



## Role Description Human Resources Manager

January 2024

Kilbreda College is governed by Kildare Ministries and administered by the Kildare Education Ministries Board.

<b>Position:</b>	Human Resources Manager
<b>Reports to:</b>	Principal
<b>Key Internal liaisons:</b>	Leadership Team Executive Assistant to the Principal Finance Manager Head of College Organisation Risk and Compliance Manager
<b>Classification and Conditions</b>	Education Support Employee, Category C (7 weeks leave)  Conditions are as per the Catholic Education Multi-Enterprise Agreement 2022
<b>Hours of Work</b>	8.15am – 4.15pm This role requires flexibility of hours due to the timing of College events

All staff members of Kilbreda College are expected to support Catholic education in the Brigidine tradition as expressed in the College's vision and mission statements. Staff are expected to reflect the values of Kildare Ministries in the way that they perform their role and in the relationships they form with all members of the College community. Each staff member's role is designed to contribute to the best possible educational outcomes for all students, enhance the community's strengths and ensure careful stewardship of the College's resources.

The Human Resources Manager is responsible for the administration of all policies and procedures and compliance requirements relating to human resources at the College. Primarily this includes responsibility for recruitment, induction, staffing support, industrial relations and performance management. The role is critical to supporting our workforce and facilitating the human resource framework and program within the College.

**Child safety:** It is an expectation that every staff member be familiar and comply with, the College's Child Protection and Safety Policy, Code of Conduct and any other policies or procedures relating to child safety.

### Key Areas of Responsibility

#### 1. Staff Recruitment, Onboarding and Induction

In consultation with the Principal, oversee the recruitment of both teaching and non-teaching staff, including:

- 1.1. Provide end-to-end recruitment including the development of position descriptions, advertising, scheduling interviews, interviewing, conducting reference checks and onboarding processes, notifying unsuccessful applicants
- 1.2. Ensure that College and VRQA requirements for proof of identity, proof of qualifications, VIT registration, WWC Checks and Criminal Record Checks are obtained prior to employment
- 1.3. Prepare employment contracts in accordance with CEMEA, VCEA, Kildare Ministries (KM), Kildare Education Ministries (KEM) and College requirements and policies

- 1.4. Communicate new employee information to all relevant staff to ensure entry into systems, preparation of resources etc.
- 1.5. Organise and coordinate a comprehensive induction program for new staff and the preparation of induction packs and relevant resources, including workspace, laptop/desktop, keys etc.
- 1.6. Lead the process for the engagement of volunteers
- 1.7. Develop, coordinate and conduct inductions for CRTs, volunteers, contractors, coaches and sessional Music staff
- 1.8. Promote the school as an employer of choice and maintain the employment page on the College website

