



# MANDURAH BAPTIST COLLEGE

BE STRONG & COURAGEOUS

## Job Description

<b>Title:</b>	Human Resources (HR) Manager
<b>Reports to:</b>	Principal, Director of Finance & Resources (DOFR)
<b>Current FTE:</b>	1.0
<b>Work days/hours:</b>	5 days/week @7.5 Hours
<b>1. Job Summary</b>	
<p>The HR Manager is to promote Mandurah Baptist College as an employer of choice, and uphold our mission, vision and values, whilst maintaining the highest levels of trust and confidentiality.</p> <p>The purpose of this position is to develop and implement effective human resource frameworks, policies, procedures and programs to ensure that the College can attract, retain, develop and manage highly engaged and committed employees. The HR Manager works with the Principal, DOFR and senior leadership to identify, develop and implement solutions across a range of human resource functions. The role will be both advisory and hands-on and will draw from a strong background and knowledge of HR to build strength into current operations and respond to ongoing change.</p>	
<b>2. Qualifications / Work Experience</b>	
<ul style="list-style-type: none"><li>• Relevant tertiary qualifications</li><li>• Demonstrated experience in successfully managing a human resource function</li><li>• Experience with HR and Payroll-based software programs (Desirable: Experience with TASS or other School based Software programs)</li><li>• Thorough knowledge of employment-related laws and regulations</li><li>• Up to date knowledge and understanding of industry awards, current pay rates and industry trends</li><li>• A commitment to child safety and a Working with Children Check</li></ul>	
<b>3. Personal Specifications / Essential Skills</b>	
<ul style="list-style-type: none"><li>• Willingness to uphold and live the Mission, Vision and Christian values of MBC</li><li>• Strong collaboration, communication, negotiation, and interpersonal skills</li><li>• Proficient with Microsoft Office Suite or related software</li><li>• Ability to maintain absolute confidentiality and trust, and to demonstrate initiative and creativity in work skills</li><li>• Excellent organisation skills and attention to detail.</li><li>• Strong analytical and problem-solving skills.</li><li>• Ability to act with integrity and professionalism</li></ul>	

#### 4. Key Result Areas

- Recruitment & Selection
- Onboarding
- Awards/Staff Agreements/contracts management
- Performance Development and Review
- Workforce Planning and Engagement
- Employee Relations
- HR Policies
- HR Info System / Record Keeping
- Employee exits
- Reporting /HR Projects
- Compliance
- Workers Compensation

#### 5. Key Tasks & Responsibilities

1. Manage recruitment and selection process and collaborate with line managers to understand skills and competencies required for openings.
  - a. Position Analysis
  - b. Job/position Descriptions
  - c. Staffing requests
  - d. Advertising for new staff (website, Seek, CSA, LinkedIn, newspapers).
  - e. Process employment applications
  - f. Coordinate interviews
  - g. Letters of appointment
  - h. Unsuccessful applicants
2. Onboarding
  - a. Induction: work with the Director of School & Staff Development (DOSSD) and Director of Risk & Compliance on new staff induction and professional learning required.
  - b. Pre-commencement procedures
    - i. Coordinating allocation of keys/tokens/name badges/System logins.
  - c. Probation procedures
3. Awards/Staff Agreement/contracts management, maintenance and interpretation.
4. Performance Development and Review
  - a. Development of Performance Review instruments in consultation with the Principal and DOSSD
  - b. Coordinate a performance planning system that provides regular opportunities for employees to receive and give feedback on performance and move toward identified performance goals
  - c. Oversee and coordinate the implementation of annual/bi-annual performance development review program
  - d. Counselling and Coaching
5. Workforce Planning and Engagement
  - a. Partner with the leadership team to understand and execute the organisation's human resource strategy particularly as it relates to current and future needs, recruiting, retention, and succession planning
  - b. Lead initiatives focused on employee engagement and wellbeing
  - c. Influence and facilitate the continued growth of a positive and productive workplace culture, aligned with the mission, vision and values
  - d. Deliver evidence informed analysis and recommendations; gathering and reporting on data to inform future needs of the College in people strategy and development.

<ul style="list-style-type: none"> <li>e. Design programs, in consultation with the Principal, and Director of Staff and School Development which develop relevant leadership, technical, coaching and people management competencies and other activities which support the retention of quality staff</li> <li>f. Variations to contracts</li> </ul>
<p>6. Employee Relations</p> <ul style="list-style-type: none"> <li>a. Provide support and accurate advice to the Principal and team leaders regarding the management of their teams</li> <li>b. Provides support and guidance to line management and other staff when complex, specialised, and sensitive questions and issues arise</li> </ul>
<ul style="list-style-type: none"> <li>c. Manage staff grievances in consultation with the Principal and DOFR</li> <li>d. Work with the Principal and line managers on employee disciplinary meetings, terminations, and investigations</li> </ul>
<p>7. HR Policies</p> <ul style="list-style-type: none"> <li>a. Review and update HR policies on the Staff Portal, in consultation with the Director of Risk and Compliance - specifically those relating to recruitment and selection, employment contracts, performance review, remuneration and employee exits</li> <li>b. Ensure effective communication of HR Policies and decisions</li> <li>c. Develop and implement HR policies, procedures, systems, templates and forms to ensure the effective functioning and delivery of HR services</li> </ul>
<p>8. HR Info System / Record Keeping</p> <ul style="list-style-type: none"> <li>a. Develop and maintain an Electronic Personnel filing system and ensuring employee files are kept up to date.</li> <li>b. Ensure data contained in HR Information System (TASS) is accurate and up-to-date; runs reports and provides information to managers to assist in decision-making.</li> </ul>
<p>9. Remuneration</p> <ul style="list-style-type: none"> <li>a. Providing the necessary information for payroll requirements</li> <li>b. Ensure all Leave entitlements are managed in line with the relevant policies/awards</li> <li>c. Liaise with DOFR regarding Annual Salary Budgets, annual increases, and applying new agreements/awards.</li> <li>d. Provide the Finance Manager and payroll with Workers Compensation claim information affecting payroll</li> </ul>
<p>10. Manage employee exits/separation</p> <ul style="list-style-type: none"> <li>a. Voluntary terminations – resignation, retirement</li> <li>b. Involuntary terminations – summary dismissal, redundancy, etc.</li> <li>c. Employee handover/clearance</li> <li>d. Exit interviews</li> <li>e. Issuance of separation certificates and statements of service</li> </ul>
<p>11. Reporting/HR Projects</p> <ul style="list-style-type: none"> <li>a. Workplace Gender Equity Reports</li> <li>b. People analytics: Staff Changes, Employee Turnover, etc.</li> <li>c. Undertakes HR projects to improve the human resource function within identified areas, as required.</li> </ul>
<p>12. Compliance:</p> <ul style="list-style-type: none"> <li>a. Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.</li> <li>b. Staff compliance with WWCC, TRBWA, First Aid certification, Passenger Transport Driver (PTD) authorisations, etc.</li> <li>c. HR Policies</li> </ul>

13. Workers Compensation:

- a. Manages workers compensation claims to completion and/or finalisation, ensuring timely and accurate processing of all related documentation, in coordination with line manager, WHS Officer, and Finance team.
- b. Provides assistance for the management of compensable injuries, including case management, and assists with the support for return to work programs.

14. WHS Management representative and WHS Committee Secretary - Assist WHS Committee with WHS meetings and taking meeting minutes.

15. Ensure compliance with MBC values, policies and standards as reviewed and updated on an annual basis

16. Performs other duties as assigned.

**Created on** 13 September 2022

**Last Updated** \_1 November 2023