



NAZARETH COLLEGE

HUMAN RESOURCES MANAGER ROLE DESCRIPTION

POSITION REPORTS TO: Principal	AWARD: Victorian Catholic Education Multi Enterprise Agreement 2018
CLASSIFICATION: Dependent on qualifications, experience, and expertise	TERMS OF EMPLOYMENT: Part time ongoing 0.60
ANNUAL LEAVE: Dependent on classification	REQUIREMENTS: Victorian WWCC National Police Record Check Vaccination status / exemption
DATE REVIEWED: Sept 2022	REVIEWED BY: The Principal

Nazareth College is a Catholic Co-educational Secondary College with an enrolment of 750 students, located in Noble Park North. The Nazareth Community is committed to the safety, wellbeing, and inclusion of all students in our care.

The College has a zero tolerance of all forms of child abuse and actively works to listen and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously and responds in line with the organisation's policies and procedures.

PURPOSE OF THIS ROLE

The HR Manager supports the Principal in the recruitment of both teaching and non-teaching staff, and in relation to compliance, employee relations, and all aspects of staffing.

Major Areas of Responsibility

The HR Manager has the following major areas of responsibility:

1. Staff Recruitment, Orientation, and Induction.
2. Human Resource Management and Administration.
3. Employee Relations.
4. Staff training in OHS, Equal Opportunity and Privacy Policies.
5. Maintenance of staff records including compliance.

1. Staff Recruitment, Orientation, and Induction

In consultation with the Principal, oversee the recruitment of both teaching and non-teaching staff. This includes but is not limited to the following:

- Prepare all communication and advertisements for vacant staff positions.
- Maintain records of applicants and provide summaries of candidates to designated interview panels for shortlisting.
- Schedule and organise interviews.
- Conduct and file referee checks as agreed with the Principal or Interview Panel Chair.
- Ensure post interview documentation is made available to the Principal to approve employment.
- Prepare employment contracts in accordance with MACS and College requirements and policies.
- Ensure that communication to unsuccessful candidates occurs in a timely manner.
- In collaboration with the Principal and Compliance Officer, ensure that a framework exists for all staff to participate in an orientation and induction program.
- Develop, coordinate, and conduct inductions for volunteers, coaches, and sessional music staff.



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2. Human Resource Management and Administration

- Advise the Principal or designated representative and oversee HR improvement projects and activities.
- Liaise with relevant organisations to keep abreast of trends and developments in Human Resource Management.
- Innovate and streamline all administrative processes and records relating to Human Resources Management.
- Provide advice and documentation to the Principal, Deputy Principal's, and Leadership Team on staffing, including succession planning and salary review recommendations.
- In consultation with the Principal, Deputy Principals and Director of College Operations, manage the Staff Intention Process to determine staffing requirements for the year ahead.
- Prepare written documentation and correspondence for all staffing changes and time fraction alterations.
- In consultation with the Principal, coordinate and manage long service leave, parental leave, annual leave, leave without pay and extended sick leave requests.
- Monitor tenure periods and contract expiration dates including updates to the Principal each term.
- Ensure the proper administration, filing and safekeeping of all HR records and reports, as required by law and best practice.
- Work with the members of the Leadership Team to review and document College processes as evidence of compliance.
- Prepare HR compliance data reports and analysis for College, Board, MACS and government agencies, including Working With Children checks, Criminal Records checks, VIT Registration, Code of Conduct compliance.
- 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.
- Coordinate and oversee the annual review of non-teaching staff in consultation with their supervising staff members.
- In collaboration with the Principal and Leadership Team, develop and implement appropriate recognition and acknowledgement processes for all staff members.
- Produce confidential HR reports, including management of departure notifications, checklists for all incoming and departing staff and Workplace Gender Equality Administration reports, as required.
- Conduct, document, and record exit interviews for all departing staff.
- Ensure the return/retention of all College property, including intellectual property, when staff exit the College.
- Develop and manage College staff uniform provision.

3. Employee Relations

- Oversee the development, review and implementation of College policies and procedures relating to Human Resource Management, including complaints procedures and other industrial matters.
- Assist and support staff in working through issues associated with employee relations.
- Ensure that the Principal, Business Manager and Leadership Team are briefed and kept informed of all pertinent matters relating to employee relations.
- Provide support and advice to the Principal, Business Managers and Leadership Team on matters associated with the Victorian Catholic Multi-Employer Enterprise Agreement (VCMEA) and employment contracts.
- In consultation with the Principal and Deputy Principals, coordinate and oversee processes and associated documentation associated with performance management of staff, conduct related issues, consultation about change, dispute resolution and grievance procedures.



