



Nagle College

Bairnsdale

Position Description

Position: Human Resources Manager
Reports to: Deputy Principal – Staff Wellbeing & Development
Classification: Education Support – Category C, Level 4
Employment Status: Ongoing/ Full time

Mission

'A Faith Filled Learning Community, Striving for Excellence'

Nagle staff support the aims and objectives of our Catholic school by embracing the values and teachings of the Gospel. As a result, staff are supportive, welcoming and lead by example. Staff are passionate about their career and positively contribute to the emotional, social, academic, and environmental well-being of our College community.

Job Scope

The Human Resources Manager is an ongoing full-time role and is appointed by the Principal and is accountable to the Principal through the Deputy Principal Staff Wellbeing and Development.

The Human Resources Manager supports the vision and mission of Nagle College as a faith learning community and participates in ongoing professional development and learning.

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.

The Human Resources Manager will help to continuously improve staff culture, employee relations and staff management. The Human Resources Manager develops and refines HR policies and procedures and assists in their implementation.

The Human Resources Manager will work with the Deputy Principal Staff Wellbeing and Development and 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.

Responsibilities

Accountability

- Is accountable to the Principal through the Deputy Principal Staff Wellbeing and Development
- Has a reporting function to the Business Manager in relevant areas e.g.
 - Budget, payroll, policy, and Education Support Staff

Leadership & Management

- Takes 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
- Attend College Executive Strategy Team meetings and various subcommittee meetings as required

Human Resources Team

- The Human Resources Manager will meet with the Principal, Deputy Principal Staff Wellbeing & Development and the Business Manager on a fortnightly basis to discuss any concerns, wellbeing issues and performance issues of staff
- It will be the role of the committee to ensure all staff have support and assistance as required
- The Human Resources Manager will be responsible for the administration of the Human Resources Team

Recruitment, Selection, Appointment, Induction and Termination

- To develop, implement and maintain the College's Staff Employment processes and procedures
- To oversee and manage the recruitment and Position of Leadership processes for all vacancies
- To manage staff movements and reasons for departure including conducting exit interviews with staff upon resignation
- To manage appropriate termination processes, in consultation with the Principal, Deputy Principal Staff Wellbeing & Development and the Business Manager
- To manage and communicate all leave requests, approvals and returns to ensure that all positions are filled in a timely fashion
- Provide relevant Leadership members with role-specific recruitment packages for website and distribution to prospective employees
- To oversee the process following recruitment of new staff, confirm employee remuneration and prepare all staff documentation based on DOSCEL guidelines and College requirements
- To coordinate, with the support of the Deputy Principal Staff Wellbeing & Development, and the Compliance Manager, the implementation of the College's Induction and Mentoring Program for all new staff and facilitate inductions as required

Legislation

- To be aware of all current Commonwealth and State legislations relevant to the role
- Prepare the College's annual report to the Workplace Gender Equality Agency

Employee Relations

- To manage the process for maintaining and communicating staff policies and procedures
- To ensure all policies meet legislative and workplace agreement compliance and requirements
- To advise the Leadership Teams on all HR matters, including the interpretation of awards and employment agreements
- To assist with the development and negotiation of employment agreements to meet the needs of the College
- Manage Staff grievances
- To advise staff on College employment policies
- To assist in dealings with union and other representative groups

- To liaise with employer and employee organisations, industry groups and peers regarding current HR issues and trends
- To evaluate the College's work environment/conditions and develop strategies to address issues as appropriate

Human Resource Compliance

- To provide HR administrative support throughout all stages of employment
- To assist key stakeholders in the development and implementation of the College's HR processes
- To provide advice on the terms and conditions of employment covered by awards, agreements, or legislation
- To manage all annual HR compliance reporting requirements including WWCC, annual Workplace Gender Equality Agency report, VRQA, DOSCEL etc.
- To ensure all academic staff have current VIT registration
- To ensure all Education Support staff have a current WWCC

