

Position Description

Title: Human Resources Manager

(Negotiated salary commensurate with experience)



This Position Reports to: CFO

Department: Non-teaching/Corporate

Date: July 2023

PREAMBLE

As you join the staff of The Southport School, it is crucial that you understand the underpinning philosophy and aims of this school, its routines and administration, and more importantly, that you actively support the Anglican Ethos of the School.

The School Prayer gives a clear understanding of the School Aims.

*Make us a truly Christian Community where education embraces the whole of life.
With the school may we find acceptance, healing and growth through faith in
Christ and in turn service to others.*

OUR TSS VALUES

We are a TEAM

We work together in a spirit of trust, loyalty, inclusion and mutual respect. We persist and encourage each other to do our best each day.

We are a community of SCHOLARS

We learn every day and our interests and different approaches bring diversity of opportunity and enrich our understanding of the world.

We are here to SERVE

We contribute positively to our classes, our teams, our school, our families, and our communities, learning to lead and to improve the world in which we live.

PURPOSE OF THIS DOCUMENT

To provide the team member with a list of the duties of the job, together with the framework against which your performance on the job will be assessed.

If you do not possess the skills needed to perform your duties, the Headmaster will be responsible for the provision of further training, supervision and instruction to ensure your level of performance improves.

As part of the team you will be expected to know the policies and procedures that govern some of the tasks you will be performing.

STUDENT PROTECTION IN ANGLICAN SCHOOLS

Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.

As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.

- Every child: made in the image and likeness of God.
- Every child: loveable and loved, unique and unrepeatable.
- Outstanding education for the flourishing of people and the good of community.

Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practiced.

Working and serving the best interests of children and young people is in everyone's best interest. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:

- place emphasis on genuine engagement with children and young people;
- create conditions that reduce the likelihood of harm to children and young people;
- create conditions that increase the likelihood of identifying harm where it exists; and
- respond swiftly and appropriately to any concerns, disclosures, allegations or suspicions.

This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools and processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do.

DUTIES AND RESPONSIBILITIES FOR THE POSITION

This part of the document outlines the responsibilities required to competently perform the duties of the position. Of course, you will also be required to perform any other duties that your School Executive Management or their delegate may direct you to perform, and which could reasonably be considered relevant to the position.

DUTIES PERTAINING TO THE SOUTHPORT SCHOOL

Goals: To ensure all school policies and procedures are complied with by:

- Complying with legal obligations of an education establishment.
- Compliance with the Student Protection Policy and Procedures
- Complying with established industrial relations practices and requirements.
- Delivering a high quality of service.
- Identifying and assessing the needs and expectations of others.
- Encouraging the achievement of individual educational excellence with students.
- Ensuring the high standards expected of students in dress, manner and behaviour are adhered to.
- Ensuring that the well-being of all students in the program is closely monitored, and any concerns are reported to the appropriate support and leadership staff.
- Understanding that at no time does any worker have the authority to reprimand any student or any co-worker, but to take responsibility to report any issue to the Dean of Students or any member of the School's senior management panel.

GENERAL DUTIES AND RESPONSIBILITIES

Overview:

The role of a Human Resources Manager in The Southport School is crucial in ensuring the effective management of the school's personnel across all unique areas of the School. This role is responsible for functions related to the school's workforce. This includes recruitment and selection of teachers and staff members, ensuring compliance with employment laws and regulations, managing employee remuneration and interpretation of the EBA and other related industrial instruments, handling employee relations and conflict resolution, facilitating professional development and training programs, maintaining employee records and supporting and promoting a child safe environment.

This role will also play a pivotal role in developing and implementing policies and procedures that promote a positive work environment, foster employee growth and well-being, and ultimately contribute to the success, vision, and goals of the school community.

This role also plays a crucial role in ensuring child safety. The role will work closely with school leaders and staff to implement and support child protection policies and procedures. This role is responsible for and oversees background checks and rigorous screening processes for all employees and volunteers who interact with children. They provide training on child protection and reporting procedures. In the event of a child safety concern or incident, this role may be required to conduct thorough investigations, recommend and/or take appropriate disciplinary action.

Specific duties and responsibilities:

- **Recruitment and Selection:** Managing the recruitment process, including job postings, applicant screening, interviews, and reference checks, to hire qualified teachers and staff members.
 - **Employment Contracts and Onboarding:** Preparing employment contracts, conducting onboarding processes, and ensuring all necessary paperwork is completed for new employees.
 - **Employee Relations:** Handling employee grievances, conflicts, workplace investigations, and disciplinary actions, fostering positive relationships, and promoting a healthy work environment.
 - **Performance Management:** Implementing performance management systems, conducting performance appraisals, and providing feedback and support to teachers and staff members.
 - **Training and Development:** Identifying training needs, designing professional development programs as and when required. Working with leadership on identifying training sessions to enhance the skills and knowledge of all employees.
 - **Payroll and Benefits Administration:** Assisting the payroll team with queries and EBA interpretation, including salary adjustments, leave management, and administering/management of employee contracts.
 - **Policy Development and Compliance:** Developing and enforcing HR policies and procedures in accordance with relevant legislation, regulations, and school policies.
 - **Workplace Health and Safety:** Ensuring compliance with workplace health and safety regulations, acting as a return-to-work coordinator, and promoting a safe and healthy working environment.
 - **Employee Engagement and Well-being:** Implementing initiatives to enhance employee engagement, well-being, and work-life balance – providing guidance and engagement in the School's wellbeing programs and initiatives.
 - **HR Reporting and Record-Keeping:** Maintaining accurate employee records, preparing HR reports, annual WGEA reporting and providing data for decision-making and compliance purposes.
 - **Student Protection:** responsible for ensuring compliance with the Anglican Schools policies and procedures as they relate to student protection and child safety. Conducting inductions or overseeing, deploying and promoting child protection training to whole of school and unique groups relevant to their role in the school. Work closely with the Director of Student Protection in relation to any conduct matters.
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Member of the following committees:

