



POSITION DESCRIPTION
HUMAN RESOURCES MANAGER

TITLE: Human Resources Manager
AWARD: Educational Services (Schools) General Staff Award 2010
The Queensland Anglican Schools Enterprise Agreement 2015
STATUS: Full Time
RESPONSIBLE TO: Business Manager
REPORTS TO: Business Manager

GENERAL POSITION DESCRIPTION

This role is responsible for the development, implementation, coordination and administration of the human resources policies and activities to ensure the availability and effective use of human resources to achieve the school's strategic objectives; and to ensure the school is compliant with external requirements. This involves providing both general and specialist human resources support and services.

QUALIFICATIONS AND EXPERIENCE

Including but not limited to:

- Strong customer focus.
- Well-developed interpersonal, written and verbal communication skills with the ability to draft and edit executive correspondence.
- Proven ability to perform administrative activities with discretion and confidentiality.
- Tertiary qualifications in human resources or similar.
- Thorough knowledge of relevant Awards, Agreements, taxation and superannuation regulations.
- Proven ability to manage Work Cover compensation matters, including Rehabilitation and Return to Work for staff.
- Demonstrated ability to research human resource legislation, trends, best practice and recommend suitable strategies to senior management.
- Hold, or be eligible to obtain, a current suitability for working with children Blue Card.

TEAMWORK AND COMMUNICATION

- Demonstrate a willingness to work positively within a team as well as having the ability to work independently.
- Demonstrate and practice effective written, verbal and non-verbal communication skills.
- Demonstrate and practice effective conflict resolution and effective staff management skills.

KEY DUTIES AND ACCOUNTABILITIES

Including but not limited to:

- Developing and facilitating the systems and processes for recruitment, selection, induction, retention and termination.
- Acting as the point of contact in the school for recruitment agencies for temporary and other employment engagements.
- Manage the recruitment and selection processes including drafting advertisements, position descriptions, applicant correspondence and organising interviews.
- Conducting interviews and/or participate on selection panels as required.
- Ensuring that candidates receive prompt and professional communication throughout the recruitment, selection and appointment process.
- Coordinating the process for new staff, setting up ICT induction/access, security codes/keys for building access, WHS induction, name badge, etc.
- In conjunction with the Principal and Business Manager, administer termination processes which include drafting acknowledgements of resignations, employee references and preparing statements of service.
- Provide administrative support to Director of Innovation Teaching and Learning; this relates to the administration of the teaching performance and professional development management systems.
- Oversee and coordinate professional development and training activities, particularly for non-teaching staff.
- Responsible for the compliance of the Blue Card and teacher registration systems.
- Dispute resolution and mediation as required.
- Manage staff complaints and refer to members of the Senior Leadership Team where necessary.
- Provide instructions and assist with compliance to relevant procedures to leaders on how to deal with performance issues and management of those issues.
- Maintain human resource policies, procedures and frameworks and ensure compliance by management and staff. Review on a regular basis and make recommendations for change to the Principal and Business Manager.
- Gathering statistical data to support human resource policies and procedures.
- Providing advice on interpretation, calculations and other relevant matters to the Payroll Office as required.
- Coordinate the school's Consultative Committee, preparing necessary documents and reports.
- Maintaining the electronic register of position descriptions, ensuring it is up to date at all times.
- Maintaining control of and ensuring physical and electronic staff records (both current and past) are maintained to meet employee, organisation and statutory requirements and entitlements.
- Manage Long Service and Maternity Leave processes.
- Apply knowledge of relevant industrial awards and agreements, accounting standards and policies to provide general advice to staff in these areas.
- Ensuring all employees have access to all aspects of the legislation relating to industrial awards and providing support to employees in seeking clarification of the legislation.
- Assist the Principal and Deputy Principal with the annual implementation of PAR, Exemplary Teacher and Hours of Duty Workplace agreement provisions.
- Participate in ASC consultative process in relation to the enterprise bargaining agreements.
- Work with the Senior Leadership Team in the development and implementation of the teaching and non-teaching performance review process.

- Manage Work Cover compensation matters in an effort to minimise the Work Cover premium by reducing the duration cost of claims.
- Manage any Rehabilitation or Return to Work plans for staff returning to work on suitable duties plans.
- Provide high level, timely and professional advice to leaders and staff in interpreting and implementing human resource policy including: change management; HR planning; workforce/succession planning; workplace health; and organisation development and change.
- Assist the Business Manager in the forecast of whole school staffing budget process and keep her advised of all issues relating to the payroll budget of the school.
- Create reports as required for Senior Management.
- Prepare statistical and government payroll information as required, i.e. Census, Financial Questionnaire, EOWA, etc.
- Liaise with Department of Transport re School Crossing Officers, including interviewing candidates and coordinating time sheets.
- Ensure staff employed within the Child Care Services at the school maintain the relevant qualifications to undertake their roles.

WORK ENVIRONMENT

- All employees recognise and accept that multi skilling is an essential component of the school and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability.
- Maintain safe and healthy work practices in line with Work Health and Safety legislation.
- Comply with all school policies and procedures.
- Attend all compulsory training sessions provided by the school.
- Display positive interpersonal skills needed for the delivery of quality service with a particular emphasis on communication and teamwork.
- Maintain total confidentiality of all school documents, student, staff, and family personal information, both during and after tenure of employment.
- Attend school functions as required.

Position Description approved by: _____ Colette Phillips _____ Position: <u>Business Manager</u> _____ Signature: _____ _____ Date: _____ _____	SIGN OFF I understand and agree to abide by the position description. _____ Employee Signature: _____ _____ Print Name: _____ _____ Date: _____ _____
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