ST MARY'S COLLEGE

EST. 1869

Position Information Document

Human Resources Manager

Position Details

Role Title:	Human Resources Manager
Directly Responsible to:	Principal
Classification:	Grade 6, Subclassification: Other Professionals *Refer to SA Catholic Schools Enterprise Agreement 2020, Appendix E: Classification – Education Support Officers.*
Weeks per year:	52 weeks
Hours per week:	37.5 hours
Tenure:	Permanent
Conditions of Employment:	All employment conditions are governed by the SA Catholic Schools Enterprise Agreement 2020 as amended or replaced ("Enterprise Agreement")

Role Description

The Human Resources Manager leads the strategic and operational delivery of Human Resources at St Mary's College, ensuring alignment with the College's purpose, values and strategic priorities. The role provides expert advice across workforce planning, employee relations, performance development and organisational change, while ensuring compliance with legislative, industrial and safeguarding requirements. Working in close partnership with the Principal and Leadership Team, the HRM is responsible for the full employee lifecycle functions including workforce planning, recruitment, onboarding, performance management and development, and industrial relations; ensuring the College attracts, develops and retains a high-performing workforce aligned with its Catholic Dominican ethos and strategic priorities.

Key Working Relationships

Working closely with the following:

- Principal
- Deputy Principal: Learning, Practice and Achievement
- Deputy Principal: Community, Wellbeing and Engagement
- Director of Business

- College Leadership Team
- Finance Officer
- WHS Officer

Team Leader: Principal

The College Principal is responsible for the general employment conditions of all staff.

Key Responsibilities

Strategic Leadership and Contribution

- Contribute to Strategic Plan implementation.
- Lead workforce planning and organisational design.
- Provide workforce insights and reporting to leadership.
- Drive staff engagement, wellbeing and retention strategies.

Workforce Planning and Recruitment

- Lead end to end recruitment processes including:
  - Management of job advertisements through a variety of platforms, which include, but not limited to, Catholic Education SA (CESA) position vacancies site, LinkedIn, SEEK and the College website.
  - Development of Position Information Documents (PIDs).
  - Management of Interview Panel arrangements.
  - Completion of referee, registration, child safeguarding clearance and other applicable checks.
  - Development of employment contracts and letters of appointment.
  - Leadership of the probation process.
- Ensure all contracts of employment are provided and communicated to staff members in a timely manner and are compliant with all employment obligations including Fair Work Act, South Australian Catholic Schools Enterprise Agreement (as amended or replaced), College policies and guidelines and any other legal employment requirements.
- Manage and maintain Position of Responsibility (POR) appointments, accurate records of POR tenures and ensure appraisal processes are in place in accordance with letters of appointment.

Industrial Relations

- Provide advice to the Leadership Team and staff members on relevant legislation and award interpretation to include:
  - Terms of engagement for all staff - permanent, replacement, temporary or casual contracts.
  - Workplace consultation procedures.
  - Workload provisions as under the Enterprise Agreement.
  - All leave provisions.
  - Hours of work including TOIL, overtime, span of hours, breaks, and higher duties.
  - Classification and reclassification procedure and outcomes.
  - Curriculum Extension Activities (CEA) requirements.
  - Work performance
  - Grievance proceedings.
- Manage performance, grievances and investigations.
- Coordinate the Curriculum Extension Activities (CEA) process.
- Coordinate the CESA Study Incentive Program (SIP) funding process.
- Coordinate the Catholic Professional Formation Allowance.

Induction, Performance and Development

- Lead performance review frameworks and processes, including annual professional reviews, Position of Responsibility (POR) reviews and probation processes.
- Provide advice and support to the Leadership Team in managing staff issues including excess absences, under-performance, breaches of policies and misconduct and ensure the principles of natural justice and due diligence are applied as required, consistent with Enterprise Agreement and legislative requirements.
- Lead the induction process, including but not limited to policies and procedures, tour, introductions, ICT, security, payroll and general administration for all staff and volunteers.
- Manage and disseminate induction information to new employees ensuring accurate records management.
- Collaborate with the College WHS Officer for staff WHS induction.
- Liaise with Director of Business to ensure that access to network, other technology and staff resources are established prior to commencement.
- Ensure the accurate management and recording of professional learning, mandatory compliance including First Aid, Responding to Abuse and Neglect, and Police Check records.

Staff Wellbeing and Culture

- Lead wellbeing initiatives for staff.
- Provide oversight of and advice on the management of psychosocial risks in the workplace.
- Work with the Principal to promote a positive workplace culture.

Return to Work Coordinator Responsibilities

- Lead the Return-to-Work support program for the College.
- Work with the WHS Officer/ Return to Work Coordinator to ensure all incidents are recorded on the Catholic Safety Health & Welfare SA database.
- Liaise and keep the Principal, Director of Business and WHS Officer updated of all injuries and subsequent claims.

