



St Bede's  
College

## Role Description

# Human Resources Manager

St Bede's College is a Catholic school in the Lasallian spirit and tradition. The College is a faith community committed to social justice, especially to those who are "*the lost, the least and the last*". Our motto is *Per Vias Rectas* (By Right Paths).

This role description is written in light of the Mission and Vision Statements of the College. Our community is characterised by a strong set of values that underpin the way we live. We enact those values by respecting and honouring our collective heritage, while looking with imagination to the future. The College seeks to assist young men to take their place in society, alive with the wisdom of the gospel.

### Commitment to Ethos

All staff in the Catholic school have an indispensable role to play in furthering the mission of the Church. It is expected of all employed in a Catholic school that they:

- Accept the Catholic educational philosophy of the school.
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work by their teaching and other work and by personal example, strive to help students to understand, accept and appreciate Catholic teaching and values.
- Avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church Community, in whose name they act.
- Comply with the accreditation policy of the CECV to teach in a Catholic school.

Furthermore, it is expected of all employed at St Bede's College that they accept and support the ethos of the *Lasallian Order* and activities directed at the broader aims of the College.

### St Bede's College is a Child Safe School

St Bede's College holds the care, safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our young men and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular and appropriate learning opportunities in relation to child safety and young people's protection and wellbeing.

We also commit to listening to, and taking seriously, all concerns voiced by students, staff, parents and caregivers, volunteers, contractors and clergy. We commit to continuously reviewing and improving our systems to protect children from abuse.

Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.

## Overview

The Human Resources Manager is responsible for the administration of all policies, procedures and compliance requirements relating to human resources at the College. Primarily this means 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.

## Attributes and Competencies (Selection Criteria)

The Human Resources Manager is expected to exhibit the following attributes and competencies:

- Relevant qualifications and demonstrated skills and experience in the delivery of effective Human Resources management and administration
- A working knowledge of contemporary employment legislation, regulations, policies and procedures
- An understanding, appreciation and sensitivity to the Lasallian spirit and tradition which has underpinned the history, development and culture of St Bede's College
- A firm belief in, and commitment to, the Mission and Vision of the College, and an ability to articulate and promote these
- Display loyalty to the Leadership of the College and maintain confidentiality at all times
- The ability to be a self-motivated, independent worker within a team is essential
- Exhibit ongoing professional growth on both a personal level, and for the benefit of the College community
- Possess excellent interpersonal and communication skills, with the proven ability to develop professional relationships with staff at all levels
- Display a high level of administrative and organisational ability.
- Demonstrate an understanding of key priorities of the legal requirements surrounding Child Safety.

## Specific Duties

### Staff recruitment, onboarding and induction

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

- Provide end-to-end recruitment, including the development of position descriptions, advertising, scheduling interviews, interviewing, conducting reference checks and onboarding processes, notifying unsuccessful applicants
- Work with the Director of College Compliance and Policy Development to 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
- Prepare employment contracts in accordance with VCEMEA, CECV and College requirements and policies
- Communicate new employee information to all relevant staff to ensure entry into systems, preparation of resources etc.

- In collaboration with the Staff Development Coordinator, coordinate a comprehensive induction program for new staff and the preparation of induction packs and relevant resources, including workspace, laptop/desktop, keys etc.
- Lead the process for the engagement of volunteers
- Work with the College Administration Leader to coordinate inductions for CRTs
- Develop, coordinate and conduct inductions for volunteers, contractors, coaches and sessional Music staff
- Promote the school as an employer of choice, and maintain the employment page on the College website

### **Human Resource Management and Administration**

- Ensure that all human resource practices and procedures are compliant with relevant legislation, awards, agreements and School policy
- Innovate and streamline HR processes contributing to workflow improvement and workplace efficiency
- Ensure the proper administration, filing and safekeeping of all HR records (both hard and electronic) and reports, as required by law and best practice
- Respond to staff requests regarding human resources issues, policies and processes
- Provide advice and documentation to the Principal and Business Manager on staffing, including succession planning and salary review recommendations
- Prepare documentation and correspondence for all staffing changes and variations to conditions etc.
- Oversee staff leave procedures and manage this aspect of EMS360
- In consultation with the Deputy Principal Staff, 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 and provide updates to the Principal and Business Manager each term
- Maintain Catholic Education of Victoria Network (CEVN) Online Staffing Records (OSR) & Personnel Records in collaboration with the Payroll Officer
- Work with the Business Manager to ensure accuracy of the OSR before submission
- Prepare HR compliance reports and analyses for College, Board, MACS/CECV and Government agencies, including Working With Children Checks, Criminal Records Checks, VIT Registration, Code of Conduct compliance, Workplace Gender Equity Agency reporting
- 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 the annual update of the Staff Handbook and its publication.
- Participate in the ARM process for non-teaching staff

- Liaise with the Business Manager, Director of College Compliance and Policy Development, relevant staff and Work Safe agent regarding Return to Work and Occupational Health and Safety Programs
- In collaboration with the Deputy Principal Staff, coordinate the annual recognition of service awards and staff farewells
- Promote and disseminate appropriate EAP information and materials to staff
- Conduct periodic surveys to measure employee satisfaction and engagement
- Produce confidential HR reports, including management of departure notifications, checklists for all incoming and departing staff reports, as required
- Oversee employee offboarding processes for departing staff, including exit surveys and the return/retention of all College property, including intellectual property
- Manage College staff uniform provision, in liaison with the Deputy Principal Staff and the Community Relations Officer

### **Employee Relations**

- Oversee the development, review and implementation of College policies and procedures relating to Human Resource Management, including complaints/grievance procedures and other industrial matters
- Assist and support staff in working through issues associated with employee relations i.e. dispute and conflict resolution
- Keep the Principal informed of all pertinent matters relating to employee relations
- Provide support and advice to the Principal and Leadership Team on matters associated with the Victorian Catholic Education Multi-Employer Enterprise Agreement (VCEMEA) and employment contracts
- In consultation with the Principal and Deputy Principal Staff, 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
- Act as an Equal Opportunity Officer for the College
- Liaise on behalf of the College with IEU and other representative groups

### **Other Duties**

- Be a member of the OHS Committee and attend other meetings (e.g. Consultative Committee, Leadership Team) as requested by the Principal
- Undertake special projects and any other duties as delegated by the Principal

The **Human Resources Manager** reports through the **Deputy Principal – Staff**, to the Principal.

The Human Resources Manager is classified as an Education Support Employee Category C (7 weeks leave) Employment is in accordance with terms and conditions as outlined in the Victorian Catholic Education Multi-Employer Agreement (VCEMEA 2018) Remuneration is in accordance with the VCEMEA 2018 and dependent on skills and experience