



NAZARETH COLLEGE

HUMAN RESOURCES MANAGER POSITION DESCRIPTION

POSITION REPORTS TO: The Manager reports directly to the Principal	AWARD: Employment is in accordance with terms and conditions outlined in the Catholic Education Multi-Employer Agreement (CEMEA 2022)
CLASSIFICATION: Remuneration is dependent on qualifications, skills, and expertise	TERMS OF EMPLOYMENT: Full-Time Ongoing
ANNUAL LEAVE: Dependent on classification as per CEMEA Award	REQUIREMENTS: <ul style="list-style-type: none">• Annual Review Meeting• Proof of ID• Academic Transcripts• Current Working with Children Check (Employee)• National Police Record Check
COMMENCEMENT DATE: To be negotiated	TO BE REVIEWED BY AND DATE: March 2025 by the Principal

CONTEXT

A Catholic school is responsible for ensuring the highest value is placed on Leadership and vision in educating young people about the Church's mission of faith development.

Nazareth College is a Catholic Co-educational Regional Secondary College established in 1986. It is a learning community centred on the person of Jesus Christ. We foster a culture of Faith, Wisdom, and Knowledge through learning and teaching in the Catholic tradition.

Nazareth College acknowledges Aboriginal and Torres Strait Islander peoples as the traditional custodians of the lands where we live, learn and work. The Nazareth community is committed to the safety, well-being, and protection of all children in our care.

'Let your light shine before others' (Matthew 5:16)

HUMAN RESOURCES MANAGER

The Human Resources (HR) manager is a senior administrative member of the education support team who will support the principal and leadership team. The Human Resources Manager is responsible for the Leadership and management of all Human Resource (HR) focused activities, processes, and procedures undertaken by the College.

The HR Manager will work collaboratively with the leadership team to support and contribute to Nazareth's strategic goals and lead the day-to-day HR operations for the college. The Human Resources Manager will oversee the recruitment, induction, development and retention of high-quality staff and support the Principal and Leadership team with HR Management and compliance, employment relations and all aspects of staffing. The HR Manager will ensure that HR policies, processes, and programs are aligned with best practices and legislative requirements and support the vision and mission of Nazareth College. This role will suit an experienced Human Resources Manager who is passionate about process improvement.

Catholic schools are places where the sacred dignity of each person is recognised, respected and fostered. Nazareth College takes an integrated and collaborative approach to building and strengthening a safe and respectful school community which is safe. The Human Resources Manager will actively support and promote the values inherent in a Catholic school, be highly professional in all aspects of the role and display proficiency in organisation, communication, consultation, and decision-making.

Every staff member at Nazareth College must be familiar with and comply with the Nazareth College Child Safety and Wellbeing Policy and the Child Safe Code of Conduct. Our recruitment processes are strictly adhered to, and the College undertakes relevant checks as part of our employment practices.

KEY TASKS

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, and the College may modify the position description in consultation with the incumbent, depending on the operational needs and requirements of the College. The accountabilities within the role are as follows but not limited to:

MAJOR AREAS OF RESPONSIBILITY

The Human Resources Manager has the following major areas of responsibility:

1. Staff Recruitment
2. HR Management and Administration
3. Induction
4. Contracts
5. Employee relations
6. HR Compliance

1) STAFF RECRUITMENT

- Ensure that the principles of Child Safety and Equal Employment Opportunity are reflected and managed in all aspects of staffing
- In consultation with the Principal and Deputy Principal (Staff & Students), manage, coordinate and lead the employment processes for the effective and timely recruitment, selection, and appointment of high-quality staff, contractors and engagement of volunteers in Catholic Schools
- In collaboration with Leadership, manage the employment process for CRT and replacement staff
- Be responsible for recruitment and onboarding. This may include but is not limited to posting adverts, scheduling interviews, creating a point of contact for candidates, shortlisting candidates, conducting reference checks, preparing employment contracts, letters of variation, system set-up, induction, ongoing support and recruitment administration, online training, site access, technology, and internal communications in a timely manner which aligns with legislative practices and processes
- Manage the development of advertisements, interview questions, interview panels, coordination of interviews and collection of relevant documentation e.g. VIT/WWCC, academic transcripts/qualifications, Identity checks and Police Record Check
- Schedule and organise interviews to accommodate panel members' and shortlisted candidates' availability
- Ensure recruitment and selection practices are carried out with a high degree of professionalism and confidentiality, promoting best practices in interviewing, selection record keeping and candidate management
- Ensure post-interview documentation is made available to the Principal to approve employment
- Ensure communication with successful and unsuccessful candidates occurs in a timely manner
- Ensure recruitment and selection processes are rigorous and compliant with agreements, legislative and MACS requirements
- In collaboration with Leadership, ensure that accurate Position Descriptions exist, are regularly reviewed to meet the evolving needs of the College, and are classified according to the duties and responsibilities of the position and write position descriptions where needed

