

HUMAN RESOURCES MANAGER



POSITION HOLDER:	Vacant
SECTION:	Administration
POSITION REPORTS TO:	Director of Business Affairs
REPORTS TO POSITION:	Human Resources & Professional Learning Officer Casual staff as required
CLASSIFICATION:	Permanent – Contract The Friends' School (GELF) Enterprise Agreement 2021
STUDENT CARE:	No
PERIOD OF APPOINTMENT:	Permanent
HOURS PER WEEK:	38 hours

PURPOSE

To provide strategic and operational advice to the School community and manage the service delivery of the School's Human Resources (HR) function and Professional Learning (PL) program.

PRIMARY DUTIES

- To be responsible for promoting a child safe environment within your area of supervision and the School. To champion this important priority and provide leadership through up to date child safe guarding training for yourself and your team annually and ensure that the Child Safeguarding and Mandatory Reporting Policies are followed. Ensure an environment where children, parents and staff feel comfortable raising concerns in their area of supervision.
- Undertake strategic organisational reviews of areas within the School, prepare implementation plans and assist with the industrial change management processes as required by senior management of the School.
- Attend the weekly Senior Management Group (SMG) meeting and provide HR reports on key issues within the School for discussion, decision and action.
- Undertake or work with School wide strategic projects as agreed with the (SMG).
- Provide an overview of position descriptions to ensure they are updated in line with the School's expectations and provide support and direction to staff designing or renewing position descriptions.
- Use the School's HR information systems to record, maintain, plan and manage the School's human resources.

- Oversee the data integrity (accurate and comprehensive) and security of HR records, and HR databases. Assist in the preparation of reporting requirements for external agencies if required.
- Prepare internal HR reports to support informed decision making by senior management and the discharge of due diligence requirements.
- Develop and review a comprehensive suite of HR materials accessible to staff and management.
- Overview and strategically work on the probation, annual reflection and planning and application for senior teacher processes by ensuring that necessary procedures occur, and that documentation is completed within the required timeframes.
- Manage the development and implementation of non-teaching staff professional learning (PL) and oversee the non-teaching Staff PL Reference Group and contribute to the Teachers PL Reference Group.
- Work collegially with the Deputy Principal and Director of Teaching & Learning in the strategic development of PL for the School.
- Provide oversight and management of the PL operational systems and web portals ensuring it is in line with the PL strategy of the School.
- Prepare and manage the HR budget.
- Coordinate exit interviews (if requested) and end of employment procedures such as return of school property and final salary arrangements.
- Monitor compliance and review to ensure compliance with human resources, School policies, guidelines, practices and statutory obligation and other areas documents that have a relationship to staff management.
- Provide accurate and timely advice and support services to both staff and management on all facets of HR policies, practices and legislative rights and responsibilities. Provide high level advice directly to the Principal and Deputy Principal.
- Develop a strategic action plan for the management and implementation of the EA process across the School. Manage the Enterprise Agreement negotiation processes, providing technical advice to SMG and liaise with legal and industrial advisors as required.
- Implement and interpret industrial instruments, employment legislation, develop and review School policies and guidelines to ensure the School is operating within industry best practice.
- Provide advice and support to staff and management in the facilitation, mediation and resolution of workplace grievances, incidents and complaints and remuneration issues.

- Provide advice and support to supervisors in effective performance management, including the appropriate application and administration of any associated improvement plans and disciplinary action.
- Provide advice and support to the staff within the Payroll Office on industrial instruments and legislative matters related to pay and entitlements.
- Work collegially with the Risk & Compliance Manager to Assist in the management of the School's Workers Compensation claims, return to work programs and Health Care plans and on the development of joint projects.
- Develop and review implementation of HR policies and guidelines, as well as practical and effective HR strategies.
- Provide timely and accurate HR advice to staff and management with the ability to coach, counsel and provide support to all levels, and integrate HR practices that create a culture of empowerment and positive change.
- Support, guide and manage staffing matters within the school such as mediations, confidential support, management coaching and training in industrial matters.
- Prepare for and appear on behalf of the School as delegated for all HR & WHS related industrial conciliations and hearings.
- Engage and brief solicitors as required for industrial relations activities within the School.
- Research, prepare and present reports on Human Resources and key performance indicators to the Board of Governors and senior staff. Utilise this information in key strategic HR planning and HR management initiatives.
- Oversee the recruitment processes to ensure all applicants and potential applicants, vacancy queries and the selection process are managed well.
- Maintain accurate and comprehensive recruitment records and vacancy metrics to aid future identification of quality candidate streams and advertising platforms.
- Manage the school-wide induction programs and department specific induction and mentor allocation.

