

Position Description

Title: People and Culture Manager

Senior School Campus



This Position Reports to: Chief Financial and Operations Officer

Department: Corporate Services

Date: December 2024

PREAMBLE

As a staff member of The Southport School, it is crucial that you understand the underpinning philosophy and aims of this school, its routines and administration, and more importantly, that you actively support the Anglican Ethos of the School. The School Prayer gives a clear understanding of the School Aims.

Make us a truly Christian Community where education embraces the whole of life. With the school may we find acceptance, healing and growth through faith in Christ and in turn service to others.

OUR TSS VALUES

We are a TEAM

We work together in a spirit of trust, loyalty, inclusion and mutual respect. We persist and encourage each other to do our best each day.

We are a community of SCHOLARS

We learn every day and our interests and different approaches bring diversity of opportunity and enrich our understanding of the world.

We are here to SERVE

We contribute positively to our classes, our teams, our school, our families, and our communities, learning to lead and to improve the world in which we live.

STUDENT PROTECTION IN ANGLICAN SCHOOLS

Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.

As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.

- Every child: made in the image and likeness of God.
- Every child: loveable and loved, unique and unrepeatable.
- Outstanding education for the flourishing of people and the good of community.

Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practiced.

Working and serving the best interests of children and young people is in everyone's best interest. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:

- place emphasis on genuine engagement with children and young people.
- create conditions that reduce the likelihood of harm to children and young people.
- create conditions that increase the likelihood of identifying harm where it exists; and
- respond swiftly and appropriately to any concerns, disclosures, allegations or suspicions.

This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools and processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do.

PURPOSE OF THIS DOCUMENT

To provide the team member with the key selection criteria, specific duties and responsibilities and general responsibilities against which your appointment to, and performance in the job, will be assessed.

As part of the team, you will be expected to know the policies and procedures that govern some of the tasks you will be performing.

KEY SELECTION CRITERIA, QUALIFICATIONS AND EXPERIENCE:

Selection Criteria

- Demonstrated capacity to lead and manage staff with a focus on providing guidance, counselling, coaching and support to staff as and when required.
- Demonstrated understanding and experience in a wide scope of HR functions including recruitment, performance management, employee/workplace relations and policy development.
- Demonstrated understanding of HR compliance requirements, including child protection regulations, privacy laws and codes of conduct.
- Demonstrated commitment to nurturing positive relationships between students, teachers and stakeholders.
- Demonstrated excellent communication skills and interpersonal skills necessary to work with all members of the school community.

Qualifications and Experience

- Degree or Experience:

Ideally a bachelor's degree or related qualification in human resources, business administration is often required.

Must have a minimum of 5 years' experience in a generalist HR role in a large organisation, preferably an educational setting.

- Working With Children Check (Blue Card):

Must hold valid Blue Card.

- Human Resource knowledge:

Demonstrate a strong foundation and an in-depth understanding of the Human Resource principles, practices, and relevant laws and regulations, particularly those relevant to the education sector including child protection and employment legislation.

- Professional Development:

Demonstrated engagement in commitment to staying up to date with the latest developments in HR/IR through professional development activities, workshops and memberships in HR associations that enhances practical skills and staying informed about best practices in HR.

Additional requirements:

- Provide a recent criminal history check certificate – must be within 2 months of appointment.
- Hold a current First Aid Certificate that includes CPR.

DUTIES AND RESPONSIBILITIES FOR THE POSITION

This part of the document outlines the responsibilities required to competently perform the duties of the position. Of course, you will also be required to perform any other duties that the Headmaster, or their delegate, may direct you to perform, and which could reasonably be considered relevant to the position.

SPECIFIC DUTIES AND RESPONSIBILITIES

The People and Culture Manager in The Southport School, holds a crucial role in ensuring the effective management of the school's personnel across all unique areas of the School. This role is responsible for functions related to the school's workforce. This includes recruitment and selection of teachers and staff members, ensuring compliance with employment laws and regulations, managing employee remuneration and interpretation of the EBA and other related industrial instruments, handling employee relations and conflict resolution, facilitating professional development and training programs, maintaining employee records and supporting and promoting a child safe environment.

This role plays a pivotal role in developing and implementing policies and procedures that promote a positive work environment, foster employee growth and well-being, and ultimately contribute to the success, vision, and goals of the school community.