2) HR MANAGEMENT AND ADMINISTRATION

- Promote an inclusive, healthy and positive work environment and promote structures and procedures that promote equity and diversity within the College
- Oversee, advise, innovate, streamline and seek continuous improvement in administrative processes, projects, workflow, policies and activities relating to HR Management
- Responsible for all regulatory reporting related to HR
- In consultation with Leadership, generate and administer mid-term reviews and appraisal

processes of staff in Positions of Leadership (POLs)

- Coordinate the annual review meetings (ARMs) of non-teaching staff and facilitate feedback to staff through the ARM and Performance Appraisal process
- Ensure salary classification levels are assessed correctly according to the Catholic Education Multi-Enterprise Agreement 2022 (CEMEA)
- Ensure personnel records of current and new staff are complete including the Employee Teacher/Non-Teacher Application form, resume, right to work in Australia, photo, VIT registration, Working with Children Check, National Police Record Check, First Aid Certificate, Tertiary qualifications, referee reports, signed Appointment Letter, Signed Child Safe Code of Conduct, tax, super and payroll are obtained before commencement at Nazareth College
- With the Principal design programs and maintain performance management and improvement practices to facilitate Leadership, coaching, feedback, and mentorship to drive performance and support the retention of quality staff
- Lead initiatives focused on employee engagement and well-being for the continued growth of a positive and productive workplace
- In consultation with Leadership, manage the staff intention process to determine staffing requirements for the year ahead
- Develop and implement appropriate recognition and acknowledgement processes for all staff
- Manage and oversee information to payroll for processing each pay period, including new starter paperwork, variations, annual leave letters, forms and LSL documentation
- In consultation with the Principal, coordinate and provide administrative support for formative and summative reviews of the Deputy Principals
- Produce confidential HR reports as required, including departure notifications and checklists for incoming and departing staff.
- Conduct, document, and record exit interviews for departing staff. Ensure the formal exit process is completed for departing staff, including resignation letter and acknowledgement letter from the Principal, notification to relevant staff, college property is returned, and payroll provides final pay and records are finalised.
- Oversee the nomination and election process for Staff committees as required
- Maintain and update the Staff, CRT and Contractor Handbook
- Assist Leadership regarding performance management, including any separation agreements that may be required
- Manage and review the use of technology to improve HR processes and undertake training in the relevant IT platform that is adapted to maintain all staffing records
- Provide assistance and guidance to staff on HR policies, programs and practices
- Work with the Principal and Leadership Team to manage Time in Lieu provisions, planning, accruals, and acquittals for staff
- Be a point of call for employees seeking clarification regarding leave entitlements

3) INDUCTION

- In collaboration with the Leadership Team, ensure that a framework exists for staff to participate in an orientation and induction program
- Develop, coordinate and conduct induction for new and returning staff members, volunteers, members of the School Advisory Council, NCCA, and contractors in consultation with the Leadership Team, ensuring they receive relevant resources and support
- Manage contractors engaged in the delivery of extra-curricular activities centred on student learning, i.e., Music Tutors, School of Excellence coaches
- Liaise with relevant staff to ensure they are aware of and involved in new staff onboarding (e.g. Buddy, payroll, ICT) and are notified of their commencement
- Ensure the volunteer application process/induction is compliant

4) CONTRACTS (In Collaboration with the Principal's Office)

- Timely and accurate preparation of employment correspondence, including contracts, letters of appointment, variation of contract, time fraction alterations, and other correspondence relevant to the employment life cycle and industrial relations matters
- Prepare and ensure employment contracts adhere to the current CEMEA 2022 in accordance with MACS, VCEA and College requirements
- Provide support and advice on the CEMEA and employment contracts.

- Monitor tenure periods and contract expiration dates and provide updates to the Principal and the Leadership Team as required
- Ensure that all employment documentation and correspondence are prepared in response to Principal or nominated representative's approved decisions and outcomes
- Provide documentation to staff affecting their employment promptly, with opportunities for consultation

5) EMPLOYEE RELATIONS

- In consultation with Leadership, coordinate and oversee policies, processes and associated documentation on matters relating to Human Resource Management.
- Act as the School's representative in investigations and related matters
- Assist and support staff in working through issues associated with employee relations
- Ensure that the Leadership Team are briefed and kept informed of all pertinent matters relating to employee relations
- Provide support and advice to the Leadership Team on matters associated with the Catholic Education Multi-Employer Enterprise Agreement (CEMEA) and employment contracts

6) HR COMPLIANCE:

