

## ROLE DESCRIPTION

<b>ROLE TITLE</b>	Human Resources Manager
<b>DEPARTMENT</b>	Administration
<b>INDUSTRIAL AGREEMENT</b>	<i>Trustees of the Marist Brothers Province of Australia Non-Teaching Staff Enterprise Bargaining Agreement 2015</i>
<b>ACCOUNTABLE TO</b>	Principal
<b>DIRECTION FROM</b>	Vice Principal

## MISSION STATEMENT

Newman College is a PK-12 Catholic School educating in the Marist Tradition, which endeavours to lead students to know and love Jesus Christ. With Mary as our model in faith, we encourage students to grow into the fullness of their humanity in an education environment where they feel welcome, accepted and valued.

## ROLE OVERVIEW

The Human Resources Manager (Leader of People and Culture) will work collaboratively with the College Executive to provide human resources advice in the key outcome areas of recruitment, staff retention, training and development, compliance, employee relations, injury management and records administration. They will be required to provide industrial relations advice to members of the College Executive, including interpretation of awards, enterprise bargaining agreements and other employment related legislation.

The Human Resources Manager (Leader of People and Culture) actively supports all key decisions taken by the Executive in the strategic leadership of the College and works closely with the Executive Team.

This role shares dual responsibility for the Catholic Identity of the College and the spiritual and faith leadership within the College Community, informed by the charism of Saint Marcellin Champagnat as an expression of the Gospel message of Jesus. The Human Resources Manager (Leader of People and Culture) articulates the mission, ethos and educational goals of Newman College, and gives witness to the distinctive educational, moral and social purpose of the College within the evangelising Mission of the Church.

In collaboration with the College Executive the role will ensure the development and management of a results orientated and high performing culture which upholds and models the ethos of Marist Education.

In being both proactive and responsive to changes in the College's operating environment, the Principal may, from time to time, require the performance of other duties.

## ROLE RESPONSIBILITIES

### Leader of Catholic Identity and Mission:

- Gives personal witness to Catholic values in carrying out the day-to-day duties of the role and engaging students, staff and broader community in the Mission of Newman College as a Catholic school.
- Actively leads prayer and works to promote the charism of Saint Marcellin Champagnat and the mission and life of the Catholic Church within the College.
- Supports and contributes to the development of the Marist Association of St Marcellin Champagnat in Western Australia.
- Contributes to the development of a College environment that is welcoming, hospitable, life-giving and just.

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**Human Resources Strategy & Management:**

- Promotes the College as a genuine employer of choice by driving contemporary employee value initiatives.
- Coordinates all aspects of the recruitment process.
- Coordinates performance and development review processes in collaboration with the College Executive.
- Coordinates exit interviews.
- Manages staff records as they relate to employment and conditions.
- Administers annual reports such as the Workplace Gender Equity Agency (WGEA) Report.
- Works with the College Executive to workforce plan and determine needs on a term-by-term basis.
- Works with the Risk and Compliance Officer to arrange compliance and regulatory training and activities for all staff and oversees volunteers and contractors.
- Contributes to the development, systemisation, review and communication of Human Resources policies and procedures, tools and initiatives.
- Manages and maintains the College's HRIS system including providing support and training to staff.
- Undertakes any relevant task or special project as required by the College Executive as part of the employer / employee relationship within the scope of the role.

**Employee & Industrial Relations:**

- Builds and maintains a working knowledge of contemporary Human Resources practices and knowledge including understanding of applicable industrial instruments, best practice and industry benchmarks and market trends.
- Provides consistent advice, coaching and support to College Executive to appropriately manage industrial issues and risks in line with Marist Schools Australia Ltd (MSA) and Newman College policy and legal frameworks.
- Provides high level interpretation of enterprise agreements and modern awards content, current legislation such as the Fairwork Act, legislation and rules administered by WorkCover WA, WA Occupational Safety and Health Act and Regulations.
- Assists the College Executive through the provision of advice in relation to grievance or dispute resolution matters.
- Manages the relationship with external providers of Human Resources and Industrial Relations services.
- Supports Enterprise Bargaining Agreement administration requirements as required.

**Wellbeing:**

- Assists the Risk and Compliance Officer to ensure that the College complies with regulatory requirements regarding the provision of a safe workplace and a professional work environment.
- Works with the Director of Finance and Administration in providing injury management coordination in alignment with the procedures set out by Catholic Church Insurance.
- Responds to staff concerns including wellbeing and other injury matters; refers to the appropriate Executive team or outside agencies as applicable.
- Liaises with College Executive when needed to sustain staff who require assistance in personal matters.
- Investigates relevant programs and pathways to provide for staff wellbeing opportunities.

**Workplace Health & Safety:**

- Supports the Risk and Compliance Officer in the development and maintenance of a best practice WHS culture within the workplace.
- Provides support and guidance to the Workplace Health and Safety Representatives around the WHS activities within the College.
- Provides leadership and guidance to Staff across all facets of WHS ensuring and understanding of responsibilities and appropriate processes.

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**Compliance:**

- Oversees the Risk & Compliance Officer in various initiatives and strategies.
- Is knowledgeable of the Working with Children compliance requirements within the college and provides advice accordingly.
- Working with the Risk and Compliance Officer to oversee assurance measures within the College system.

**Other:**

- Any other duties as required.

**EXPECTED BEHAVIOURS & ATTITUDES**

All staff are responsible for:

- Actively working to promote the charism of Saint Marcellin Champagnat and the mission and life of the Catholic Church within the College;
- Actively supporting the Marist Association of Saint Marcellin Champagnat;
- Actively promoting the College's Evangelisation Plan;
- Actively supporting a child safety culture, with a zero tolerance for child abuse.
- Complying with:
  - Marist Schools Australia Policy Statements.
  - Newman College Policy Statements, Procedures and Code of Conduct for Staff;
- Adhering to workplace health and safety procedures and actively contributes to maintaining a safe, healthy and tidy environment;
- Maintaining open communication and works collaboratively with others within the College to foster team work and morale;
- Maintaining a commitment to continuously improve services and pursue excellence;
- Seeking opportunities for professional development.

**ROLE CRITERIA****Essential Criteria:**

- Tertiary qualifications in Human Resources or related discipline and relevant experience.
- Knowledge of Human Resource legislative and statutory requirement and principles.
- Ability to interpret and advise on awards, legislation and regulations.
- Excellent attention to detail in HR administration.
- Eagerness to develop and execute strong HR strategies and processes across the organisation.
- Ability to maintain confidentiality and privacy and to exercise tact and discretion.
- Working with Children Check.
- National Police Clearance.

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