



SOUTH COAST

BAPTIST COLLEGE

'SCBC is a thriving Christian community that inspires learning as a means of transforming and empowering lives.'

HR Manager

POSITION DESCRIPTION

October 2021

LOVE – GRIT – HOPE - WISDOM

South Coast Baptist College

Position Description – HR Manager

SECTION 1 - POSITION OUTLINE

POSITION TITLE:	HR Manager
Reports to:	Principal and Director of Finance and Operations
Responsible for:	Human Resources
Member of:	Business Enterprise Team
Internal Working Relationships	Principal (Human Resources) Director of Finance and Operations (Operational) Payroll Manager Payroll/HR Officer All staff
External Working Relationships	Human Resources association membership/s Key partnering organisations Salary Packaging Companies AISWA AHRI Income Protection Insurers/Brokers Worker's Compensation Providers WGEA
Employment Basis	Permanent - Full time Professional hours 75 per fortnight
Annual Leave	4 weeks

SECTION 2 - POSITION SUMMARY

All roles at SCBC are designed to promote the College's vision, mission and strategic goals. Assuming responsibility for prime HR activities.

The Human Resource management role exists to: Provide leadership and personnel management for all human resource management activities. Attract and retain outstanding staff; teaching and non-teaching.

The HR Manager is accountable to the Principal of the College for HR employment matters and Director of Finance and Operations for the operational matters.

GUIDING PRINCIPLES:

- People-work before paper work.
- Ministry and mission sets the framework for economy and cleverness.
- 'Red-Flag' concerns in any area of college concern to the Principal immediately.

SECTION 3 - REQUIREMENTS

1. To have a personal faith and commitment to the Lord Jesus Christ.
2. To attend Church on a regular basis and model Christian beliefs, behaviour and practices.

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3. To accept the College's Statement of Faith and Code of Conduct.
4. Build co-operative and supportive relationships with the Board, Principal, staff, students and parents.
5. Work to ensure personal best practice.
6. Ensure that decision making is based on fact and is impartial and fair.
7. Models the use of appropriate and proper channels of communication.
8. Always act in the best interest of the College and its ethos.
9. Adhere to SCBC policies and procedures

SECTION 4 - ESSENTIAL

- Human Resources Qualifications and/or demonstrated experience in a staff-related role
- Understanding of HR Practices, Legislation and current issues for Childcare, Teaching and Non-Teaching staff
- Demonstrated knowledge of contemporary recruitment practice
- Competent Level in ICT
- Excellent organisation skills, high attention to detail, ability to prioritise and excellent time management skills.
- Strong problem-solving skills, excellent administration and project management skills
- Discretion – ensuring confidentiality

SECTION 5 - DESIRED ATTRIBUTES

- Positive attitude/disposition
- Ability to work autonomously and in a team
- Professional demeanor, demonstrated "can-do" attitude and enthusiasm for the work involved in the role.
- Excellent active listening, negotiation and presentation skills
- Competence to build and effectively manage interpersonal relationships at all levels of the School.
- Commitment to serving the staff of the school and continual improvement.

SECTION 6 - POSITION DESCRIPTION

PAYROLL

- (a) Manage the Payroll Team and oversee the following payroll functions:
 - Fortnightly pays

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- PAYG
 - Salary Sacrifice
 - Salary Packaging
 - Monthly Superannuation
 - HR/Leave queries
 - Worker's Compensation
- (b) Liaise with Payroll Manager/Officer re: HR Issues
- (c) Check and approve fortnightly pays
- (d) Annual leave cover for Payroll Manager

HUMAN RESOURCES

Line Management of the following Administrative Staff:

- Payroll Manager
- Payroll/HR Officer

ANNUAL CALENDARS AND BUDGETS

- (a) Liaise with Director of Finance and Operations and the College Principal regarding Annual Salary Budgets and staff to student ratios.
- (b) Liaise with Executive Team regarding Annual Term Calendars – ensuring staff receive the correct allotment of leave per annum.
- Provide Term Dates/Annual Calendar for distribution.

RECRUITMENT, SELECTION, ONBOARDING, INDUCTION AND OFFBOARDING

- (b) Manage Staffing Requests/Approval
- (c) Development of Position Descriptions and advertisements on BambooHR, (the College HRIS/Applicant Tracking System), College Website and other advertising through both online and print media.
- (d) Manage Recruitment Process including Selection, Interviews, Offer letters, Unsuccessful Applicants.
- (e) Manage and maintain BambooHR
- System setup to align with College policies
 - Employees Records
 - Probation
 - Workflows
 - Leave/Time off
 - Training
 - People and Data analytics
- (f) Onboarding including:
- Payroll documentation and Code of Conduct
 - Inductions and other relevant employment information/packs

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- (g) Managing Variations to Contracts, including fixed/maximum term contracts.
- (h) Maintenance of Electronic Personnel filing system
- (i) Staff compliance with WWCC, TRBWA and First Aid.
- (j) Manage Offboarding, Terminations and Exit Interviews

INDUSTRIAL RELATIONS AND HR COMPLIANCE

- (k) Contract management including Variations to Contracts.
- (l) Awards/Staff Enterprise Agreements; management, maintenance and interpretation.
 - Leave Management – including Parental Leave, Annual Leave, Vacation Leave and Long Service Leave in line with the specific Industrial instrument.
 - Provide annual LSL accruals for auditing purposes
- (m) Staff salaries – Manage annual increases complying with agreements/awards.
 - Provide annual Staff letters.
- (n) Liaise with Counsel/Lawyers regarding necessary policies and any current or foreseeable HR/IR issues.
- (o) In consultation with Head of Schools, development of Performance Review instruments.
- (p) Enterprise Agreements – provide College with assistance in the renegotiations of the EBAs.
- (q) Manage Income Protection (staff benefit)
- (r) Manage annual Workplace Gender Equity Reporting
- (s) Ensure the College is compliant with the Non-Government Schools Registration Standards and other Requirements

HR MANAGEMENT AND TASKS

- (t) Review Current HR Policies as required. Recommend and implement HR Policies and Procedures as required. Promoting SCBC's reputation as 'First Choice' employer, acknowledging our distinctive of being an active Christian faith community.
- (u) Develop, Manage and update HR Publications, such as, but not limited to:
 - a. Employee Handbook
 - b. BambooHR Handbook
 - c. Payroll Handbook
 - d. Parental Leave booklet
 - e. Code of Conduct
- (v) Manage the Fit2 Work portal for qualification verifications

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- (w) Manage Annual "Length of Service" data and annual awards.
- (x) Provide the following information when requested.
 - f. HR analytics
 - g. Teacher to Student Ratios
- (y) In conjunction with the Head of Wellbeing, liaise with staff regarding Employee Assistance Program as required.
- (z) All other HR Functions and duties as required

OTHER DUTIES

It should be noted that, while detailed, this job description is not exhaustive, and the Principal may at their discretion, and in consultation with the HR Manager vary the responsibilities of this role as required.

SECTION 7 - SUMMARY

Member of the Business Enterprise Team.

Position Held by _____

Signed: _____

Date: _____