POSITION DESCRIPTION

POSITION: HR Manager
REPORTING TO: Principal
DEPARTMENT: SMT
DATE PD CREATED: November 2011
PD UPDATED: February 2014

POSITION PURPOSE

The HR Manager is responsible for all aspects of the HR function with a particular focus on recruitment, leading cultural change, monitoring industrial relations and coaching/mentoring staff.

He/she will oversee the operation of the HR function ensuring efficient and effective policies, systems and processes are in place and that HR information management systems and technological applications meet the decision-making, strategic and operational needs of Mentone Girls' Grammar School to ensure the managers and staff are fully supported in carrying out their roles.

He/she will also be responsible for the recruitment, selection and retention of a workforce that meets the present and future needs of the School.

Additionally he/she will develop policies and systems aimed at producing a dynamic workforce and working environment, and seek to improve processes associated with Human Resources functions to ensure best practice being provided to the School.

POSITION IN CONTEXT

Mentone Girls' Grammar School is an ELC to Year 12 School of approximately 700 students. Set on a single campus, dedicated to excellence in the education of girls. Excellence includes, but reaches well beyond, superb preparation for tertiary studies. The true mission of the School is preparing students to aspire to excellence, to make a difference and, as global citizens, to rise boldly to the challenges of their times. Mentone Girls’ Grammar School also embraces broader aspirations as well; to continue to stand out among the country’s leading Schools, to be appreciated as an active contributor in the local community and to support the wellbeing, achievement, positive values, enterprising nature and success of women in our society.

FREEDOM TO ACT / AUTONOMY

The HR Manager is a member of the Strategic Management Team (SMT) and will formally report to the Principal.

The position exercises a high level of independent judgement in the provision of advice, recommendations and assistance to the Principal, Business Manager, SMT Team members and staff.

He/she is expected to be able to work autonomously in response to HR matters (including Industrial Relations and payroll compliance) and as a contributing member of the co-operative team that provides Corporate Services for the School.

The requirements of this position may vary from time to time in accordance with changing school requirements.

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KEY RESPONSIBILITIES / ACCOUNTABILITIES:
As a member of SMT, the HR Manager must work on a broad range of areas, in co-operation with any member of the School Community. Specifically, the HR Manager is expected to:

1. **Human Resources**
   - Provide liaison and support to the Principal and Business Manager in relation to Human Resources operations as per established School guidelines and Industrial Awards and Agreements.
   - Ensure compliance with all relevant awards and agreements.
   - Encourage Managers to develop staff in order to meet the needs of the School and provide career progression.
   - Deal with routine inquiries and matters to or from employees.
   - Develop staff capabilities and build and strengthen staff relationships to enhance customer service.
   - Initiate and/or encourage discussions, planning and implementation of new initiatives.
   - Implement and maintain appropriate management structures and policies for the supervision, appraisal, professional learning and conduct of all staff.
   - Ensure personnel files are accurate and up to date and reflect a work history of each employee including promotions, current qualifications, training completed, training requirements, workers compensation details and appraisal records.
   - Ensure Finance Department adheres to Industrial Agreements, Awards and School Guidelines in Payroll production.
   - Monitor and recommend on optimum numbers and remuneration of staff.
   - Ensure the payroll system is accurate and updated within required time frames.

2. **Employment Process**
   - Develop and review recruitment and selection policies and practices to ensure best practice (i.e. to attract quality fields and ensure the selection of the most competitive applicants
   - Raise staff awareness of selection techniques (e.g. as required, conduct training for panel members)
   - Responsible for the processing of all recruitment vacancies and associated advertisements (in conjunction with appropriate manager) to ensure compliance with relevant legislation and School policies.
   - Responsible for the coordination of the interview processes (contacting prospective interviewees, mediate on panels and selection of successful applicant).
   - Provide input to develop and maintain an orientation and induction policy.
   - Ensure that the induction process is carried out consistently across School in line with an orientation and induction policy.
   - Ensure that the minimum employment period process is carried out and the documentation for such performance appraisals is arranged and conducted within policy guidelines.
   - Ensure that separation processes are carried out in accordance with Statutory, Award and School Policy requirements.

3. **Industrial Relations**
   - Provide advice on industrial relations issues and matters of award interpretation to minimise industrial conflict.
   - Act as a mentor to supervisory staff to assist in developing their industrial relations knowledge, skills and conflict handling ability.
   - Award interpretation in consultation with Business Manager, Unions and other relevant sources including local authorities.

*The requirements of this position may vary from time to time in accordance with changing school requirements.*
– Develop, negotiate and implement collective agreements and/or other industrial agreements.
– Deal with routine inquiries and matters to or from Union organisations.

4. **Staff Development / Performance Review**
– Manage the compilation of payroll data and development of appropriate documentation in relation to annual performance appraisal reviews.
– Report salary information for budget purposes to Business Manager.
– Coordinate all staff salary movements in conjunction with Business Manager to payroll

5. **Equal Opportunity**
– Maintain the School’s Equal Employment Opportunity Policy.
– Promote equal employment opportunity within the School’s workforce and ensure the compliance with relevant statutory obligations.
– Ensure induction manual and procedures reflect current EEO recommended procedures.
– Organise and promote training for all staff in EEO procedures and requirements.