HR Operations and Systems

- Oversee all HR systems and data.
- Maintain accurate and audit-ready workforce records and documentation.
- Provide workforce data and reporting for the College Board, Leadership Team and other stakeholders to inform decision-making.
- Facilitate exit interviews and return of College property.
- Collaborate with the Principal and Deputy Principals in maintaining a culture committed to child safeguarding with exemplary HR practices to support this work.
- Support leadership with managing change and restructure processes ensuring compliance with the Enterprise Agreement and legislative requirements.
- Ensure College policies and procedures remain current and consistent with CESA requirements.
- Promote workplace safety and be involved in the WHS Committee to minimise onsite risks/hazards.
- Support the function of the College Consultative Committee.
- Conduct HR project work as directed by the Leadership Team.
- Conduct any other duties as assigned by the Principal.

Key outcomes

- The Board, Principal and Leadership Team are supported with clear, accurate and comprehensive data, advice and recommendations to support decision making
- Staff recruitment and onboarding is seamless

- Employees have a clear understanding of the functions and services provided by the HRM and access these confidently
- Core HR functions, and annual cycles are managed proactively and completed in a timely and responsive manner.

Essential Personal and Professional Requirements for all St Mary's College Staff

All staff members at St Mary's College will:

- Actively support and contribute to the Catholic identity and Dominican ethos of St Mary's College.
- Interact with colleagues, students and parents in a positive, respectful and restorative manner, utilising a high level of emotional resilience and conflict management strategies.
- Act professionally, ethically and with integrity.
- Show high level awareness of what is required to protect the safety and wellbeing of the children and young people in our care.
- Contribute to community development and wellbeing through engagement with staff formation and community events.
- Demonstrate a high level of confidentiality, autonomy and initiative within the scope of their role.
- Possess highly developed organisational and planning skills.
- Model a high standard for students with regards to personal presentation and professionalism.
- Understand and adhere at all times to all relevant legislative, College, CESA and DEA Policies and Procedures.
- Utilise the College communication avenues for all correspondence with students and families, adhering to the communication guidelines in the Staff Handbook.
- Complete all administrative tasks as required or directed, including but not limited to record keeping, surveys, distribution of materials, supervisory responsibilities and duty of care provision.
- Demonstrate commitment to ongoing development as a learner and reflective practitioner through engagement with the College performance and development process.
- Demonstrate the ability to work under pressure whilst maintaining a sense of perspective, collegiality and humour.

Qualifications and Experience

The Human Resources Manager at St Mary's College will have:

- Proven experience as Human Resources Manager or Lead within a complex, multi-faceted environment.
- Tertiary qualifications in HR or business related discipline and minimum 5 years of progressive experience in HR function or school leadership role.
- Highly developed communication, negotiation and stakeholder management skills, with the ability to influence and build strong relationships.
- Adaptable and responsive approach to delivering HR support aligned with organisational values and principles.
- Strong HRIS, payroll and data management expertise.
- Excellent planning and organisational skills, with the ability to manage competing priorities and deadlines in a fast-paced environment.
- Sound knowledge and application of the National Employment Standards and relevant industrial relations legislation.
- Understanding of Return-to-Work legislation, processes and employer obligations

Other Conditions

All employees must ensure that they are fully compliant with, and take

personal responsibility to maintain and complete, their:

Screening clearance and a police clearance to work in Catholic Education SA in accordance with current guidelines (i.e., DHS Working with Children Check).

- HLTAID010 - Provide basic emergency life support.
- Approved Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC).
- SALT Compliance Training and WHS modules, as issued by the Catholic Education Office, as required.

Work Health & Safety (WHS) Role

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work, you, as the employee who is the subject of this Position Information Document must:–

- take reasonable care for your own health and safety
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

(Reference: Division 4, Section 28 WHS Act 2012)

Conditions of Employment

The salary and entitlements are consistent with those outlined in the Enterprise Agreement (2020).

The employee must undertake performance review on an annual basis in accordance with the terms and conditions of the Enterprise Agreement (2020).

Acknowledgement

No Position Information Document can capture the complexity of tasks within a school. Therefore, this Position Information Document should not be seen as limiting and some flexibility is required when applying this position description.
There will be other tasks, not described above, that may be assigned to this position from time to time by the College Leadership Team.

The College reserves the right to review, update, and amend this Position Information Document at any time.

In alignment with the College's ongoing strategic growth and development, all responsibilities outlined in Position Information Documents may be adjusted to reflect the changing needs of the College and to support its continued improvement and strategic direction.

St Mary's College is committed to continuous improvement, and all roles within the College play an integral part in its development.

As roles naturally evolve, the College is committed to regularly reviewing and updating Position Information Documents to ensure they accurately reflect each employee's contribution.