



Saint Ignatius College Geelong

Role Statement

Human Resources Manager

Context

Saint Ignatius College, Geelong is a co-educational school located in a beautiful rural Bellarine landscape. It is proud of its unique position in the Geelong region where young men and women can work together in a vibrant learning community. A Jesuit Companion School of over 1400 students, our purpose is to form young people of competence, conscience and compassion.

Every staff member at Saint Ignatius College Geelong is expected, at all times, to support the:

*College's Catholic Ethos, *College's Child Safe Policies and Procedures

*College's Ignatian Ethos, *CECV Statement of Principles Regarding Catholic Education

Saint Ignatius Learning and Teaching Policy states

At Saint Ignatius College staff will possess an understanding of their students, have a deep knowledge of the content that they teach and ensure best practice. This will be achieved through professional engagement with the College and wider community.

- Saint Ignatius College Staff will possess an understanding of their students.
- Saint Ignatius College staff will have a deep knowledge of the content that they teach.
- Saint Ignatius College staff will pursue best practice.

Overview of Role

The essential role of every staff member at Saint Ignatius College Geelong is to provide the best possible child safe learning environment and pastoral care for each student according to the College Mission Statement and the characteristics of Jesuit Education. The staff member appointed to the above position is expected to perform the duties as outlined in this description, in a professional and respectful way and act as a role model for students. This person will ensure that all professional contact with the college community is positive, welcoming and promotes the College Ignatian Ethos

Primary Purpose

The Human Resources Manager is responsible for the leadership and management of all Human Resource (HR) focused activities undertaken by the College. The Human Resources Manager is a senior administrative role that will support the Principal and College Executive Team in all HR processes and procedures including but not limited to recruitment, compliance, employment, employee relations and other duties.

The current Executive Team consists of the Principal, Deputy Principal (Operations & Co-curricular), Deputy Principal (Students), Deputy Principal (Teaching & Learning), Deputy Principal (Faith & Mission) and the Business Manager.

The Human Resources Manager reports to the Business Manager on matters related to compliance, employee relations, recruitment budgets, and all aspects of staffing. They also work closely with the Deputy Principal (Teaching & Learning) and the Deputy Principal (Operations & Co-curricular) on the recruitment of teaching and teaching support staff, as well as on compliance, employee relations, and other staffing matters, as relevant.



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Major Areas of Responsibility

- The Human Resources Manager has the following major areas of responsibility:
- Staff Recruitment, Orientation and Induction
- Human Resource Management and Administration
- Employee relations
- Staff training in OHS, Equal Opportunity and Privacy Policies
- Maintenance of staff compliance records – OHS, Anaphylaxis, Child Safe, First Aid, Mandatory reporting, Code of Conduct etc.

1. Staff Recruitment, Orientation and Induction

Oversee the recruitment of teaching, teaching support and corporate services staff. This includes but is not limited to the following:

- 1.1. Prepare all communications and advertisements for vacant staff positions.
- 1.2. Maintain records of applicants and provide summaries of candidates to designated interview panels for shortlisting!
- 1.3. Schedule and organise interviews to accommodate panel members' and shortlisted candidates' availability.
- 1.4. Manage the shortlisting of candidates process and conduct the shortlisting if required.
- 1.5. Conduct and file referee checks as agreed with the Principal or Interview Panel Chair
- 1.6. Ensure post interview documentation is made available to the Principal to approve employment.
- 1.7. Prepare employment contracts in accordance with CEMEA, MACS/VCEA and College requirements and policies.
- 1.8. Ensure that communication to unsuccessful candidates occurs in a timely manner.
- 1.9. In collaboration with the Business Manager and Deputy Principal (Operations & Co-curricular), ensure that a framework exists for all staff to participate in an orientation and induction program, including both teaching staff, Education Support Officers (ESOs) School Service Officers (SSO) and any other staff under different awards.
- 1.10. Develop, coordinate and conduct inductions for volunteers, members of the School Advisory Council, Parents and Friends Association, contractors, coaches and sessional Music staff in consultation with Deputy Principal (Operations & Co-curricular) and the Risk and Compliance
- 1.11. Assist the Deputy Principal (Operations & Co-curricular), Business Manager and Daily Organiser to appoint replacement staff as required.
- 1.12. Support the establishment of new POL/POR positions including role descriptions, interviews and appointment letters.
- 1.13. In collaboration with the Deputy Principal (Operations & Co-curricular), manage the employment process for CRTs.
- 1.14. Ensure that all variation letters are complete and enacted by the Payroll Officer and that the relevant compliance obligations in relation to notice to the employee is given.



