



# Newstead Christian School

## POSITION DESCRIPTION & SELECTION CRITERIA

<b>POSITION TITLE:</b>	Human Resources & Compliance Manager
------------------------	--------------------------------------

<b>APPOINTED BY:</b>	Board of Directors/Principal
<b>RESPONSIBLE TO:</b>	Business Manager
<b>AWARD:</b>	Educational Services (Schools) General Staff Award 2020
<b>SALARY PACKAGE:</b>	Negotiable with experience and qualifications.
<b>EMPLOYMENT FRACTION</b>	0.4 FTE

## **POSITION SUMMARY**

Accountable to the School's Leadership Team, the HR & Compliance Manager is responsible for developing, managing, and influencing the operational delivery of the human resource and compliance functions of the School.

Bringing a Christian perspective to bear in all aspects of his or her work, the HR & Compliance Manger will establish & manage the processes of recruitment, staff wellbeing, records management, work health & safety, employee relations and compliance.

## KEY RESPONSIBILITIES

### Human Resource Management

- Oversee the development and implementation of the School's HR policies, procedures and practices
- Provide advice and specialist support to the Principal and school leaders when dealing with matters of underperformance and misconduct
- Act as an advocate and reference point for any staff concerns and queries
- Oversee the management and maintenance of staff files and employment records to ensure legal compliance
- Coordinate the recruitment process as directed by the Principal
- Oversee induction programmes for all new staff and ensure that these are fully implemented and recorded
- Assist the Principal and Leadership with the ongoing development of the School's performance appraisal framework
- Knowledge of NCS Policies, Enterprise Agreements, Awards and Staff Handbook to provide assistance to staff on HR related queries
- Provide strategic and administrative support to the Principal & Business Manager during Enterprise Agreement negotiations
- Liaise with the School's HR and Industrial Relations consultants to obtain advice on any complex matters
- Liaise with the School's Workers Compensation insurers & complete documentation when a claim is received
- Coordinate the injured workers rehabilitation process and act as return to work liaison

**Risk & Compliance Management:**

- Support the Business Manager and Principal as they:
- *Coordinate the development and promotion of risk and safety management strategies to minimise the School's exposure to WHS, public liability and operational risks*
  - *Ensure compliance with Child Protection and statutory duty-of-care responsibilities*
  - *Review and coordinate compliance with regulatory requirements in the areas of:*
    - *work health and safety (detail below);*
    - *privacy;*
    - *policies;*
    - *student enrolment;*
    - *other regulatory requirements as they arise*
  - *Manage a process for ensuring that all policies are reviewed on a timely basis and that any changes are recorded and put into practice*
  - Identify potential areas of compliance vulnerability and risk and liaise with Business Manager/Principal regarding corrective action plans for resolution of problematic issues
  - Draft & develop Safety Management Plan for Leadership and Board on an annual basis
  - Provide advice to staff and managers on the completion of Risk Assessments for high-risk activities run within the School's Curriculum
  - Oversee the administration of the School's online risk management and compliance programs (Complispace)
  - Develop, initiate, maintain and revise policies and procedures for fire drills, evacuations and lock-downs

**Workplace Health & Safety (WHS)**

- Embed best practice Work Health & Safety frameworks and staff wellbeing programmes
- Assist the Business Manager in the development and implementation of all WHS policies and procedures within the School, including maintenance schedules for essential works (e.g. asbestos removal, tree safety, classroom and playground inspections)
- Oversee school hazard, injury and incident registers; analyse trends; and identify measures to reduce the number of hazards, injuries and incidents
- Oversee investigations into serious injuries and reported hazards and provide effective support for the long-term control of identified risks
- Plan and develop WHS training programs for management and staff
- Prepare monthly and annual WHS Officer reports for the Leadership Team within reporting timeframes and other specific purpose reports as required

**OTHER RESPONSIBILITIES**

	<ul style="list-style-type: none"> <li>• Other reasonable duties as required by Business Manager or Principal</li> <li>• Bringing a Christian perspective to bear in all aspects of work</li> <li>• Working proactively to ensure the health and safety of themselves and others</li> <li>• Attendance at devotions, and at other staff meetings / committee meetings when required</li> <li>• Undertaking relevant training and development as and when required</li> </ul>
<p><b>The following skills would also be an advantage</b></p>	<ul style="list-style-type: none"> <li>• Perform bank reconciliation, BAS, and associated financial functions.</li> <li>• Provide backup support for Payroll Officer</li> <li>• Provide backup support for Accounts Officer</li> <li>• Provide backup support for Business Manager</li> <li>• Support the other members of the office team in their roles when workload allows.</li> </ul>

**SELECTION CRITERIA****Essential Personal Qualities**

- Be committed and active in their relationship with Jesus Christ, and express that relationship in appropriate Christian community. The expression of that faith will be consistent with NCS's Statement of Faith.
- Have the knowledge and ability to meet the Work Requirements listed above
- Demonstrate highly developed communication and interpersonal skills
- Strong leadership skills, underpinned by a genuine interest in Christian Education
- Time and work management skills that ensure workload is managed and deadlines met according to agreed priorities
- Be able to appropriately handle sensitive information and maintain confidentiality

**Desired Professional Abilities**

- Qualifications in a related HR, Compliance or WHS field
- Experience in HR or WHS management in an education facility is desirable though not essential.
- Experience in the delivery of successful HR or WHS systems and solutions in an organisation
- Excellent knowledge and previous working experience in developing and implementing HR or WHS strategies
- Knowledge of contemporary WHS regulatory requirements and compliance methods.
- Ability to rapidly develop in-depth skills in new computer systems.

**Conditions of Employment**

- This is a 0.4 FTE position for 15 hours per week
- Conditions of employment are outlined in the Educational Services (Schools) General Staff Award 2020 and associated School Policies.
- Staff are expected to comply with all school policies.