



Role Description

Human Resources Manager

Introduction:

The work of the Human Resources Manager will be undertaken within the framework of the Goals of Sacred Heart Education:

1. A personal and active faith in God
2. A deep respect for intellectual values
3. Building community as Christian value
4. A social awareness that impels to action
5. Personal growth in an atmosphere of wise freedom

Sacré Cœur has a responsive organisational culture and, as such, the responsibilities within this role may be altered to adapt to the evolving needs of the school.

Responsible to:

The Human Resources Manager will report directly to the Principal.

Key Responsibilities:

Human Resource Strategy and Compliance

- Establish and develop a successful HR function, driving and delivering process improvements and key initiatives that support the accomplishment of the School's Strategic Plan, including collecting and analysing data on key HR metrics
- Develop effective and collaborative working relationships with members of the Leadership Team, all staff and the wider school community
- Develop and maintain all HR policies and procedures in accordance with relevant legislation and Awards.
- Ensure timely implementation of and compliance with legislative requirements
- Develop and implement strategies to ensure Sacré Cœur is seen as an Employer of Choice
- Identify gaps in HR processes and records and implement relevant improvements

Staff Recruitment, Selection and Induction

- Manage all recruitment activities, including:
 - overseeing creation and amendment of position descriptions
 - advertising and promotion of positions
 - communication with candidates and overseeing interview process, including interview guidelines and reference checking
- Prepare contracts of employment and manage accompanying paperwork
- Develop, implement and manage the Induction and Onboarding Program for all new staff, including volunteers, contractors, coaches and sessional Music staff
- Establish and manage the School's talent pool

Performance Evaluation and Management

- Co-ordinate and oversee annual staff review and appraisal
- Responsible for appraisal of middle leadership positions (POLs), and co-ordination of external Senior Leader review and appraisal processes

Learning and Development

- Support the Director of Risk and Compliance in managing all ongoing eLearning training modules
- Maintain a register of staff completion of learning modules and advise when refresher courses are required
- As appropriate, lead relevant in-house staff training and development

Staff Support and Wellbeing

- Provide assistance, guidance and interpretation to all staff on a broad range of queries on HR policies, programs and practices as the first point of contact
- Contribute to a collegial and confidential environment for staff who wish to discuss aspects of their working conditions, and assist them to access appropriate support as necessary
- Ensure proactive and timely resolution of staff grievances
- Act as Secretary of Staff Wellbeing Committee
- Advise and work with Leadership Team in the identification and implementation of best practice in relation to staff wellbeing

Reward and Recognition

- In collaboration with the Principal and Leadership Team, develop and implement appropriate recognition and acknowledgement processes for all staff, including certificates, tin medallions and 10-year board
- Co-ordinate school events such as farewells for long-serving staff

Industrial and Employee Relations

- Maintain up-to-date knowledge of State and Federal legislative changes in relation to Industrial Relations and Award changes, brief Leadership Team and communicate changes to all staff as appropriate
- Provide support and advice to the Principal and Leadership Team on matters associated with the VCMEA and staffing, including employment contracts, succession planning and salary review recommendations
- In consultation with the Principal and Leadership Team, co-ordinate and oversee processes and associated documentation associated with employee relations, performance management of staff, consultation about change, dispute resolution and grievance procedures

WorkCover / Return to Work

- Provide support to the Director of Risk and Compliance on all Work Cover and related Return to Work processes

Human Resource Management and Administration

- Oversee all HR compliance issues including VIT registration, WWCC currency and National Police Record Checks as appropriate
- Prepare letters/general correspondence e.g. variation letters, statements of service

