

Position Information Document Education Support Officer



HUMAN RESOURCES MANAGER

Name:

Commencement: ASAP

Position Title: Human Resources Manager

Grade: ESO Grade 6

Stream: Other Professionals

Employment Type: Permanent

Fraction Time: Part-Time (0.96 FTE – 37.5 hours per week working 46/48 weeks, commencing the school year in Week 00 of Term 1 and concluding at the end of Week 9 of Term 4. Plus working four weeks during the Term breaks as negotiated with your line manager.

Reports to: Deputy Principal. All positions ultimately report to the Principal.

Direct Reports: Nurse, Registrar, Marketing and Community Engagement Officer, and Library/Resource Officer

Employment conditions are in accordance with the Catholic Schools Enterprise Agreement 2020.

1. BROAD PURPOSE

Gleeson College is a faith-filled community providing its members with the opportunity to discover, develop and use their God-given talents and abilities in the service of others.

Staff at Gleeson College are required to demonstrate a commitment to the belief that all students can be thriving people, capable learners, leaders for the world God desires, providing educational support to ensure that students develop the knowledge, skills and attributes they need to thrive in a rapidly changing and complex world.

The role of the Human Resources Manager is to assist leadership with managing the human resources function of the College and offering excellent support to staff. The Human Resources Manager will manage efficient strategic and operational HR activities including recruitment and employment processes, industrial relation services, workers compensation/return to work support, professional development, performance management, staff wellbeing initiatives, and maintenance of the necessary records to ensure legislative and administrative compliance.

2. SPECIAL CONDITIONS

Additional time worked (overtime) is to be pre-arranged and approved by the Business Manager or delegate in accordance with the College Policy.

Out of hours work may be required.

3. KEY WORKING RELATIONSHIPS

- Deputy Principal and Leadership Team
- College Staff
- Catholic Education South Australia (CESA) Staff
- External Candidates, Visitors and Service Providers
- Students, Caregivers and other members of the College community

4. KEY RESPONSIBILITIES

Duties include, but are not limited to:

- Assist school leadership to manage the human resources function for school activities including policy development, recruitment, industrial relations, workers compensation/return to work, employee induction, professional development and performance reviews.
- Identify, develop and implement solutions across a range of human resource functions including workforce planning, managing performance, industrial relations, organisational restructuring, employee relations and training and development.
- Support leadership with managing change and restructure processes ensuring compliance with the Enterprise Agreement and legislative requirements.
- Coordinate end to end recruitment activities including preparing job advertisements, developing Position Information Documents (PIDs), interviewing and panel arrangements, undertaking referee, registration, security clearance and other applicable checks, employment contracts and staff exit interviews, as required.
- Provide advice and support to Leadership 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.
- Provide comprehensive Industrial Relations and Human Resources advice to leadership on staffing matters, Enterprise Agreement provisions and interpretations.
- Provide professional Human Resources advice to staff including interpretation of school/college and SACCS policies, procedures and other applicable employment legislation requirements.
- Review and update PIDs as required to remain consistent with the South Australia Catholic Schools Enterprise Agreement provisions, and aligned with school/college needs and practices.

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- Manage and maintain currency and accuracy of employee records on matters such as salary, superannuation, leave and training, and prepare associated management reports according to policy and legal requirements.
- Arrange and/or facilitate/conduct training including general and WHS site inductions for all staff including Temporary Relief Teachers (TRTs), casual non-teaching staff and pre-service teachers.
- Coordinate performance management reviews ensuring documentation is prepared, completed and filed accordingly.
- Provide administrative support with the management of staff activities including letter preparation, currency of staff records, milestones, etc.
- Promote and coordinate staff wellbeing initiatives and programs for staff, as approved by leadership and facilitate any required training and/or professional learning opportunities for non-teaching staff, as appropriate.
- Ensure College policies and procedures remain current and consistent with CESA requirements.
- Promote workplace safety and be involved in WHS Committees to support the work of the College and the WHS Coordinator to minimise onsite risks/hazards.
- Assist Leadership with support for the management of pre-service teachers and volunteers, as required.
- Act as Executive Officer of the Consultative Committee: preparing and distributing documents, Minute taking and following up on action items.
- Coordinate the annual Workplace Gender Equality Agency submission and contribute to other legislative reporting requirements such as the Annual School Performance Report.
- Support the Safety, Risk and Compliance Officer with auditing staff training documents and records management.
- Positively participate and engage in any required training and development and regular professional review processes.
- Perform other duties as required, as directed by the Principal (or delegate).