This role also plays a crucial role in ensuring child safety, working closely with school leaders and staff to implement and support child protection policies and procedures. This role is responsible for and oversees background checks and rigorous screening processes for all employees and volunteers who interact with children. They provide training on child protection and reporting procedures. In the event of a child safety concern or incident, this role may be required to conduct thorough investigations, recommend and/or take appropriate disciplinary action.

Specific duties and responsibilities:

- **Recruitment and Selection:** Managing the recruitment process, including job postings, applicant screening, interviews, and reference checks, to hire qualified teachers and staff members.
- **Employment Contracts and Onboarding:** Preparing employment contracts, conducting onboarding processes, and ensuring all necessary paperwork is completed for new employees.
- **Employee Relations:** Handling employee grievances, conflicts, workplace investigations, and disciplinary actions, fostering positive relationships, and promoting a healthy work environment.
- **Performance Management:** Implementing performance management systems, conducting performance appraisals, and providing feedback and support to teachers and staff members.
- **Training and Development:** Identifying training needs, designing professional development programs as and when required. Working with leadership on identifying training sessions to enhance the skills and knowledge of all employees.
- **Payroll and Benefits Administration:** Assisting the payroll team with queries and EBA interpretation, including salary adjustments, leave management, and administering/management of employee contracts.
- **Policy Development and Compliance:** Developing and enforcing HR policies and procedures in accordance with relevant legislation, regulations, and school policies.
- **Workplace Health and Safety:** Ensuring compliance with workplace health and safety regulations, acting as a return-to-work coordinator, and promoting a safe and healthy working environment.
- **Employee Engagement and Well-being:** Implementing initiatives to enhance employee engagement, well-being, and work-life balance – providing guidance and engagement in the School's wellbeing programs and initiatives.
- **HR Reporting and Record-Keeping:** Maintaining accurate employee records, preparing HR reports, annual WGEA reporting and providing data for decision-making and compliance purposes.

- **Student Protection:** responsible for ensuring compliance with the Anglican Schools policies and procedures as they relate to student protection and child safety. Conducting inductions or overseeing, deploying and promoting child protection training to whole of school and unique groups relevant to their role in the school. Work closely with the Director of Student Protection in relation to any conduct matters.

GENERAL DUTIES AND RESPONSIBILITIES

Student protection and child safety responsibilities

- Ensuring a comprehensive understanding of all relevant policies, procedures, guidelines and reporting protocols at The Southport School.
- Creating and maintaining a safe and secure environment where students feel physically and emotionally protected.
- Recognising signs of abuse, neglect, harm, and inappropriate behaviours and conduct of students, staff, volunteers, visitors and other persons engaging with the students.
- Immediately report suspicions of harm or disclosures to a Student Protection Officer, or the Director of Student Protection, or the Headmaster concerns and disclosures as a mandatory reporter.
- Educate students about their own personal safety, empowering them to understand and assert their boundaries and seek help if they feel unsafe.

Ensure all school policies and procedures are complied with by:

- Complying with legal obligations of an education establishment including complying with established industrial relations practices and requirements.
- Compliance with the Student Protection Policy and Procedures including ensuring that the well-being of all students is closely monitored, and any concerns are reported to the appropriate support and leadership staff.
- Understanding that at no time does any worker have the authority to reprimand any student or any co-worker, but to take responsibility to report any issue to the Dean of Students or any member of the School's senior management panel.

Ensure a safe and healthy work environment is provided for students, employees and visitors by:

- Complying with the Workplace Health and Safety Legislation and Regulations.
- Complying with The Southport School Workplace Health and Safety Policy
- Implementing documented basic safety and security practices.
- Preventing hygiene risks and problems through implementation and adherence to policy and procedures.

Display positive interpersonal skills needed for the delivery of quality service, with a particular emphasis on communication and teamwork by:

- Communicating effectively one on one in the workplace.
- Communicating and participating effectively as a member of a team in the workplace.
- Providing confidential employee and client relations for counselling and any grievance procedure that may take place.
- Presenting a positive, professional and dynamic image of the School to employees, clients and visitors at all times.
- Initiating and driving the business forward by directly representing the School's ethos and motto.
- Demonstrating the very highest level of personal insight, initiative and maturity in all that is done and to display a sense of flexibility and willingness to work as an integral member of the team.