



## People and Culture Manager

### Full time permanent position

The Southport School is a leading Anglican Day and Boarding School for boys situated on the banks of the Nerang River in the heart of the Gold Coast. The Southport School (TSS) has been established for over 123 years and is committed to providing excellence in leadership, learning and teaching, pastoral care, and extra-curricular endeavours within a balanced, holistic Christian environment.

The School has an opportunity for an experienced generalist Human Resources professional to join us in early 2025 supporting an incredibly diverse and vibrant community of 250+ staff comprising school leaders, educators, corporate team members, Boarding staff, Health and Wellbeing staff as well as a large cohort of sporting coaches during term time who support our broad co-curricular offerings.

This role is responsible for:

- End to end recruitment and selection – engaging all mandatory requirements of screening and compliance requirements required in Anglican Education and Early Childhood Services, ensuring employee remuneration is aligned and compliant with the QLD Anglican Schools EBA and any other industrial instruments of the day.
- Employee Relations: handling employee grievances, conflicts, and disciplinary actions as well as promote positive relationships, address concerns, and maintain a healthy work environment.
- Training and Development: identify training needs, design development programs, and facilitate employee training sessions.
- Performance Management: guiding and deploying performance management systems, including performance appraisals, probationary reviews, as well as undertaking workplace investigations and disciplinary processes as and when required.
- Policy Development and Compliance: interpreting the EBA and deployment of employment laws, ensure compliance, and educate employees and school leaders on policies to maintain a safe and inclusive work environment.
- Workplace Health and Safety: investigate and process injury claims, support employee recovery and act as a return-to-work coordinator.

To be considered for this role, it is expected that candidates should be able to articulate and demonstrate:

- Exceptional communication and interpersonal skills to build rapport with employees at all levels of the organisation.
- Strong problem-solving and decision-making skills along with a comprehensive understanding of employment laws and regulations, ensuring compliance, mitigating risks and resolving conflict
- Adaptability, flexibility, and a growth mindset are necessary to navigate organisational changes and promote a positive work culture.
- Ethical conduct, confidentiality, and the ability to maintain discretion are vital for handling sensitive employee information and maintaining trust within the organisation.

Experience working in a large organisation and supporting diverse and unique employee groups is essential with experience in an educational setting highly desirable. All staff at The Southport School should be supportive of the Anglican Code of Conduct and stated values and Anglican Ethos of the School. Candidates must hold a valid BlueCard, be able provide a recent criminal history check certificate.

Candidates are to submit their current CV along with a 1-page statement that addresses the selection criteria outlined in the position description [online](#) by 8:00am **Monday 13 January 2025**.

For more information about the school and the role including the position description, please visit our [website](#) or contact us on telephone 5531 9911.