6. **Other Duties**
– Monthly payroll audit to ensure accuracy of payroll data.
– Work flexibly and as a team in the pursuit of the School’s Mission.
– Promote the benefits of a Mentone Girls’ Grammar School education and, where appropriate, be involved in the securing of enrolments.
– As specified by the Principal.

**WORK HEALTH & SAFETY**

**General Responsibilities**

- Ensure the safety of self and others.
- Ensure compliance with school standards.
- Participate in the School’s Health and Safety activities.
- Work harmoniously with other employees with due regard to their rights, and School requirements.
- Maintain good ethics and professionalism that will earn respect of all customers and work colleagues.

**General Requirements**

- Maintain School standards by ensuring personal adherence to School practices, such as those detailed in the Mentone Girls’ Grammar School Handbook.
- Take appropriate care to always represent the School in a professional manner (in appearance, speech, dress, etc).

**KEY CONTACTS**

**Internal**
Principal
Business Manager
Vice Principal
Heads of School
Accountant/Payroll Manager
All teaching and administrative staff
External
Recruitment Agencies
Union officials and representatives
Government departments
Local Government Departments
Applicants
General public

REQUIREMENTS

Qualification
- An appropriate degree qualification in Human Resources, business or related discipline or extensive experience in successfully delivering a range of HR outcomes.
- Other qualifications specific to particular position

Competencies and Experience
- Minimum 8 -10 years in the HR field
- Excellent knowledge of contemporary human resources, employee/industrial relations and organisational development practices, issues and trends and comprehensive understanding of employment related legislation.
- Proven capacity to manage a broad range of HR functions in a complex organisation and demonstrated ability to lead the development and implementation of HR strategies, policies and initiatives to achieve organisational change and service delivery outcomes.
- Experience in a leadership role which includes personnel and industrial relations management

Skills and Attributes
Essential
- Capacity to lead people successfully through business process change and organisational reform.
- Superior conceptual and analytical skills and judgement, including the ability to interpret and apply legislation, policy and guidelines and the ability to translate corporate direction into strategic plans and management systems.
- Strong organisational and project management skills and demonstrated ability to prioritise and manage competing tasks, meet deadlines and achieve targets.
- Financial management skills including budgeting, monitoring and reporting.
- Proficiency in the management and operation of human resource information management and learning management systems.
- Strong problem solving ability and shows initiative.
- Results orientation and strong attention to detail.
- Strong leadership and people management skills
- Superior customer service skills
- Strong and effective communication skills

Preferred
- Medium to high level of computer skills
- Industry experience

Key Behaviours
- Personal, Personable and Professional in everything you do.
- Authentic, Respectful and Ethical in your communications with students, parents, colleagues and peers.
- Collaborative, Enterprising and Bold in your approach to your work.

The requirements of this position may vary from time to time in accordance with changing school requirements.
People Management
- Acknowledges and appreciates each team member’s contributions.
- Manages the development of self and others to enhance individual performance and the people capabilities of the Institute.
- Channels differences and conflict constructively to develop positive working relationships and enhance performance.
- Manages the process of implementing change.
- Mentors those with less experience through informal channels.

Staff Development
- A demonstrated high capacity and commitment to participation in a management model based on team leadership together with a highly developed capacity to motivate staff, to lead them in developing their skills and to build flexible, high performing teams committed to ongoing improvement.

Communication and Values
- Highly developed interpersonal and communication skills together with exemplary personal values and qualities, and the ability to create strong partnerships with all sections of the School community.
- Communicates effectively via multiple media to promote understanding and appropriate action across diverse audiences and situations.
- Approaches all duties with a high degree of professionalism, with adherence to principles, in particular those related to confidentiality and integrity as applied to the information that a staff member is privy to because of his/her role.
- Enthusiastic, dynamic and positive, with a personable and professional image.
- Openness to personal learning and willingness to develop leadership skills and, in general, seek continuous improvement.
- Committed to supporting the wider co-curricular programs of the School.
- Committed to the WAVES priorities of Wellbeing, Achievement, positive Values, Enterprising nature and Success of students and staff at Mentone Girls’ Grammar School.

Organisational Management
- Demonstrated high level organisational, administrative and HR management skills appropriate to the needs of the School

Change Management
- Highly developed skills in leading and managing change including the leadership of others in the process of change.
- Evidence of initiative, self-motivation and superior time-management skills.

CONDITIONS
Nominal Hours of Work 8:30 am – 4:30 pm
FTE Part time (fixed term 12 month Maternity Leave position)
Leave 6 weeks’ pro rata
Award Classification Level 7, School Administration Services, Grade 7
Conditions of employment as per Educational Services (School) General Staff Award 2010.

KEY PERFORMANCE OBJECTIVES
Key Performance objectives will be established through discussion with the Principal.

The requirements of this position may vary from time to time in accordance with changing school requirements.
OTHER REQUIREMENTS

- Working With Children Permit
- National Police Check
- Micropay experience an advantage
- Synergetic experience – an advantage but not essential

APPROVALS

Employee

________________________________________________________________________
Name

________________________________________________________________________
Signature  Date

Reporting Manager

________________________________________________________________________
Name

________________________________________________________________________
Signature  Date

Principal

________________________________________________________________________
Name

________________________________________________________________________
Signature  Date