

POSITION DESCRIPTION

Human Resources Manager

POSITION	Human Resources Manager
RESPONSIBLE TO	Principal
CLASSIFICATION	Dependent on qualifications, experience and expertise
EMPLOYMENT TERMS	<ul style="list-style-type: none"> • Employment is in accordance with terms and conditions as outlined in the Catholic Education Multi-Employer Agreement (CEMEA 2022) • Remuneration is in accordance with the CEMEA 2022 and dependent on skills and experience
PREPARED BY	Principal
ISSUE: 03	DATE: August 2023

All staff members of Siena College are expected to support and promote the College’s mission. Siena College, a Catholic secondary school in the Dominican tradition, engages young women in a challenging education that empowers them with the personal resources to make a difference in the world, by searching for truth through a culture of lifelong learning.

The College has a universal expectation for the protection of the young women in its care and is committed to ensuring that all staff promote the inherent dignity and fundamental right of students to be respected and nurtured in a safe school environment. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel. The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously and responds in line with the organisation’s policies and procedures.

The Human Resources Manager supports the Principal in the recruitment of both teaching and non-teaching staff, and in relation to compliance, employee relations, and all aspects of staffing.

Major Areas of Responsibility

The Human Resources Manager has the following major areas of responsibility:

1. Staff Recruitment, Orientation and Induction
2. Human Resource Management and Administration, including staff compliance records
3. Employee relations
4. Staff training in OHS, Equal Opportunity and Privacy Policies
5. Provide executive assistance to the College Policy Committee.
6. The Human Resources Manager is supported by administrative assistance

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1. Staff Recruitment, Orientation and Induction

In consultation with the Principal, oversee the recruitment both teaching and non-teaching staff. This includes but is not limited to the following:

- 1.1. Prepare all communications and advertisements for vacant staff positions
- 1.2. Maintain records of applicants, and provide summaries of candidates to designated interview panels for shortlisting
- 1.3. Schedule and organize interviews to accommodate panel members' and shortlisted candidates' availability
- 1.4. Conduct and file referee checks as agreed with the Principal or Interview Panel Chair
- 1.5. Ensure post interview documentation is made available to the Principal to approve employment
- 1.6. Prepare employment contracts in accordance with CEMEA, CEM/CECV and College requirements and policies
- 1.7. Ensure that communication to unsuccessful candidates occurs in a timely manner
- 1.8. In collaboration with the Principal and the relevant executive leaders, ensure that a framework exists for all staff to participate in an orientation and induction program, including both teaching staff and Education Support Officers (ESOs)
- 1.9. Develop, coordinate and conduct inductions for volunteers, contractors, coaches and sessional Music staff

2. Human Resource Management and Administration

- 2.1. Advise the Principal and oversee HR improvement projects and activities
 - 2.2. Liaise with relevant organisations to keep abreast of trends and developments in the area of Human Resource management
 - 2.3. Innovate and streamline all administrative processes and records relating to Human Resources management
 - 2.4. Provide advice and documentation to the Principal and Leadership Team on staffing, including succession planning and salary review recommendations
 - 2.5. In consultation with the Principal, Deputy Principals and College Timetabler, manage the staff Teaching Intention Process to determine staffing requirements for the year ahead
 - 2.6. Prepare written documentation and correspondence for all staffing changes and time fraction alterations
 - 2.7. In consultation with the Principal, coordinate and manage long service leave, parental leave, annual leave, leave without pay and extended sick leave requests
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- 2.8. Monitor tenure periods and contract expiration dates including updates to the Principal and Director of Business Services each term
 - 2.9. Maintain Catholic Education of Victoria Network (CEVN) Online Staffing Records & Personnel Records including Leave.
 - 2.10. Ensure the proper administration, filing and safekeeping of all HR records and reports, as required by law and best practice
 - 2.11. Generate and administer mid-term reviews of staff in Positions of Leadership (POLs)
 - 2.12. In consultation with the Principal, coordinate and provide administrative support for formative and summative reviews of the Deputy Principals
 - 2.13. Work with members of the College Executive and Leadership Team to review and document College processes as evidence of compliance
 - 2.14. Prepare HR compliance data reports and analyses for College, Board, CEM and Government agencies, including Working with Children Checks, Criminal Records Checks, VIT Registration, Code of Conduct compliance
 - 2.15. In collaboration with the Principal and Leadership Team, ensure that accurate Position Descriptions exist, are regularly reviewed to meet evolving needs of the College, and are classified to the duties and responsibilities of the position
 - 2.16. Coordinate and oversee the annual review of non-teaching staff in consultation with their supervising staff members
 - 2.17. In collaboration with the Principal and Leadership Team, develop and implement appropriate recognition and acknowledgement processes for all staff
 - 2.18. Produce confidential HR reports, including management of departure notifications, checklists for all incoming and departing staff and Workplace Gender Equality Administration reports, as required
 - 2.19. Conduct, document and record exit interviews for all departing staff
 - 2.20. Ensure the return/retention of all College property, including intellectual property, when staff exit the College
 - 2.21. Develop and manage College staff uniform provision, in liaison with the Director of Development and Community Relations

