



PEOPLE & CULTURE MANAGER

JOB & PERSON SPECIFICATION

APRIL 2019



POSITION INFORMATION DOCUMENT

Title:	People and Culture Manager
Location:	2 Manresa Court, Athelstone (working across all three Campuses)
Employment Status:	Fixed term contract, Full time
Reports To:	Head of Business

Some flexibility of working hours will be required as an essential part of this role.

The Manager, People and Culture will work collaboratively with the College Leadership to provide strategic human resources advice in the key outcome areas of recruitment, staff retention, organizational development, people and performance, training and development, injury management, and records administration. They will be required to provide industrial relations advice to members of the College leadership, including interpretation of awards, the SA Catholic Schools enterprise Agreement 2017 and other employment related legislation.

In collaboration with the College Leadership, the People and Culture Manager will ensure the development and management of a results-orientated and high-performing culture which upholds and models the ethos of Jesuit education.

Duties undertaken in the role of Manager, People and Culture;

Human Resources Management

- Coordinate all aspects of the recruitment process, including collaborating with leadership for the development of roles; writing job descriptions, arrange advertising, setting interview times and liaising with candidates, preparation of appointment documents and induction of new staff.
- Develop and coordinate performance and development review processes in collaboration with College Leadership
- Coach, mentor and train staff as they undertake performance review and appraisal processes
- Manage staff records as they relate to employment and conditions
- Manage payroll related matters such as leave entitlements, Statement of Service letters, superannuation enquiries, salary sacrificing, maternity leave documents and Long Service Leave requests
- Administer annual reports such as the WGEA report and TRB audit
- Assist with arranging relief cover for Education Support Officer positions
- Work with the Heads of School to workforce plan and determine needs on a term by term basis
- Arrange compliance and regulatory training and activities for all staff and oversee for volunteers
- Any relevant task or special project as required by the Head of Business or their representative as part of the employer/employee relationship within the scope of the role.

Employee/Industrial Relations

- Provide high level interpretation of Enterprise Agreement and modern award content; current legislation such as the Fairwork Act, the Return to Work Act (SA), the Work, Health & Safety Act (SA), Long Service Leave Act
- Assist the College Leadership through the provision of advice in relation to grievance or dispute resolution matters

Staff Wellbeing

- Provide injury management coordination in alignment with the procedures set out by Catholic Church Insurance.
- Respond to staff concerns including wellbeing and other injury matters; refer to the appropriate leadership team or outside agencies as applicable
- Liaise with College counsellors and senior leadership when needed, to sustain staff who require assistance in personal matters
- Investigate relevant programs and pathways to provide for staff wellbeing opportunities

WH&S

- Provide oversight and guidance to the WHS Coordinator around the WHS Activities within the College

Essential Minimum Requirements

- Relevant tertiary qualifications in HR, business or a related discipline
- Experience in working in a generalist HR leadership position
- Demonstrated ability working with contemporary HR practices
- Exceptional interpersonal and communication skills
- Strong administration skills and high level attention to detail
- Have patience and flexibility when dealing with a range of situations and people, including the ability to respond to staff needs
- Strong negotiation skills
- Be flexible and adaptable in the approach to work practices and management strategies
- Demonstrate efficient organisational skills and initiative
- Have a proven ability to work autonomously, but also as part of a team
- Have the ability to encourage positive team commitment and contributions through their own commitment, enthusiasm and energy
- An understanding and ability to demonstrate practical support of the ethos of the Jesuit Education surrounding Saint Ignatius' College
- Police clearance to work in Catholic Education SA (or an undertaking to provide the same)
- Responding to Abuse and Neglect Certificate

Desirable Requirements

- Experience working in a similar role in a school

WORK HEALTH & SAFETY

Employees of Saint Ignatius' College are expected to take reasonable care of their own WH&S and that of others in the workplace. They are required to accept the responsibilities arising in the course of performing their work.



HOW TO APPLY

Applications should be addressed to Andrew Reed. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call Andrew or Lucy Dinnison-Mitchell on (08) 8100 8849.

Please Note

Your application will be automatically acknowledged by a return email.