- In consultation with the Leadership Team co-ordinate and manage all types of leave and advise Business Office and Daily Organisers as necessary
- Maintain a range of HR documentation including employment documentation and personnel files, briefs, guides, policies/procedures, organisational charts, templates, work flow charts etc.
- Ensure that all documentation is provided to the Business Office, and related HR systems are updated, to enable changes to the fortnightly payroll to be processed in a timely manner.
- Monitor staff absences in order to provide support when necessary
- Monitor upcoming Long Service Leave, tenure periods and contract expiration dates and update Leadership Team as required
- Produce confidential HR reports and Workplace Gender Equality Administration reports
- Ensure the return/retention of all School property, including intellectual property when staff exit the School.
- Maintain the online School Staff Handbook and ensure its regular review and update

Other Duties

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

Child Safety:

Sacré Cœur is committed to the safety, wellbeing and inclusion of all our students. The School has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. Particular attention is paid to the most vulnerable children (Aboriginal and Torres Strait Islander, culturally and/or linguistically diverse backgrounds and children with a disability).

In this context, Sacré Cœur implements a regular and comprehensive Child Safety and Protection program across the entire Sacré Cœur community.

All staff at Sacré Cœur take an active role, and are well-informed of their obligations, in relation to Child Safety under Ministerial Order No. 870 "Child Safe Standards – managing the risk of child abuse in schools". Employment at Sacré Cœur is subject to school policies including the Child Safety Policy, Child Safety Code of Conduct and Child Protection – Reporting Obligations Policy, being read, understood and adhered to by being proactive in reporting any concerns or identified risk. Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.

Key Requirements:

1. Appropriate academic qualifications, suitable experience and a background relevant to the role
2. Understanding of the philosophy and spirituality of a Catholic school
3. Model the goals of Sacred Heart Education in interactions with students, staff and parents
4. Contribution to a child-safe environment, familiarity with and compliance with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety

Knowledge, Qualifications & Skills

- Relevant qualifications in a HR related discipline and/or significant proven experience (a minimum of 5 years) in similar HR Management role
- Sound knowledge and understanding of contemporary HR issues and practices
- Sound knowledge of respective State and Federal legislative provisions in all areas of employment law

- Knowledge of the Victorian Catholic Education Multi-Employer Agreement (VCEMEA) desirable
- Previous experience in managing the planning, development and delivery of change and communication activities
- Experience with Synergetic database desirable
- Working with Children Check and Police Check

Competencies, Behaviours & Attributes

Able to:

- Lead and demonstrate Sacré Cœur's core values and be service-focused
- Develop a rapport with staff at all levels and balance the interests of a variety of stakeholders
- Facilitate an open exchange of ideas and foster an atmosphere of open communication
- Build partnerships and establish trust
- Determine objectives and set priorities
- Negotiate and manage conflict to achieve effective organisational outcomes

Demonstrates:

- Evidence of pursuit of self-development; seeking feedback from others and opportunities to master new knowledge
- A high level of discretion and confidentiality
- Strategic thinking and effective project management
- Outstanding administration and communication skills
- High level conceptual and analytical skills
- Strong influencing and consultative skills
- Leadership, collaboration and creative thinking skills
- Strong computer literacy, organisational skills and attention to detail

Key Relationships and Responsibility:

Internal

- Principal
- Leadership Team
- Business Office
- Director of Risk and Compliance/Child safety Officer
- All Sacré Cœur staff

External

- CECV Industrial Relations unit
- HR Service Providers eg. Recruitment, EAP, Agencies, Legal
- Fair Work Australia/Fair Work Ombudsman
- CCI Insurer
- WGEA
- Gallagher Bassett (WorkSafe)
- School Lawyers

This is a full-time, ongoing position, classified as ESA 5/5 under the VCEMEA 2018, with a 38-hour week and four weeks of annual leave. The position is employed in accordance with the terms and conditions of the Victorian Catholic Education Multi Enterprise Agreement.

The successful applicant would commit to ongoing professional learning and hold relevant qualifications. The position requires the completion of an Annual Review Meeting. The Human Resources Manager will be appraised after twelve months in the position and every three years thereafter.

All employees at Sacré Cœur are to follow the school policies and procedures, including those relevant to the Occupational Health and Safety Act 2004 and Equal Opportunity Act.