the development and achievement of the College's business objectives in line with the College's Strategic Plan;
- Ensure documentation, implementation, and regular review of the College's Strategic Plan in relation to staff development and growth.

Human Resources Team

The HR Manager will meet with the Principal, Business Manager and Deputy Principal Learning and Teaching on a fortnightly basis to discuss any concerns, wellbeing issues, and performance issues of staff. The team's role is to ensure staff are compliant with all legislation and provide clarity on any areas of confusion to ensure this aim is met.

Recruitment, Selection, Appointment and Induction

- Develop, implement and maintain the College's Staff Employment processes and procedures;
- Oversee and manage the recruitment and Position of Leadership processes for all vacancies including:
 - Assist with the documentation, preparation and review of position descriptions
 - Prepare and place advertisements for vacancies on the College website, SEEK, local newspapers and other appropriate mediums such as Teachers On Net and CathNews
 - Receive applications and forward to relevant panel members for shortlisting
 - Assist with the selection processes as required
 - Organise interviews in conjunction with the Chair & selection panel
 - Complete reference checks for potential staff as required
 - Prepare necessary correspondence to successful / unsuccessful applicants
- Manage staff resignations and appropriate termination processes, including conducting exit interviews, in consultation with the Principal and Business Manager;
- Manage and communicate all leave requests and approval processes with staff, and liaise with the College's Daily Organiser to ensure the College is adequately staffed;
- Development of role-specific recruitment packages for website and distribution to prospective employees;
- Oversee the induction of new staff, confirm employee remuneration and prepare all staff documentation based on CECV guidelines and College requirements;
- Management of staff on Permission to Teach including correspondence with VIT and preparation of necessary documentation;
- Oversee contract variations and prepare required documentation in relation to time fraction or role changes as necessary;
- Coordinate, with the support of the Deputy Principal Learning and Teaching and Business Manager, the implementation of the College's Induction and Mentoring Program for all new staff and facilitate inductions as required, including:
 - Creation of Synergetic and CECV identities
 - Assign telephone numbers, keys, email address, security access codes, staff uniforms
 - Prepare induction packs and induction session materials



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- Communicate with the Payroll Officer to ensure all information about the employee is current on CEVN website
- Work with the Compliance Officer to ensure all induction and training on Complispace has been completed for new staff and is updated regularly for current staff

Legislation

- Be aware of all current Commonwealth and State legislative changes.

Equal Opportunity

- Act as the College's Equal Opportunity Officer
- Prepare the College's annual report to the Workplace Gender Equality Agency

Employee Relations

- Manage the process for maintaining and communicating staff policies and procedures;
- Ensure all policies meet legislative and award requirements;
- Advise the Leadership Team on all HR matters, including the interpretation of awards and employment agreements;
- Assist with the development and negotiation of employment agreements to meet the needs of the College;
- Advise staff on College employment policies;
- Assist in dealings with IEU Union and other representative groups;
- Liaise with employer and employee organisations, industry groups and peers regarding current HR issues and trends;
- Evaluate the College's work environment/conditions and develop strategies to address issues as appropriate.

Human Resource Compliance

- Provide HR administrative support throughout all stages of employment;
- Assist key stakeholders in the development and implementation of the College's HR processes;
- Provide advice on the terms and conditions of employment covered by awards, agreements or legislation;
- Manage all annual HR compliance reporting requirements including WWCC, annual Workplace Gender Equality Agency report, MSA reports, VRQA, DOSCEL;
- Ensure all academic staff have current VIT registration;
- Ensure all operations staff have current WWCC;

Documentation, Record Keeping and Compliance

- Monitor currency of Position Descriptions for all College staff;
- Work with the Payroll Officer in maintaining all employment, leave and professional learning records on file and on CEVN, as required, for each current and past employee;



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- Prepare relevant Long Service Leave and Maternity Leave reimbursements;
- Ensure the College complies with all employment statutory requirements.

Professional Learning & Performance Appraisal

- Work in collaboration with the Deputy Principal Learning and Teaching (teaching staff) and the Business Manager (non-teaching staff) in the development, implementation and maintenance of the Annual Review/Appraisal process for staff, including:
 - Ensure appraisals are undertaken within the set timeframes
 - Provide advice on the appraisal process to all staff
 - Provide support / coaching to Leadership and Learning Area Leaders around effective mechanisms of feedback
 - Assist with the management of individual Professional Learning Plans for middle and senior leaders
 - Assist in the planning, development and provision of professional development opportunities for operational staff relevant to the needs of the College
 - Maintain the CEVN and Professional Learning databases

The duties outlined above may be subject to variation from time-to-time by the Principal or Business Manager.

Essential Criteria:

The successful candidate will hold relevant tertiary qualifications and possess extensive professional experience.

Key Selection Criteria:

- A commitment to the ethos, values and vision of Catholic education and Catholic College Sale's Marist-Sion heritage;
- Undergraduate degree with a Human Resources or Business major;
- Well-developed skills including strategic planning, decision-making, change management, problem solving, time-management and communication;
- Demonstrated understanding of employment awards.

Highly Desirable

- Sound working knowledge of the Synergetic school administration system;
- Sound working knowledge of agreements affecting the Catholic Education sector.

The position may occasionally require attendance outside normal hours for which Time in Lieu will be considered.

The successful applicant will be required to undergo a Criminal Record Check, Working with Children Check, and be subject to an Annual Review Meeting. All employees at Catholic College Sale are to



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follow College policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.

Our Commitment to Child Safety

Catholic College Sale is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

Each member of the College community has a responsibility to understand the important and specific role that they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all that they do and every decision that they make.

All staff are required to be conversant with, and comply with, the College's Code of Conduct and Child Safeguarding Policies, and to hold a current Working with Children Check (WWCC).