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- 1.15.** Collaborate with the Deputy Principal (Operations & Co-curricular) and manage traineeships and work experience.

In collaboration with the College Executive 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 and to write position descriptions where needed.

2. Human Resource Management and Administration

- 2.1. Advise the College Executive and oversee HR improvement projects and activities.
- 2.2. Innovate and streamline all administrative processes and records relating to Human Resources management.
- 2.3. Monitor the staffing needs of the College and provide advice to the Deputy Principals and Business Manager about staffing requirements.
- 2.4. Follow-up staff absences and documentation required.
- 2.5. In consultation with the Principal, Deputy Principals and College Timetabler, manage the staff Teaching Intention Process to determine staffing requirements for the year ahead.
- 2.6. Prepare written documentation and correspondence for all staffing changes and time fraction alterations.
- 2.7. Assist the Payroll Officer and the Deputy Principal (Operations & Co-curricular) with managing long service leave, parental leave, annual leave, leave without pay and extended sick leave requests.
- 2.8. Monitor tenure periods and contract expiration dates including updates to the Deputy Principal (Operations & Co-curricular) and Business Manager each term.
- 2.9. Assist Payroll Officer maintain Catholic Education of Victoria Network (CEVN) Online Staffing Records & Personnel Records.
- 2.10. Ensure the proper administration, filing and safekeeping of all HR records and reports, as required by law and best practice.
- 2.11. Generate and administer mid-term reviews of staff in Positions of Leadership (POLs)
- 2.12. In consultation with the Principal, coordinate and provide administrative support for formative and summative reviews of the Deputy Principals
- 2.13. In consultation with the College School Advisory Council, coordinate and provide administrative support for formative and summative reviews of the Principal.
- 2.14. Work with members of the College Executive to review and document College processes as evidence of compliance.
- 2.15. Prepare HR compliance data reports and analyses for College, Council, MACS and Government agencies, including Working With Children Checks, Criminal Records Checks, VIT Registration, Code of Conduct compliance and VRQA requirements.
- 2.16. Monitor staff compliance with VIT, Accreditation (To teach in a Catholic School and to teach RE), WWCC and Police check requirements.
- 2.17. Coordinate and oversee the annual review of teaching support staff and corporate services staff in consultation with their supervising staff members.
- 2.18. In collaboration with the Business Manager and Deputy Principal (Operations & Co-curricular), develop and implement appropriate recognition and acknowledgement processes for all staff.