- Senior Leadership Team
- Corporate Executive Team
- Child Youth Risk Management Committee (Secretary)
- Consultative Committee (Employer representative – EBA Interpretation)
- Anglican School Human Resource Manager’s Network
- Workplace Health and Safety Committee
- Risk and Compliance Committee

Reports:

Senior School Receptionist/HR Administration Support

Key Executive and Leadership Team – Service and Support:

School Executive

- Headmaster
- Deputy Headmaster – Head of Senior School
- Deputy Headmaster – Head of the Preparatory School
- CFO
- School Chaplain
- Deputy Head – Head of Learning and Teaching – Senior School

Senior School Leadership Team

- Dean of Boarding
- Dean of Students – 7-9
- Dean of Students 10-12
- Director of Wellbeing – Director of Student Protection
- Director of Sports and Activities
- Dean of Studies
- Human Resources Manager

Preparatory School Leadership Team

- Deputy Head – Head of Learning and Teaching – Preparatory School
- Deputy Head – Head of Pastoral Care – Preparatory School
- Director of Sport – Preparatory School
- Director of Music – Preparatory School

Corporate Executive Team

- CFO
 - Financial Controller
 - Admissions Registrar
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- Compliance Manager
- IT Manager
- Human Resources Manager

KRA: WORKPLACE HEALTH AND SAFETY

Goals: To ensure a safe and healthy work environment is provided for students, employees and visitors to The Southport School and that all areas in the control of the Facilities Manager are in compliance with the current legislation by:

- Complying with the Workplace Health and Safety Legislation and Regulations.
- Complying with The Southport School Workplace Health and Safety Policy
- Implementing documented basic safety practices.
- Implementing documented basic security practices.
- Implementing hygienic practices through adherence to policy and procedures.
- Preventing hygiene risks and problems through adherence to policy and procedures.

KRA: EMPLOYEE RELATIONS

Goals: To display positive interpersonal skills needed for the delivery of quality service, with a particular emphasis on communication and teamwork by:

- Communicating effectively one on one in the workplace.
- Communicating effectively in the workplace.
- Participating effectively as a member of a team.
- Presenting a positive image of the School.
- Providing confidential employee and client relations for counselling and any grievance procedure that may take place.
- Presenting a professional and dynamic image to employees, clients and visitors to The Southport School at all times.
- Initiating and driving the business forward by directly representing the School's ethos and motto.

KRA: SELF MANAGEMENT

Goals: To demonstrate the very highest level of personal insight, initiative and maturity in all that is done and to display a sense of flexibility and willingness to work as an integral member of the team.

SKILLS AND EXPERIENCE:

- **Education:** A bachelor's degree or related tertiary qualification in human resources, business administration, or a related field is often required.
 - **HR Knowledge:** Strong knowledge of HR principles, practices, and relevant laws and regulations, particularly those specific to the education sector, such as child protection and employment legislation.
 - **Experience:** A minimum of 5 years' experience in a generalist role preferably in a school or educational setting. This experience should include exposure to various HR functions, such as recruitment, employee relations, performance management, and policy development.
 - **Leadership Skills:** The ability to lead and manage the role effectively, including providing guidance, coaching, and support to staff as and when required.
 - **Communication and Interpersonal Skills:** Excellent communication and interpersonal skills are essential for interacting with school administrators, staff, parents, and other stakeholders. This includes the ability to resolve conflicts, facilitate discussions, and maintain positive relationships.
 - **Problem-Solving and Decision-Making:** Strong analytical and critical thinking skills, with the ability to identify issues, propose solutions, and make sound decisions in a fast-paced school environment.
 - **Compliance and Ethics:** Thorough understanding of HR compliance requirements, including child protection regulations, privacy laws, and codes of conduct. **Ethical conduct and discretion in handling sensitive information are also crucial.**
 - **Organisational and Time Management Skills:** Effective organisational and time management skills to handle multiple HR tasks, meet deadlines, and prioritize responsibilities efficiently.
 - **Continuous Learning:** A commitment to staying updated with the latest developments in HR practices and education-related policies through professional development activities, workshops, and memberships in HR associations.
 - **Relevant Certifications:** While not always mandatory, certifications such as the Australian Human Resources Institute (AHRI) certification or other HR-related certifications can demonstrate expertise and dedication to the field.
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