

Human Resources Manager Position Description

About De La Salle

De La Salle College is actively committed to fostering a community of safeguarding that recognises and upholds the dignity and rights of all children.

De La Salle College is an equal opportunity employer.

*“The young should be able to see in your wisdom how they should behave.”
St John Baptist de La Salle - (Med 132.1—on the life of Saint Norbert)*

De La Salle is committed to excellence in learning, teaching and leadership. All employees of the College are required to support the mission, vision and values of the College community and the College's Lasallian tradition wherein respect is the foundation for all relationships.

Role Purpose

The Human Resources Manager is responsible for managing and developing the human resource functions of the College to ensure the College attracts and retains outstanding staff.

This role supports the Executive Deputy Principal – Staff and Operations and the Business Manager and works collaboratively with the College Executive and key staff to ensure that the College's human resource requirements are met in the areas of staff recruitment, staff induction, staff appraisal, staff tenure and general management of staff records.

Key Areas of Responsibility

The role includes, but is not limited to, responsibilities and tasks such as:

- Providing general and administrative HR service and strategic operational advice to the Principal, Executive Team and key staff;
- Ensuring their portfolio is conducted in accordance with best practice standards with regular reviews performed and amendments communicated to the Principal, Executive Team and key staff;
- Having a clear knowledge and understanding of the Catholic Education Multi Enterprise Agreement 2022 and subsequent MOUs/Agreements;
- In conjunction with key stakeholders managing the process of recruitment and selection of staff;
- Ensuring all compliance documentation up to date for all staff;
- Managing annual staff appraisal process for non-teaching staff;
- Assisting DLD Professional Learning with annual staff appraisal process for teaching staff;
- Providing assistance with Performance Management as required;
- Providing assistance with industrial and employee relations issues as they arise;

Recruitment and Selection

- To develop, implement and maintain the College's Staff Employment processes and procedures;
- To oversee the College's recruitment software packages;
- Assist with the documentation, preparation and review of Position Descriptions;
- Preparing and placing advertisements for vacancies on the website, seek, paper etc;
- 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;
- Prepare necessary correspondence to successful / unsuccessful applications;
- To manage staff movements and reasons for departure including conducting exit interviews with staff upon resignation;
- In collaboration with the key stakeholders ensure that the Catholic Education Multi Enterprise Agreement 2022 and subsequent MOUs/Agreements are adhered to with reference to salaries and conditions of all employees;
- In conjunction with the Executive Deputy Principal – Staff and Operations and the Business Manager assist with the recruitment and selection process including strategy, advertising, interviewing administration and reference checking;

- Ensure that Salary Assessments are carried out and letters of appointment are produced in keeping with Catholic Education Commission of Victoria (CEVN) guidelines;
- To assist in the coordination of induction processes and documentation;
- Oversee Payroll Officer to update personnel records on CEVN
- Maintain internal College e-file system;
- Maintain register for all contract positions in the College and advise staff of impending conclusion in line with the CEMEA 2022 Agreement/MOUs;
- In conjunction with Executive organise a review of all Position of Leadership (POL/POR) including communication schedule, timeline for the reappointment of the positions from end to end;
- Written confirmation to part-time staff of their full time equivalent (FTE) each term/semester as per CEMEA 2022 requirements;
- Issue all variation letters to staff when required;
- Communicate with staff on approved leave as required.

Managing Employment Concerns

- Assist the College Executive with Managing Employment Concerns, including preparing cases, scheduling of and minute taking at meetings and developing Employee Improvement Plans;
- Seek advice from and liaise with MACS Employer Relations Unit, Independent Education Union (IEU) when required;
- Provide advice and recommendations on disciplinary actions to all key stake holders when needed.

Industrial and Employee Relations

- Manage Workcover administration and paperwork;
- Liaise with the Executive Deputy Principal Staff and Operations in their role as Return to Work Officer;
- Manage all Work safe reporting requirements
- Work with OHS groups as advocate for the Principal;
- Assist with process of developing and communicating policies in relation to staffing;
- Monitoring staff attendance; where necessary:
 - Investigating and understanding causes of staff absences;
 - Recommending solutions to resolve chronic attendance difficulties;
 - Where appropriate support the Executive Deputy Principal Staff and Operations with basic advice to staff who have performance related obstacles.

Staff Recognition

- Organise farewells, milestones etc with Executive Deputy Principal: Staff & Operations
- Produce an annual list of staff reaching recognition levels of service including plaques;
- Maintain up to date list of staff exits and onboarding for Executive information and approval
- Maintain Honour Boards across the College.

Compliance

- Ensure compliance documentation for all staff is current in line with Victorian Institute of Teaching (VIT), Working with Children Checks (WWCC) and National Police Check;
- Maintain personnel database on CEVN on appointment and annually;
- Maintain personnel database on internal system, Synergetic;
- Ensure the College is compliant with all Victorian Regulation Qualifications Authority (VRQA) requirements, checking for updates annually;
- Support Executive Deputy Principal: Staff and Operations in process of maintaining and updating college policies;
- Be a member of staff OHS Committee.