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- 2.19. Produce confidential HR reports, including management of departure notifications, checklists for all incoming and departing staff and Workplace Gender Equality Administration reports, as required.
- 2.20. Conduct, document and record exit interviews for all departing staff.
- 2.21. Ensure the return/retention of all College property, including intellectual property, keys, laptops, when staff exit the College.
- 2.22. Develop and manage College staff uniform policy and provision, in liaison with Executive members.
- 2.23. Monitor SAS database containing staff study and sponsorship records.
- 2.24. Be a point of call for employees seeking clarification regarding leave approval and entitlements.
- 2.25. Approve or reject leave applications as required. All rejected applications must first be communicated to the Deputy Principal (Operations & Co-curricular) for teaching and teaching support staff, and the Business Manager for corporate services staff before a rejection is sent to employee.
- 2.26. Assist the College Executive Team with regard to performance management including any separation agreements that may be required.
- 2.27. Ensure that the College has developed and implemented all policies in relation to Human Resources management.
- 2.28. Work with the Risk and Compliance Officer to implement return to work plans and claims management in accordance with relevant legislation policies and procedures.
- 2.29. Collaborate with relevant stakeholders such as the Risk & Compliance Manager and CECV in relation to relevant HR policies.
- 2.30. Seek ways and strategize continuous improvement processes in relation to HR management and policy implementation.
- 2.31. Responsible for all regulatory reporting. Examples of this reporting is the annual confirmation of staffing in February and August each year.
- 2.32. Ensure that all electronic personnel records of current and new staff are complete including the following-
 - Employee Application Letter
 - Employee Teacher/Support Staff Application form
 - Copies of photo and VIT registration
 - Working with Children Check (as required)
 - First Aid Certificate
 - Tertiary qualification certificates
 - Referee reports.
 - Signed Appointment Letter
 - Signed Saint Ignatius College Staff and Child Safe Code of Conduct form.
- 2.33. Assist Payroll Officer with the accurate recording of all Time In Lieu hours and extra hours for all College staff.
- 2.34. Ensure that all leave applications are processed in a timely manner.
- 2.35. Communicate and liaise with the College Daily Organiser regarding leave approvals.
- 2.36. Undertake training in the relevant IT platform that is adopted to maintain all staffing records.



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- 2.37. Produce reports as required by the College Executive Team and Advisory Council
- 2.38. Ensure that all obligations are met under relevant Workcover and Return to Work processes and procedures undertaken by the College.
- 2.39. Promote structures and procedures that promote equity and diversity within the College.
- 2.40. Manage and review the use of technology to improve HR processes.
- 2.41. Other related duties as directed by the Principal.

3. **Employee Relations**

- 3.1. Oversee the development, review and implementation of College policies and procedures relating to Human Resource Management, including complaints procedures and other industrial matters.
- 3.2. Assist and support staff in working through issues associated with employee relations.
- 3.3. Ensure that the College Executive are briefed and kept informed of all pertinent matters relating to employee relations.
- 3.4. Provide support and advice to the College Executive Team on matters associated with the Catholic Education Multi-Employer Enterprise Agreement (CEMEA) and employment contracts.
- 3.5. In consultation with the College Executive, coordinate and oversee processes and associated documentation associated with performance management of staff, conduct related issues, consultation about change, dispute resolution and grievance procedures.

4. **General accountabilities for all Staff**

- 4.1. Demonstrate duty of care to students in relation to their wellbeing
- 4.2. Be well informed and comply with the College obligations in relation to Child Safe Standards and processes for reporting suspected abuse.
- 4.3. Adhere to the College's professional dress code for staff.
- 4.4. Attend all relevant staff meetings, assemblies, College Masses, community days and staff professional learning days.
- 4.5. Demonstrate professional and collegial relationships with colleagues.
- 4.6. Commit to and actively support the College agenda for continuous improvement through participation in school improvement planning as required.
- 4.7. Demonstrate alignment and support for the Catholic and Ignatian ethos of the College.
- 4.8. Support the Mission, Vision and Values of the College as articulated in the Strategic Plan
- 4.9. Be familiar with and comply with all College policies and procedures.

5. **Other Duties**

- 5.1. Attend Operations, Staff planning, Staff meetings and other meetings as requested by the Executive Members.
- 5.2. Undertake special projects and any other duties as delegated by the Principal.

6. **Selection Criteria:**

- 6.1 Management Skills



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- Implement human resource management principles and practices outlined in the role description.
- Innovate and manage continuous improvement in the HR function.
- Coordinate, monitor and report on multiple projects.
- Predict and manage issues.
- Manage competing priorities and meet multiple deadlines.

6.2 **Interpersonal Skills**

The position requires highly developed oral and written communications skills and the ability to persuade, convince and negotiate with other employees, members of the public and persons in other organisations in the pursuit and achievement of objectives.

The manager must be able to:

- Liaise and negotiate with a range of people, internal and external to the organisation.
- Impart and display high levels of personal conduct, integrity and professionalism.
- Ensure the provision of excellent service to the organisation and community.

