

Campus: Cross Campus

Reports to: Executive Director of Business Services/ Associate Principal

Level: 7

Appointment: Part-time, 4 weeks annual leave

St Margaret's Berwick Grammar Grows Great People

St Margaret's Berwick Grammar is a leading non-denominational independent school for boys and girls, from Early Learning to Year 12. Our School aims to be a safe, welcoming, and serene place that offers students outstanding learning opportunities in beautifully curated grounds. Our excellent learning spaces and facilities, set over 2 campuses and 50 acres provide our students with a place to belong and connect in a natural landscape that provides a calm, secure and predictable environment in which to grow and flourish.

Our Vision

To encourage children to strive to be their best self, now and in the future, for the betterment of all humanity and the planet

We action our Vision through our School's Values

Our School Values of Courage, Curiosity, Character and Respect. COURAGE to do the right thing, CURIOSITY to know and learn, CHARACTER to be one's self, RESPECT to live wisely & compassionately with others & the planet

Commitment to Child Safety

St Margaret's Berwick Grammar is a child safe environment and has a zero tolerance for child abuse. Our school actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment. The school is committed to promoting cultural safety for Aboriginal and Torres Strait Islander children, cultural safety for children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

All staff must read, understand and adhere to the School's child safety standards.

Primary Purpose

The People and Culture Manager provides high level and professional support to the Executive Director of Business Services to allow for the efficient running of the School and management.

The People and Culture Manager is responsible for the administration of all policies, procedures and compliance requirements relating to human resources at the School. The role is critical to supporting our workforce and facilitating the People and Culture framework and program within the School. Primarily this means responsibility for performance and talent management, recruitment, training induction, staffing support, organisational design and development, performance management, engagement, reward and recognition, HR Systems and industrial relations and compliance matters.

The role will require a commitment to leading a culture of excellence and continual improvement through working collaboratively with the Executive Director of Business Services, Associate

Principal, the Payroll/Human Resource Officer, Executive Team and colleagues to strive for improvements in the School's systems and processes, policies and procedures, guidelines and associated documentation and communication.

Responsible and accountable, the incumbent will be required to exercise initiative, discretion and judgement with minimal supervision.

This role will attend Executive team meetings, when required, to assist with the People and Culture agenda items.

Key Responsibilities

In brief, the People and Culture Manager is expected to act and respond competently and appropriately at all times. This includes, but is not limited to, the following key responsibilities:

1. Interpersonal Skills

- Support the Executive Director of Business Services to lead the business operations of the School efficiently and effectively.
- Understand and build relationships with staff, students, Council and School community.
- Liaise promptly and efficiently with external organisations and professionals.
- Ensure that welcoming and supportive interactions occur with all who communicate with the School.
- Ability to display initiative and to work with discretion and confidentiality.

2. Human Resources and Compliance

- Gain a deep understanding of school operations and challenges to deliver effective People and Culture strategy.
- Build strong, trust-based relationships with leaders to influence decisions, coach on sensitive issues, and serve as a P&C Manager
- Manage and deliver exceptional P&C services, including policy implementation, employee relations guidance, and performance management support.
- Ensure compliance with the Enterprise Agreement and relative Awards.
- Assist in workplace investigations as required.
- Assist in the management of complex employee cases, including long-term absences, performance management issues, and serious misconduct allegations.
- Assist key staff in the implementation and management of staff wellbeing programs.
- Support the development and execution of relevant professional learning initiatives.
- Contribute skills and job analysis, job design, and workforce planning.
- Champion cultural change initiatives, driving employee engagement and fostering a positive work environment.
- Analyse employee data and feedback to identify and address engagement issues.
- Provide end-to-end recruitment, including the development of position descriptions, advertising, scheduling interviews, interviewing, conducting reference checks and onboarding processes, notifying unsuccessful applicants
- Innovate and streamline the HR process contributing to workflow improvement and workplace efficiency
- Implementation of HR and compliance systems

- Develop, implement, and maintain the employee life cycle including review of position descriptions, on-boarding, performance appraisal process for staff and off-boarding.
- Review and maintain contracts and payroll correspondence with the Human Resources and Payroll Officer
- Assist the Human Resources and Payroll Officer with the relevant staff compliance requirements including Working with Children Check register, Volunteer register and first aid.

3. Communication

- Understand the structure of the School in order to respond professionally to all enquiries.
- Liaise with and direct enquiries to other members of the Executive Team as appropriate.
- In consultation with the Executive Director of Business Services, liaise with Council Members, Executive Team, teaching, administration and ancillary staff, students, parents, and community.
- Maintain confidentiality with all aspects of the role.

4. Other Duties as Appropriate to the Position

- There will be occasions the People and Culture Manager may be required to complete tasks in addition to those listed above. This may require additional hours to be worked.

5. Occupational Health and Safety

All staff are expected to:

- Adhere to and implement all safe work practices and procedures in accordance with the School's Occupational Health and Safety policy.
- Work safely and report any hazards in accordance with school procedures.
- Monitor and take full care of the health and safety of others within area of responsibility.
- Participate when required in the resolution of safety issues.

6. Child Safety

- Adhere to and implement all Child Safe policies, practices, and procedures.

7. Staff Expectations

All staff are expected to:

- Conduct themselves with professionalism at all times and in line with all St Margaret's Berwick Grammar Policies and Procedures.
- Be a positive voice of support for the school with existing and prospective families, staff, and others in the community.

Key Relationships

- Executive Team
- Staff
- Students, parents, and community
- Any other relevant associations and governing bodies as required

SELECTION CRITERIA

Skills, Knowledge and Experience

- Relevant HR qualifications
- Demonstrated experience in a similar role.
- Exemplary interpersonal skills including negotiation, influencing, conflict resolution and active listening.
- Demonstrate initiative and flexibility.
- Excellent time management skills and ability to multi-task.
- Experience in conducting relevant research.
- High level communication skills, both written and verbal.
- High level problem solving, research/investigation and analytical skills.
- High level skills with Microsoft Office Suite (Outlook, Word, Excel and PowerPoint) and School Administration Software (eg: TASS).

Key Competencies

- Ability to analyse and evaluate information and data and provide appropriate information and/or recommendations.
- Ability to balance empathy towards the needs of parents, students and others with the objectives and prevailing school environment.
- Ability to maintain high work standards with minimal supervision.
- Ability to organise and prioritise projects and tasks.
- Ability to lead and manage other members of staff as required.
- Alignment with school Values.
- Commitment to excellent customer service.
- Demonstrates attention to detail and concern for the quality of work produced
- Demonstrates high levels of confidentiality and cultivates credibility and honesty.
- Displays enthusiasm, commitment and is highly motivated to contribute.
- Flexible and has the ability to adapt and operate effectively in a changing environment.
- High standard of personal presentation.
- Loyalty to the school and commitment to the promotion of continuous improvement and a positive and supportive school culture.
- Operates effectively in a collaborative team environment; establishes a rapport and builds strong relationships.
- Presents a professional, warm, positive, and welcoming presence.
- Self-motivated and proactive.