



**ROSTREVOR COLLEGE**  
**PEOPLE & CULTURE MANAGER**  
**Position Information Document**

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**CONTEXT**

Rostrevor College is a Catholic College owned and governed by Edmund Rice Education Australia Colleges Ltd, the local community and Principal are empowered with the responsibility of plotting the future course for the College; a course that best captures the aspirations of local families. In doing so, we use The EREA Charter and the four touchstones of Gospel Spirituality, Justice and Solidarity, Inclusive Community and Liberating Education to shape our planning as a contemporary College that is grounded in the Edmund Rice Tradition.

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<b>POSITION TITLE</b>	People and Culture Manager
<b>ESO GRADE</b>	6
<b>ESO STREAM</b>	Other Professionals
<b>EMPLOYMENT TYPE</b>	Replacement (1 Year)
<b>LINE MANAGEMENT FROM</b>	Principal

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**BROAD PURPOSE**

The role of the People and Culture Manager is to assist leadership with managing the human resources functions of Rostrevor College and offering excellent support to staff. The People and Culture Manager will deliver efficient strategic and operational HR activities including recruitment and employment processes, industrial relation services, professional reviews, professional development and performance management.

The People and Culture Manager will possess:

- 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 Rostrevor 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.

- 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.
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## **KEY AREAS OF WORK**

### **Recruitment**

- Manage recruitment of staff in collaboration with the Executive Leadership Team, according to Employment Policy.
- 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.
- Manage recruitment of temporary, permanent and replacement teaching and non-teaching staff in collaboration with Executive Leadership Team, according to Employment Policy.
- In collaboration with the Executive Leadership Team, assist with the review and development of staff Position Information Documents.
- Prepare letters of appointment and Position Information Descriptions for both teaching and non-teaching staff for Principal's approval and distribute as required.

### **Appraisals & Probation Reviews**

- Coordinate annual staff appraisals ensuring documentation is prepared, completed and filed accordingly.
- Manage required staff probation review process.
- Manage necessary appraisal and probation documentation.
- Liaise with staff and coordinate annual review meetings in collaboration with members of the Executive Leadership Team, College Leadership Team, and the Business Manager.
- Provide advice and support to the Executive 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.

### **Inductions**

- Manage and disseminate induction information to new employees, and maintain staff records.
- Distribute and collect employment related paperwork.
- Manage the induction process, including but not limited to policies & procedures, tour, introductions, boarding, IT, security, payroll and general administration.
- Work collaboratively with the College Risk and Compliance Manager for staff WHS inductions.
- Manage all payroll/WHS/admin requirements for new staff.
- Liaise with IT Coordinator and Resource Centre Coordinator to ensure that access to network, other technology and staff resources are established prior to commencement.
- Manage the process of induction and ensure the compliance of all volunteers across the College.
- Ensure the accurate management and recording of professional learning, mandatory compliance including BELS and Responding to Abuse & Neglect, and Police Check records.
- Manage all teaching staff extended leave applications in accordance with policy and ensure appropriate arrangements for replacement.
- Maintain and record training records, both mandatory and voluntary.
- Support in the management of all Contractor Records in collaboration with the Finance Manager.

### **POR Appointments**

- Manage and maintain accurate records of POR tenures and ensure appraisal processes are in place in accordance with letters of appointment.
- Collate performance reviews for all Positions of Responsibility, managing the review process and necessary review documentation.
- Liaise with staff and coordinate POR review meetings in collaboration with members of the Executive Leadership Team.

### **General HR Duties**

- Facilitate exit interviews and return of College property.
- 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.
- 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.

- 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) and casual non-teaching staff.
- 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 Rostrevor 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 Rostrevor College and the WHS Coordinator to minimise onsite risks/hazards.
- Assist Leadership with support for the management of volunteers, as required.
- 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).
- Conduct HR project work as directed by the Executive Leadership Team.
- Work in collaboration with members of the Executive Leadership Team and College Leadership Team on HR matters.
- Work in collaborative partnership with Admin Staff to support all College related HR matters.
- Work in collaborative partnership with Admin Staff assigned to support HR.

### **Curriculum Extension Activities**

- Support the Co-curricular Coordinators and other relevant staff in the management of volunteer coaches on honorariums
- Support the Co-curricular Coordinators in establishing and maintain staff records, pertinent to teaching staff requirements for CEA
- Have an understanding of CEA allowances for teaching staff and work to provide support, as required to the Executive Leadership Team, Payroll and Business Manager.

### **General**

- Perform any other duties in line with your current classification as required from time to time at the discretion of the Principal
- Will be required to comply with all organisational policies and procedures and hold staff members accountable for this.
- Have a commitment to uphold and contribute to the ethos of Rostrevor College.
- Understand the employer's requirements and act in accordance with EREA Colleges Ltd, South Australian Commission for Catholic Schools (SACCS) and the College's policies, guidelines, and procedures.
- Participate in professional development activities and professional reviews as required.

## **SPECIFIC REQUIREMENTS**

- Higher education qualification in Human Resources (or comparable).
  - Applicable First Aid Certificate relevant to the role requirements
  - Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
  - Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate
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## **WORK HEALTH & 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 28 – SA WHS Act 2012*

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This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks, and outcomes.