6.3 **Qualifications and Experience**

- A tertiary human resource management qualification sufficient to gain member status of the Australian Human Resource Institute is desirable.
- Substantial experience in human resource management or organisational performance
- Demonstrated experience in Human Resource function.
- A post-graduate management qualification is desirable.
- Experience in a school setting is preferred.

Commitment to Child Safety

Victorian Catholic Schools are child safe environments. Saint Ignatius College Geelong actively promotes the safety and wellbeing of all students, and all staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. The Saint Ignatius College Geelong Child Safety and Wellbeing Policy and Child Safe Code of Conduct are available on the College website. Staff must have a demonstrated understanding of Victoria's 11 Child Safety Standards

Have a demonstrated understanding of appropriate behaviour when engaging with children.

Be familiar with legal obligations relating to child safety, including Mandatory reporting and other obligations.

Be a suitable person to engage in child-connected work.

Child Safety and Pastoral Care

Provide students with a child-safe environment.



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Be familiar with and comply with the College's Commitment to Child Safety, Child Safety Policy, Safeguarding Children and Young People - code of conduct, and any other policies or procedures relating to child safety.

Maintain currency of Child Safe training

Demonstrate a duty of care to students in relation to their physical and mental wellbeing.

Proactively monitor and support student wellbeing

Be an active participant in the College's pastoral care system and in a manner, which reflects Ignatian values.

Implement strategies which promote a healthy and positive learning environment.

Attend all school assemblies.

Attend school liturgical celebrations.

Attend school organised activities relevant to house or year level, as required.

Responsibility for the behaviour of all students

Responsibility for the appearance of all students and to model appropriate dress by adhering to the dress code policy as published in the staff handbook.

Professional Development

Commit to ongoing professional development in relation to your role.

Be open to researching areas of interest relevant to directions provided in the school's strategic plan.

Continue development of ICT skills as technologies evolve.

Participate in the staff appraisal and review process annually.

Be an active member of a relevant professional association as duties permit.

Support collegial learning.

Participate annually in Ignatian professional development.

Maintain currency of first aid, mandatory reporting and anaphylaxis training

Uphold the professional standards expected of this role.

Co-Curricular Involvement

Support and be involved in the co-curricular program.

Proactively encourage students to participate in co-curricular activities.

Act as a role model for participating students.

Create and maintain a safe environment in which students may enjoy their participation.

Oversee the provision and care of relevant equipment materials and first aid requirements.

Where appropriate, nominate participating students for awards.

Consider participation in social justice activities/retreats/spiritual programs.

General and Professional Responsibilities

Develop and maintain, at all times, collegial and professional relationships with colleagues.

Be respectful of spiritual and social values of the College.

Ensure the safety of our community by attending to OH&S issues in an appropriate and timely manner.

Support a performance and development culture.

Adhere to all College Policies and Procedures



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General and School Community Administrative Duties

Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.

Demonstrate duty of care to students in relation to their wellbeing

Attend whole-school events such as: Feast Day, School Assemblies and Liturgies, Sporting events, House events, Open Day/Tours, Mosaic Evening and other events as required by the Principal.

Attend staff liturgical events and staff faith development days.

Use Information and Communications Technologies to enhance administration procedures.

Follow the College's financial requirements in relation to budgeting, record keeping, ordering and deliveries.

Attend all relevant school meetings, after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities.

Contribute to the life of the College by participating in College functions, events, etc.

Other duties as directed by the Principal.

Time Allocation:	Category "A" or "C" as negotiated. Hours 08:15 to 16:30 (40 minutes for lunch) 38 Hour week
Remuneration	Level 5 According to Catholic Education Multi-Enterprise Agreement 2022 (CEMEA)

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the College and the development of the skills and knowledge of the position, including the changing needs and in consultation with the incumbent.

Other requirements

- Employees must have and maintain.
- Valid Working with Children Check
- Valid National Police Record Check every 5 years
- Mandatory reporting – compliant certificate every 12 months
- Level 2 First Aid