3. Employee Relations

- 3.1. Oversee the development, review and implementation of College policies and procedures relating to Human Resource Management, including complaints procedures and other industrial matters
- 3.2. Assist and support staff in working through issues associated with employee relations
- 3.3. Ensure that the Principal, Director of Business Services and Leadership Team are briefed and kept informed of all pertinent matters relating to employee relations

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- 3.4. Provide support and advice to the Principal, Director of Business Services and Leadership Team on matters associated with the Victorian Catholic Education Multi-Employer Enterprise Agreement (CEMEA) and employment contracts
- 3.5. In consultation with the Principal and Deputy Principals, coordinate and oversee processes and associated documentation associated with performance management of staff, conduct related issues, consultation about change, dispute resolution and grievance procedures

4. General accountabilities for all Staff

- 4.1. Demonstrate duty of care to students in relation to their wellbeing
- 4.2. Be well informed and comply with the College obligations in relation to Child Safe Standards and processes for reporting suspected abuse
- 4.3. Adhere to the College's professional dress code for staff
- 4.4. Attend all relevant staff meetings, assemblies, College Masses, community days and staff professional learning days
- 4.5. Demonstrate professional and collegial relationships with colleagues
- 4.6. Commit to and actively support the College agenda for continuous improvement through participation in school improvement planning as required
- 4.7. Demonstrate alignment and support for the Catholic and Dominican ethos of the College
- 4.8. Support the Mission, Vision and Values of the College as articulated in the Strategic Plan
- 4.9. Be familiar with and comply with all College policies and procedures

5. Other Duties

- 5.1. Attend Leadership, Consultative Committee, Policy Committee, Staff and Board meetings as requested by the Principal and Leadership Team
- 5.2. Undertake special projects and any other duties as delegated by the Principal

6. Selection Criteria:

6.1. Management Skills

- Implement human resource management principles and practices outlined in the role description
 - Innovate and manage continuous improvement in the HR function
 - Coordinate, monitor and report on multiple projects
 - Predict and manage issues
 - Manage competing priorities and meet multiple deadlines
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6.2. Interpersonal Skills

The position requires highly developed oral and written communications skills and the ability to persuade, convince and negotiate with other employees, members of the public and persons in other organisations in the pursuit and achievement of objectives

The manager must be able to:

- Liaise and negotiate with a range of people, internal and external to the organisation
- Impart and display high levels of personal conduct, integrity and professionalism
- Ensure the provision of excellent service to the organisation and community

6.3. Qualifications and Experience

- A tertiary human resource management qualification sufficient to gain member status of the Australian Human Resource Institute is desirable
- Substantial experience in human resource management or organisational performance
- Demonstrated experience in Human Resource function
- A post-graduate management qualification is desirable
- Experience in a school setting is preferred