- Work with Leadership and the risk and compliance manager to implement, document, and review processes and policies for HR compliance and improve efficiencies and practice.
- Prepare HR compliance data reports for Leadership, MACS and Government agencies, including but not limited to Working With Children Checks, Police Record Checks, VIT Registration, Code of Conduct compliance, accreditation to teach RE in a Catholic School and to teach RE. Ensure the proper administration, filing and safekeeping of all records required by law and best practice
- Support the Risk and Compliance Manager with the training, accreditation and compliance requirements of staff, CRTs, volunteers and contractors
- With the Business Manager, manage 'return to work' requirements with staff returning from injury, illness, surgery or extended absences and regularly update the Principal in accordance with relevant legislation, policies and procedures
- In consultation with the Principal, case manage, coordinate and oversee processes and documentation associated with Occupational Health and Safety, Equity and Harassment, performance management, conduct related issues, CCYP investigations, mediation, consultation about change, dispute resolution and grievance procedure

PROFESSIONAL EXPECTATIONS

- Support the Catholic Ethos, Child Safe Policies, school Policies and Procedures and Statement of Principles Regarding Catholic Education
- Perform duties in a professional and respectful way and act as a role model.
- Show loyalty to the leadership team and be willing to work closely with them
- Neither during nor after the period of employment/engagement with, except in the proper course of their duties or as permitted by the organisation or as required by law, divulge to any person any confidential information concerning the College.
- Commit to ongoing professional development
- Participate in the staff appraisal and review process annually
- Maintain professional knowledge by attending workshops, reviewing publications, establishing networks and participating in professional societies
- Attend whole-school events such as Open School, Nazareth Day, Assemblies, Staff reflection and professional learning days, Liturgies, and other events required by the Principal
- Communicate information of a serious nature to the Principal or Leadership Team.
- Undertake special projects and any other duties as delegated by the Principal.

CHILD SAFETY

Every person employed at Nazareth College is responsible for understanding the role they play to ensure that the care, well-being and safety of all students is at the forefront of every decision they make. Nazareth is committed to ensuring all staff act in a manner that promotes the inherent dignity of every student and their fundamental right to be respected and nurtured. All Staff must:

- Be informed and comply with the College's obligations in relation to Child Safe Standards and report cases of suspected child abuse in accordance with legal obligation under Ministerial Order No. 1359 Child Safe Standards

- Attend and take part in child protection training, including online modules
- Promote the cultural safety, participation and empowerment of students and their families identified as vulnerable, students with a disability, linguistically and culturally diverse students and Aboriginal and Torres Strait Islander students

OHS

All staff members are responsible for ensuring that the regulations associated with occupational health and safety are adhered to, including taking reasonable care for health and safety, contributing to a healthy and safe work environment, ensuring proper procedures, training, and supervision occur to minimise occupational health and safety risks, reporting hazards, accidents or incidents in accordance with college procedures and not wilfully placing the health and safety of any other person in the workforce at risk

SELECTION CRITERIA

Nazareth College, Noble Park North recognises and values each applicant's unique gifts, talents and experience. The criteria listed below will inform the selection process.

1. A commitment to support the Catholic ethos of Nazareth College
2. A human resource management qualification sufficient to gain member status of the Australian Human Resource Institute
3. Substantial experience in human resource management or organisational performance
4. A post-graduate management qualification and experience in a school setting would be highly regarded
5. Have and maintain a valid Working with Children Check and National Police Record Check
6. Demonstrated experience and skills in managing the recruitment cycle, including sourcing, screening, interviewing, assessing, hiring, and onboarding candidates, focusing on compliance and positive candidate experience
7. Experience in developing and implementing effective HR administration practices within an education setting or similar with a service focus
8. Demonstrated initiative and innovative thinking in dealing with issues in a decisive, sensitive, and consistent manner
9. A proven ability to lead and nurture staff in a dynamic and caring learning environment that is collaborative and inclusive
10. An ability to work effectively, independently, and collaboratively in a team environment. This includes managing information and correspondence with confidentiality, discretion and diplomacy with staff, students, parents/guardians and key stakeholders
11. An understanding and commitment to Child Safe Standards and a commitment to providing a child-safe environment

KEY ORGANISATIONAL RELATIONSHIPS

INTERNAL	EXTERNAL	MEETINGS
Principal Deputy Principals Leadership Team Staff Other managers (e.g. IT, Marketing)	MACS Human Resources network Independent Education Union Broader school community Professional Associations	HR Administration Staff Consultative

EMPLOYEE ACKNOWLEDGMENT

I (the undersigned) have read and understand the content of this position description and undertake to meet the key accountabilities in an appropriate manner.

Name
Signature.....Date

AUTHORISED BY PRINCIPAL OR REPRESENTATIVE

Name
Signature.....Date.....