## **2. Human Resource Management and Administration**

- 2.1. Ensure that all human resource practices and procedures are compliant with relevant legislation, awards, agreements and School policy
- 2.2. Identify, develop, and implement solutions across a range of human resource functions including workforce planning, managing performance, industrial relations, organizational restructuring, employee relations, and training and development
- 2.3. Innovate and streamline HR processes contributing to workflow improvement and workplace efficiency
- 2.4. Ensure the proper administration, filing and safekeeping of all HR records (both hard and electronic) and reports, as required by law and best practice.
- 2.5. Respond to staff requests regarding human resources issues, policies and processes
- 2.6. Provide advice and documentation to the Principal and Business Manager on staffing, including succession planning and salary review recommendations
- 2.7. Prepare documentation and correspondence for all staffing changes and variations to conditions etc.
- 2.8. Oversee staff leave procedures and manage this aspect of EMS360
- 2.9. In consultation with the Principal, coordinate and manage long service leave, parental leave, annual leave, leave without pay and extended sick leave requests
- 2.10. Monitor tenure periods and contract expiration dates and provide updates to the Principal and Business Manager each term
- 2.11. Maintain Catholic Education of Victoria Network (CEVN) Online Staffing Records (OSR) & Personnel Record System (PRS) in collaboration with the Finance Manager
- 2.12. Work with the Business Manager to ensure accuracy of the OSR before submission
- 2.13. Prepare HR compliance reports and analyses for College, Board, VCEA and Government agencies, including Working With Children Checks, Criminal Records Checks, VIT Registration, Code of Conduct compliance, Workplace Gender Equity
- 2.14. In collaboration with the Principal and Leadership Team, ensure that accurate Position Descriptions exist, are regularly reviewed to meet evolving needs of the College, and are classified to the duties and responsibilities of the position
- 2.15. Coordinate the annual update of the Staff Handbook and its publication.
- 2.16. Participate in the Professional Practice Reflection and Review process for non-teaching staff
- 2.17. Liaise with the Business Manager, relevant staff and Work Safe agent regarding Return to Work and Occupational Health and Safety Programs
- 2.18. In collaboration with the Principal and the Director of Development and Community Relations coordinate the annual recognition of service celebration
- 2.19. Liaise with the Staff Association regarding events, celebrations and staff farewells
- 2.20. Promote and disseminate appropriate Employee Assistant Program information and materials to staff
- 2.21. Conduct periodic surveys to measure employee satisfaction and engagement
- 2.22. Produce confidential HR reports, including management of departure notifications, checklists for all incoming and departing staff reports, as required

- 2.23. Oversee employee offboarding processes for departing staff including exit surveys and the return/retention of all College property, including intellectual property
- 2.24. Manage College staff uniform provision, in liaison with the Director of Development and Community Relations

### **3. Employee Relations**

- 3.1. Oversee the development, review and implementation of College policies and procedures relating to Human Resource Management, including complaints/ grievance procedures and other industrial matters
- 3.2. Assist and support staff in working through issues associated with employee relations (i.e. dispute and conflict resolution)
- 3.3. Keep the Principal informed of all pertinent matters relating to employee relations
- 3.4. Provide support and advice to the Principal and Leadership Team on matters associated with the Catholic Education Multi-Employer Enterprise Agreement (CEMEA) and employment contracts
- 3.5. In consultation with the Principal and Leadership Team, coordinate and oversee processes and documentation associated with performance management of staff, conduct related issues, consultation about change, dispute resolution and grievance procedures as requested by the Principal
- 3.6. Maintain meticulous records relating to employee relations and personnel files
- 3.7. Collate, analyse, and report on people related data to articulate current state and inform continuous improvement and risk mitigation
- 3.8. Act as an Equal Opportunity Officer for the College
- 3.9. Liaise on behalf of the College with IEU and other representative groups

### **4. Other Duties**

- 4.1. Be a member of the OHS Committee and attend other meetings (e.g., Consultative Committee, Leadership Team) as requested by the Principal
- 4.2. Undertake special projects and any other duties as delegated by the Principal
- 4.3. Promote and coordinate staff wellbeing initiatives and programs, as approved by the Leadership Team, and facilitate any required training and/or professional learning opportunities for non-teachign staff, as appropriate

This statement of duties is not intended to be an exhaustive or exclusive list of duties assigned to the position. They are intended as a guide as to the responsibilities of the role. The position is subject to review and modification by the Principal (or nominee), in negotiation with the appointee, in response to the evolving needs of the College, and experience and expertise of the appointee.

Any significant additions to the responsibilities may be requested by the Principal (or nominee) through consultation and mutual agreement with the appointee.