Management of Administration Team

- Lead, support and manage the Administration Team at all three campuses, allocating and monitoring tasks, workload and performance;
- Manage requests for administrative support;
- Develop rosters for holiday periods;
- Oversee overtime and time-in lieu request process;
- Organise and chair regular administration meetings;
- Meet regularly with Business Manager.

Other Duties

- Manage in conjunction with the Executive the process for Long Service Leave applications, approval and payroll notification;
- Review and authorise the fortnightly payroll information prior to processing;
- Maintain register for all leave applications outside of normal terms breaks for all staff;
- Conduct exit interviews with staff;
- Manage grievance procedures in conjunction with College Executive;
- Manage process for annual signoff of Staff Code of Conduct and annual Mandatory Reporting requirements;
- Manage and update the organisational chart of the College;
- Manage and update Staff Handbook at commencement of each year
- Working with Executive, consider the future needs of the College human resources and work towards a fully centralised HR function coordinating the entire employee lifecycle from entry to exit;
- Identify HR projects that ensure continuous improvement;
- Perform other duties as directed by the Principal or Business Manager.

Variation to Role

The Principal, Business Manager or delegate may assign other duties from time to time which are broadly consistent with the role in response to the changing needs of the College.

This Position Description may be subject to change during the term of the appointment as part of a normal process of ongoing evaluation of the College's operations.

Professional Practice

- Attend training and professional learning programs to maintain skillset for this role;
- Be familiar with the College's First Aid and Emergency procedures;
- Attend whole College events such as Faith Formation days, sports events and College assemblies;
- Participate in annual performance reviews.

Child Safety

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.

Staff must adhere to the following:

- A thorough understanding of the College's Child Safety and Child Protection Policies and the Child Safety – Staff Code of Conduct, and any other policies or procedures relating to child safety;
- Assist in the provision of a child-safe environment for students;
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Breaches will be managed as per the VCMEA 2018 Clause 13 – Managing Employment Concerns.

Occupational Health & Safety

There is responsibility, incumbent on all staff, to ensure that the regulations associated with Occupational Health and Safety are adhered to.

Staff are advised that they are to:

- Take reasonable care of their own safety and health and safety of others affected by their acts or omissions;
- Report hazards, accidents or incidents (near misses) in accordance with agreed college procedures;
- Follow established safe working procedures, instructions and rules;
- Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the act;
- Not willfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others;
- Not willfully place at risk the health and safety of any other person in the workforce.

The complete Occupation Health and Safety College Policy may be viewed through accessing the College Policies on the Learning Management Platform (OLLIE).

Criteria

Demonstrated Knowledge, Experience and Skills in the following:

- Tertiary qualifications in Human Resource Management or similar;
- A broad HR generalist background and of exceptional caliber with integrity;
- Excellent working knowledge of current employment legislation;
- Excellent interpersonal skills, with demonstrated ability to build rapport and interact effectively at all levels within an organisation;
- Excellent employee coaching skill;
- Excellent oral and written communication, writing skills;
- Demonstrated skills in working with and knowledge of Microsoft Office programs including Word, Excel and Outlook;
- Ability to maintain confidentiality at all times.

Personal Requirements/Competencies

Essential

- Alignment with the values and Catholic ethos of the College;
- Commitment to the College's Child Protection Policy upholding the school's statement of commitment to child safety at all times;
- High level of professional personal presentation;
- Enthusiastic and highly motivated to contribute;
- Operate effectively in a team environment;
- Maintain high work standards with minimal supervision;
- Flexible and able operate effectively in a changing environment;
- Working with Children Check for Victoria and National Police Record Check required prior to commencement.

Desirable

- Previous work experience in a school environment;
- Familiar with the Catholic Education Victoria Multi Enterprise Agreement;
- Knowledge of Synergetic HR student management system;
- Members of relevant Professional Associations.

All applicants should be able to demonstrate:

- Alignment with the values and Catholic ethos of the College;
- A commitment to the College's Child Protection Policy upholding the school's statement of commitment to child safety at all times;
- High level of professional personal presentation;
- Enthusiastic and highly motivated to contribute;
- Flexibility and ability to operate effectively in a changing environment;
- Working with Children Check for Victoria and National Police Record Check required prior to commencement.

Accountability

Reports to:	The Principal via the Business Manager
Internal liaisons:	College Executive, Staff and Students
External liaisons:	Melbourne Archdiocese of Catholic Schools, Independent Education Union, contractors, suppliers, parents

Conditions

The position is employed in accordance with the terms and conditions of the Victorian Catholic Education Multi Employer Agreement 202.

The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications. All employees at De La Salle College are to follow college policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.

Classification: Education Support Officer, Category C, Level 4
Time Fraction: Full-time 1.0 FTE
Hours of Work: 8.30am to 4.30pm
Tenure: 12 month leave replacement
Leave: Seven weeks annual leave to be taken during school holidays.