5. PROFESSIONAL RESPONSIBILITIES

- Operate in accordance with the Charter for Staff in Catholic Schools South Australia.
- Support and represent the ethos of our Catholic College as outlined in the Gleeson 10 and Gleeson Staff 5.
- Understand the employer's requirements and act in accordance with South Australian Commission for Catholic Schools (SACCS) and the College's policies, guidelines and procedures.
- Understand and implement Gleeson College behavioural management strategies and policies.
- Complete any administrative tasks accurately and on time including record keeping.

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- Ensure that confidential information is maintained and act with discretion and decorum at all times.
- Participate in professional development/training activities as required.
- Ensure the health, safety and welfare of students and fellow employees.
- Follow First Aid management, training and reporting within the policies and guidelines of the CESA Safety Manual – First Aid, including providing First Aid to students and staff as reasonably requested and required.
- Develop and maintain effective professional relationships with staff, students, parents and visitors.
- Demonstrate high professional standards and present an appropriate image of Gleeson College in line with the Gleeson College Dress Policy.
- Promote and speak well of Gleeson College and its staff at all times, addressing any personal concerns with line managers or Principal as required.
- Undertake other duties pertinent to the scope of the position, as required by the Principal.

6. WORK HEALTH AND SAFETY

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 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 27 and 28 WHS Act 2012.

7. SPECIFIC REQUIREMENTS

- A demonstrated ability to support the Catholic ethos of Gleeson College.
- Higher education qualification in Human Resources (or comparable)
- A strong Human Resources generalist background and demonstrated expertise and practical experience in managing strategic and operational human resource activities, compatible with working in a Catholic school environment to actively support the Catholic faith and the school/college's Vision and Mission and Strategic Plan.
- Strong proficiency across human resources disciplines such as recruitment, employee/industrial relations, and workforce planning, complemented by a solid knowledge of contemporary human resource practices, standards, and statutory requirements. Experience working in an education environment and/or with enterprise agreements and unions is highly desirable.

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- High level of confidentiality, trust, integrity, and work ethic combined with ability to self-reflect and self-manage, as well as positively contribute and work as a member of the leadership team.
- Exceptional interpersonal and communication skills and proven ability to develop a strong positive rapport with others to build credible, trusting and respectful relationships.
- Ability to generate and develop complex ideas and exercise substantial autonomy in decision-making and significant and independent professional judgement based on extensive experience and an advanced level of expertise.
- Develop, lead, implement and embed programs and initiatives to achieve positive staff engagement and meet required outcomes.
- Ability to adjust rapidly to new situations and to coach and influence others to adapt to change. Change management experience will be highly regarded.
- Proactive, resilient, accountable for own actions and able to work productively and collaboratively in a complex environment with others and provide guidance and support.
- Support leadership to effectively manage staff matters and actively support, model and promote the use of restorative practices and processes in dealing with others.
- High-level administration and organisational capabilities to successfully manage overall planning of work of significant complexity.
- High level proficiency in MS Office (e.g. Outlook, Word, PowerPoint and Excel) and ability to efficiently navigate databases and systems.
- Demonstrate an active commitment to ongoing professional learning and timely completion of required training, and participate in professional (and other) reviews, as applicable.
- An ability to work independently under minimal supervision, as well as a member of a team.
- High professional standards and the ability to present an appropriate image of the College.

Acquire and maintain:

- Clearance to work in Catholic Education and Current DCSI/Working with Children Check/Catholic Police Check.
- Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC) mandatory training.
- HLTAID012 First Aid Training (Provide an emergency first aid response in an education and care setting).
- CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.
- An understanding of the employer's requirement and act in accordance with South Australian Commission for Catholic Schools (SACCS) and the College's policies, guidelines and procedures.

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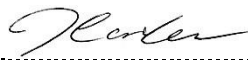
Desirable Criteria:

- Higher education qualification in Human Resources (or comparable).
- Experience in a similar role in an education setting.
- Experience in using Human Resource information systems.
- Current driver's license.

8. PERFORMANCE REVIEW

- The employee must undertake a performance review on an annual basis or at another mutually agreed time, consultation will occur between the employer and the employee to ensure that the PID is accurate.

SIGNED

Principal or Delegate: 

Date: 27/09/24

Employee:

Date: / /