Documentation, Record Keeping and Compliance

- To monitor currency of Position Descriptions for all College staff
- To work with the Payroll Officer in maintaining all employment, leave and professional learning records in the relevant systems, as required, for each current and past employee

Professional Learning & Performance Appraisal

- To work in collaboration with the Deputy Principal Staff Wellbeing and Development (Teaching Staff) and the Business Manager (Education Support 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 manager around effective mechanisms of feedback
- To assist with the management of individual Professional Learning Plans for middle and senior leaders
- To assist in the planning, development, and provision of professional development opportunities for Education Support staff relevant to their professional needs of the College
- To maintain the relevant databases in terms of professional learning
- To monitor the professional learning budget for Teaching and Education Support Staff
- Administration of professional learning expenses

Workcover

- Administer and monitor any Workcover claims or return to work/rehabilitation cases which may occur.
- Perform the function of Return-to-Work Coordinator.

Occupational Health and Safety

- The Human Resources Manager has an important role in assisting the organisation to meet its Occupational Health and Safety (OH&S) responsibilities by being the day-to-day management contact for OH&S matters. Some specific duties include:
 - Development of occupational health and safety systems, including policies, procedures, and manuals.
 - Promoting OH&S within the Organisation and assisting the development of safer and healthier ways of working.
 - Be the first point of contact for reporting incidents and receiving Incident Report Forms.
 - Providing OH&S advice and support in identifying and managing health and safety issues and risks.
 - Being a member of the OH&S committee and maintaining appropriate records.
 - Assist in the supervision and the investigation of incidents and unsafe working conditions, study possible causes and recommend remedial action.

Commitment to Child Safety

- 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.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing
- Assist in the provision of a child safe environment for students.

General Duties

- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.
- Demonstrate professional and collegiate relationships with colleagues.
- Maintain strict confidentiality with all school business and personnel matters.
- Attending as required, school functions and events, as appropriate or as directed.
- Carry out all other duties as directed from time to time by the Deputy Principal – Staff Wellbeing & Development or Principal

Organisational Relationships

The Human Resources Manager has a number of key internal and external relationships.

Reports to: Deputy Principal Staff Wellbeing & Development

Supervises: No direct reports

Internal liaisons: Principal, Executive Strategic Leadership Team, Occupational Health and Safety Committee, Compliance Manager, volunteers, teaching, and non-teaching staff.

External liaisons: Diocese of Sale Catholic Education Office (DOSCEL), WorkSafe, Insurers, other Catholic schools within and outside the Diocese, suppliers and service providers, training agencies, parents, government departments and agencies

Judgement and Decision Making

This role is expected to undertake a high proportion of tasks involving complex, specialised or professional functions and manage the human resource function of the College.

This role will require the employee to be able to independently relate existing policy to work assignments and apply a specific body of knowledge to solve problems and use theoretical principles in modifying and adapting techniques.

Skills & Competencies

Possessing the following skills and competencies are critical to being a successful Human Resources Manager at Nagle College and therefore form the basis of our key selection criteria.

Essential

- A sensitivity and understanding of the Catholic ethos as it relates to the Church's mission in education
- Relevant experience in managing the Human Resource function of an organisation
- A friendly demeanour with advanced administrative, interpersonal and organisational skills
- A strong team ethic
- An excellent sense of professional responsibility including confidentiality
- An understanding of the employment law framework including Workcover legislation
- Strong IT competencies including a sound working knowledge of Microsoft suite of products.

Highly Desirable

- Undergraduate degree with a Human Resources or Business major
- Sound working knowledge of the Synergetic school administration system
- Sound working knowledge of agreements affecting the Catholic Education System

The successful applicant will be required to undergo a National Police Record Check and Working with Children Check

Vision Statement

"I come that they may have life, and have it to the full" John 10:10

Inspired by the life of Christ, our Presentation Heritage and the Salesian Charism, Nagle College is a Catholic community that welcomes, builds strong relationships, evangelises and prepares young people for life