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4. General accountabilities for all Staff

- Demonstrate duty of care to students and their wellbeing.
- Be well informed and comply with the College obligations in relations to Child Safe Standards and processes for reporting suspected abuse.
- Adhere to College's professional dress code for staff.
- Attend all relevant staff meetings, assemblies, College Masses, Community days and staff professional learning days.
- Demonstrate professional and collegial relationships with colleagues.
- Commit to and actively support the College agenda for continuous improvement through participation in school improvement planning as required.
- Demonstrate alignment and support for the Catholic ethos of the College.
- Support the Mission, Vision and Values of the College as articulated in the Strategic Plan.
- Be familiar with and comply with all College policies and procedures.

5. Other Duties

- Attend Consultative Committee and Staff meetings as requested by the Principal.
- Undertake special projects and any other duties as delegated by the Principal.
- To liaise with the College Registrar to ensure that all family and student records are maintained accurately.
- Handle confidential information in an appropriate manner.

The successful applicant will:

COLLEGE CULTURE

- Support the Catholic ethos of the College.
- Be willing to work closely with the College Leadership Team and staff members.
- Be prepared to fully support the College's commitment to diversity.
- Be willing to adhere to school policies and procedures.
- Have a commitment to working as part of the Administration Team.

PROFESSIONAL EXPERIENCE

- A tertiary human resource management qualification.
- Substantial experience in human resource management or organisational performance.
- Demonstrated experience in Human Resource function.
- Excellent communication skills, both written and verbal.
- Proven people management skills.
- Ensure the provision of excellent service of excellent service to the organisation and community.
- Impart and display high levels of personal conduct, integrity, and professionalism.
- Liaise and negotiate with a range of people, internal and external to the organisation.
- Manage competing priorities and meet multiple deadlines.
- Predict and manage issues.
- Coordinate monitor and report on multiple projects.
- Innovate and manage continuous improvement in the HR and Administration function.
- Excellent organisational and administrative skills.
- Excellent ICT skills and proficiency in the use of MS Office applications.
- Desirable – experience in school setting.

PROFESSIONAL LEARNING

- Is an essential component of school improvement and staff development.
- Nazareth will offer diverse opportunities to staff to further develop their skills, knowledge, and experiences.

PROFESSIONAL EXPECTATIONS

- Foster an environment of professional trust, empowerment, and learning.



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- Exercise discretion when handling confidential and sensitive information.
- Attend College functions, meetings and events as required.
- Adhere to College policies and procedures.
- Show collegiate support of all staff members.
- Interact positively and proactively with all members of the school Community to build strong relationships.
- Communicate information of a serious nature to the Principal, or Leadership Team.
- Ensure Nazareth College continues to build its reputation as a school of choice.

OCCUPATIONAL HEALTH AND SAFETY

There is responsibility, incumbent on all staff, to ensure that the regulations associated with Occupational Health and Safety are adhered to.

CHILD SAFETY

- Be familiar with and comply with Nazareth College's Child Safety Policy and Code of Conduct, together with any other policies or procedures in relation to child safety.
- Assist in the provision of a child safe environment for students.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.
- Current Working with Children Check Card.
- Current National Police Check.
- Hold a current First Aid Certificate (or can obtain one).

SELECTION CRITERIA

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

1. Support of the vision and mission statements of our learning and faith Community
2. The ability to communicate effectively and positively, ensuring productive interchange and professional conversation with the school Community.
3. A tertiary human resource management qualification.
4. Substantial experience in human resource management or organisational performance.
5. Experience in a school setting is preferred.
6. Demonstrated skills in Microsoft Suite (Word, Excel, Teams, Power Point) and knowledge and experience of Synergetic, SIMON.
7. Well-developed organisational and interpersonal skills including a demonstrated ability to work effectively, independently, and collaboratively in a team environment. including the ability to manage information and correspondence with confidentiality, discretion and diplomacy with staff, students, parents/guardians, and key stakeholders
8. Flexible and ability to operate effectively in a changing environment
9. Ability to work under limited direct supervision and to exercise discretion within established work practices

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.

Signature: _____ Date: _____

Authorised by Principal or Representative

Signature: _____ Date: _____



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