<b>ACCOUNTABILITIES FOR ALL STAFF</b>	
General	<p>Staff members will:</p> <ul style="list-style-type: none"> <li>• Uphold and actively demonstrate alignment with the Catholic ethos, Kildare Ministries, and Brigidine traditions of the College.</li> <li>• Support and enact the College's Vision, Mission, and Values in their professional practice and interactions.</li> <li>• Foster and maintain positive, respectful, and productive relationships with students, parents, staff, and the broader College community.</li> <li>• Commit to and actively contribute to the College's continuous improvement initiatives through collaboration with colleagues and participation in school improvement planning.</li> <li>• Be well-versed in and adhere to all relevant Kildare Ministries, Kildare Education Ministries, and College policies and procedures.</li> <li>• Attend all required staff meetings, assemblies, College Masses, community events, and professional learning sessions.</li> <li>• Exercise a duty of care for students, always prioritising their physical and mental wellbeing.</li> <li>• Comply with the College's professional dress code, reflecting the standards expected of staff.</li> <li>• Attend and participate in College community evenings and events that are relevant to their role and responsibilities.</li> </ul>
Child Safety	<p>Staff will:</p> <ul style="list-style-type: none"> <li>• Maintain current registration with the Victorian Institute of Teaching or hold a valid Working With Children Check.</li> <li>• Demonstrate a clear understanding of child safety principles and appropriate behaviours when engaging with children.</li> <li>• Be knowledgeable about legal obligations related to child safety, including but not limited to mandatory reporting and reportable conduct requirements.</li> <li>• Adhere to the College's Child Safety Policy, Child Safe Code of Conduct, Professional Boundaries Policy, and KEM Ethical Standards Policy, ensuring compliance with all child protection measures.</li> </ul>
Risk and Occupational Health and Safety	<p>Staff will:</p> <ul style="list-style-type: none"> <li>• Comply with legislated occupational health and safety (OHS) requirements and actively engage in consultative processes to ensure a safe working environment.</li> <li>• Follow safe work practices in accordance with training and instructions provided.</li> <li>• Identify and report risks and hazards promptly, and where appropriate, take action to eliminate or mitigate the recurrence of such risks.</li> <li>• Promote and implement effective OHS and risk mitigation strategies within their area of responsibility and across the College community.</li> </ul>

SELECTION CRITERIA	
Commitment to Catholic Education	<ul style="list-style-type: none"> <li>• A demonstrated understanding of the ethos of a Catholic school and its mission.</li> <li>• A demonstrated understanding and appreciation of the ethos and values of Kilbreda College.</li> </ul>
Commitment to Child Safety	<ul style="list-style-type: none"> <li>• A demonstrated understanding of child safety.</li> <li>• A demonstrated understanding of appropriate behaviours when engaging with children.</li> <li>• Be a suitable person to engage in child-connected work.</li> <li>• Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.</li> </ul>
Experience and understandings	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Relevant tertiary qualifications in Human Resources, Industrial Relations, or other relevant discipline</li> <li>• Previous experience working in an equivalent role, including employee and industrial relations.</li> <li>• Possess excellent interpersonal and communication skills with the proven ability to develop professional relationships with staff at all levels</li> <li>• Advanced skills in Microsoft Office Suite and Database Management Solutions.</li> <li>• Understand, interpret and implement the key policies and procedures pertaining to the role</li> <li>• Knowledge of contemporary trends in HR Management</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Previous experience in a Catholic secondary school.</li> <li>• Experience in using Synergetic, Policy Connect and EMS360</li> </ul>
Skills/Attributes	<ul style="list-style-type: none"> <li>• Ability to initiate and manage continuous improvement activities to deliver efficiency and process improvement</li> <li>• Ability and willingness to continuously review employee statutory/legislation/regulatory requirements and best practice in Human Resource Management</li> <li>• Ability to work under pressure in a calm and considerate manner, whilst working in a team environment.</li> <li>• High level of confidentiality, trust, integrity, and work ethic combined with ability to self-reflect and self-manage</li> <li>• Exceptional interpersonal and communication skills and proven ability to develop a strong positive rapport with others to build credible, trusting and respectful relationships</li> <li>• Confidence to work autonomously and as a team member</li> <li>• Excellent organisational, time management and attention to detail skills.</li> <li>• Excellent report writing and analytical skills</li> <li>• Ability to rapidly adjust to new situations and to coach and influence others to adapt to change</li> <li>• Proactive, resilient, accountable for own actions and able to work productively and collaboratively in a complex environment with others and provide guidance and support</li> <li>• Demonstrate an active commitment to ongoing professional learning</li> </ul>