KEY RELATIONSHIPS

- Principal
- Deputy Principal
- Director Teaching and Learning
- Heads and Deputy Heads of Campus
- Senior Managers
- Finance Manager
- Co-ordinator of payroll & payroll staff
- Risk & Compliance Manager
- Business Office Executive Officer
- Principal Office Executive Officer
- Enterprise Bargaining representatives and unions
- Staff members

DELEGATIONS

- Authorising **budgeted** operational purchase orders and invoices for payment up to \$7,500. Limited to area of responsibility.
- Authorising **budgeted** capital purchase orders and invoices for payment up to \$7,500. Limited to area of responsibility.
- Authorising **budgeted** travel purchase orders and invoices for payment up to \$7,000. Limited to area of responsibility.
- Authorising **budgeted** domestic professional learning for payment up to \$15,000.
- Authorising **budgeted** Professional Learning travel purchase orders and invoices for payment up to \$15,000. Limited to area of responsibility.
- Authorising the engagement and timesheet approval of casual staff (including relief teachers) from pre-approved staffing pools and within budget limits. Limited to area of responsibility.

SELECTION CRITERIA

1. Understanding and experience of the [10 National Child Safe Standards](#) which strive to protect children and young people from abuse and neglect.
2. Demonstrated sound working knowledge of the regulatory employment environment, including the interpretation and application of relevant industrial legislation, industrial instruments, regulations, common law principles and policy.
3. Demonstrated experience in providing timely and accurate advice to staff and management in relation to HR practices with the ability to coach, counsel and provide support to all levels, and integrate HR practices that create a culture of empowerment and positive change.
4. Demonstrated experience in the effective management of all aspects of recruitment and selection from vacancy requisition to completion of on-boarding, with a sound understanding of best recruitment practices and a demonstrated knowledge of legislation relating to selection practices and employment conditions.
5. Demonstrated experience in and knowledge in a performance management process including associated disciplinary actions that can be taken.
6. Demonstrated ability to employ a pragmatic and flexible approach to identify and deliver effective, accurate, and compliant HR solutions to resolve HR challenges and issues in a manner that best meets the needs of the School whilst utilising contemporary methodologies.
7. Demonstrated high level of organisational and time management skills with a flexible approach to work demands; the ability to establish priorities to meet conflicting deadlines and the agility to multi-task and reprioritise to ensure deadlines are achieved with timeliness, efficiency and accuracy.
8. Demonstrated excellence in inter-personal and communication skills with the ability to develop effective relationships with staff and management at all levels; to engage confidently and clearly on a myriad of diverse issues; and to employ tact and discretion when dealing with people and confidential information.
9. Demonstrated experience in the effective and accurate administration of HR records and collateral. Tertiary qualifications in a relevant discipline (or equivalent qualifications and / or experience) with a minimum ten (10) years of postgraduate experience in delivering generalist HR services.
10. The ability to work safely in an office and school environment and be fit to undertake the inherent requirements of the position.
11. Show Strong support for the Purpose and Concerns and ethos of The Friends' School including a capacity to provide cultural leadership in keeping with the Purpose & Concerns.
12. Must hold a current Tasmanian Working with Vulnerable People registration (employment) and provide a National Police Check (less than 6 months old).

C O N F I D E N T I A L I T Y

A school environment is one where you will have access to highly confidential information, therefore it is critical for the School to explicitly state the following:

Definition

Confidential Information includes, with the exception of information in the public domain, any information:

- disclosed to you by or on behalf of The Friends' School;
- which comes into your possession, or is generated by you, in the course of your employment, whether or not the information was originally supplied by The Friends' School;
- relating to the dealings, financial arrangements, transactions, general affairs, details of suppliers, staff members, agreements entered into with The Friends' School and the financial position of The Friends' School and other matters that do or may affect the financial position or reputation of The Friends' School; and
- relating to internal management of The Friends' School, the structure of The Friends' School businesses, The Friends' School personnel, policies, strategies, plans, or aspects of its future activities.

Your obligations

You are expected to:

- use Confidential Information solely for the purpose of performing your duties;
- take all reasonable precautions as may be necessary to maintain the confidentiality of Confidential Information;
- not remove any Confidential Information from the school's premises without its prior consent;
- not (except in the normal course of carrying out your duties) copy or duplicate any Confidential Information without the consent of The Friends' School and
- immediately notify The Friends' School of any suspected or actual unauthorised use, copying or disclosure of Confidential Information.

Signed acceptance of the above position description.

Name:

Date:

Signature: