

Director of People and Culture ELC - Year 12

Duty Statement

Role Description

Title:	Director of People and Culture ELC - Year 12
Reporting to:	Head of College
Classification:	Full-time College Executive position
Salary:	Commensurate with the executive nature of the role
Probation:	Six months
Tenure:	Fixed term, five-year contract, with formal appraisals undertaken as per the Executive performance development schedule
Hours of Duty:	Full-time <i>Reasonable additional hours will be required, and will include both out-of-hours evening and weekend work</i>

Mission

The College provides a vibrant education which is rich in opportunities, delivered within a caring, supportive environment and empowered by the love of Jesus Christ. It seeks to inspire young people to actively engage in lifelong learning, achieve their best and become global citizens who serve with an open heart.

As a priority, the Director of People and Culture role demands innovative and effective leadership across a wide portfolio. The incumbent will work with all staff to support the College's steadfast commitment to the safety and wellbeing of all children and young people, with specific focus on child protection and spiritual, social, academic and physical development.

Function

The Director is responsible for the strategic leadership and oversight ELC to Year 12 of activities that relate to the staffing operations of Concordia College. These include recruitment, employment, induction, management of Human Resource systems, policy, industrial matters, sourcing legal advice, building organisational capability related to professional skill-building, leadership development and staff wellbeing and the day-to-day administrative operations of the College.

The Director will play a key role in developing strategies to promote a positive, high-performing workplace culture where relationships with and between staff are productive, harmonious and enhance workforce engagement and satisfaction.

Given the dynamic environment in which the College operates, the Head of College may alter the role and responsibilities of the Director of People and Culture position to most effectively serve the needs of the College.

Lutheran Identity

The Director unites with the community in continually creating Concordia College as a place of service and grace within the Lutheran tradition. The Director strengthens the College's ethos by modelling core values in their own behaviours as well as fostering them in their oversight of all activities, human relationships and the design of organisational processes and practices.

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Reporting Relationships

The Director:

1. Is directly accountable to the Head of College for all outcomes associated with the administration of issues and activities that relate to the staffing and operations of Concordia College as outlined in this document
2. Reports regularly to the Head of College and the College Board (as required) on progress, challenges, issues and outcomes ELC to Year 12
3. Has direct line management of the Personal Assistant to the Director of People and Culture and an Administration Assistant
4. Works in close collaboration with the Campus Principals and all members of the College Executive team
5. Meets all accountability requirements as set down by the College's policies and directives.

Decision Making

The Director:

1. Consults with all relevant stakeholders ELC to Year 12 in decision making matters, as appropriate, ensuring that the best interests of all are maintained
2. Makes decisions relevant to the strategic planning, implementation, monitoring and review of issues and activities that relate to the staffing and operations of the College
3. Often makes decisions in collaboration with the Head of College, the Campus Principals, the Director of Learning and Wellbeing, the Director of Business Operations, the Director of Information & Learning Technologies, the Director of Community Relations and other senior personnel across the College.

Strategic Responsibilities

The Director:

1. Implements agreed human resources strategies and practices to support the College's strategic objectives and operational planning
2. Actively contributes to strategic thinking and planning as a member of the College Executive Team and provides organisational development and structure advice to support effective implementation and maximum productivity
3. Plays a key role in building organisational capability and the reputation of the College ELC to Year 12 as the 'employer of choice'. This includes designing a human resources plan and implementing improvement programs and practices that:
 - attract, develop, acknowledge and retain talented staff
 - ensure that processes for professional feedback and coaching strengthen relationship, build skills and maximise staff learning and job satisfaction across the whole College
 - identify and develop high potential staff with targeted leadership training
 - enable effective succession planning for key roles, and in particular 'future College leaders'
 - develop leadership skills across the organisation via programs that develop self-leadership, middle manager and senior manager leadership
 - developing and overseeing frameworks and opportunities for consultation, communication and social interaction for staff to enhance the Christ-centred community and culture of the College.
4. Ensures that the College ethos and values are embedded in all stages of staff management ELC to Year 12 from the initial recruitment process, through to on-boarding of new staff, the ongoing support of existing staff and assessment of performance in regular professional feedback.

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Operational Development - Responsibilities

The Director:

Recruitment, Selection, Onboarding and Offboarding

1. Ensures the recruitment and selection process is aligned to the culture of the College and attracts high calibre applicants
2. Facilitates the recruitment process for all positions, including writing advertisements, recording, screening and communicating with candidates, interviewing, reference checks and induction
3. Supports the Executive Team, School Leaders and/or line managers through the recruitment process, including providing training in interviewing skills as required
4. Oversees the preparation of employment contracts, documentation for all staffing changes and employment modifications and other human resources administration as required
5. In consultation with the Executive Team, coordinates the staff induction and orientation program covering organisational structures, the College's strategic and operational plans, and individual's responsibilities ensuring employees understand systems, policies, processes, behaviours and performance expectations of the College
6. Establishes a clear pathway for departing employees and coordinates or conducts exit interviews
7. Effectively communicates exit interview feedback to the College Executive Team and addresses any concerns that may impact the College and its staff moving forward.

Staff Learning and Performance Management

1. In collaboration with members of the College Executive team, identifies specific staff learning needs and development programs required to support organisational improvements and achievement of College strategic objectives
2. In collaboration with the Director of Learning and Wellbeing, develops and implements appropriate staff wellbeing policies, programs and processes
3. In collaboration with members of the College Executive team, develops programs and practices that encourage effective leadership behaviours across all levels of the organisation
4. Provides support for staff learning and accountability by establishing efficient and effective mechanisms for professional feedback practices (appraisal) and ensuring that line managers are skilled in the process
5. Works with the College Executive Team and line managers on addressing performance issues with their staff, ensuring that all aspects of managing a staff member's performance is documented and carried out within legislative requirements and College policy
6. In collaboration with the Director of Community Relations, coordinates high level internal and external staffing related communications
7. Fosters positive professional relationships with external groups, including LESNW, AISSA, peers in other Independent Schools; the College's EAP provider; employee benefit providers; superannuation fund consultants etc.

Staff Administration & Record Keeping

1. In consultation with the College Executive team, School Leaders and/or line managers ensures position descriptions are accurate, appropriately classified and department and personal objectives are in line with the College's strategic and operational plans
2. Records and maintains tenure periods and contract expiration dates
3. Oversees long service leave, annual leave and extended sick leave requests, including return to work arrangements where necessary

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4. Coordinates the staff intentions process including consultation with staff in relation to requests for changes in work conditions
5. Is responsible for ensuring staff achieve the appropriate level of accreditation to teach in Lutheran Schools
6. Reviews and benchmarks salaries for roles and recommends possible changes to the Head of College
7. Regularly monitors the staffing budget and makes recommendations when required
8. Oversees the performance feedback (appraisal) system to ensure that it is user-friendly and being implemented as intended
9. Oversees the management of human resource data integrity to ensure that all employee files and records, both digital and hard copy, are maintained accurately and in accordance with legislative requirements
10. Updates the College's organisational charts as required

Policy, Procedure and Compliance

1. Works with the Head of College and Risk and Operations Manager to ensure the College is compliant, efficient and effective with policies, procedures and guidelines particularly in the areas of industrial relations, human resources, WHS and child protection
2. Monitors legislative developments and practices within the educational sector which may impact on the College, particularly in the areas of industrial relations, human resources, work health and safety, and child protection
3. Completes the Workplace Gender Equality Reporting on behalf of the College and maintains a proactive focus on gender equity and inclusion in staffing strategy and operations
4. Ensures that the LEA program 'Valuing Safe Communities' is fully implemented
5. As a member of the Work Health and Safety Committee, communicates and ensures execution of relevant legislation

Industrial Relations

1. Acquires and maintains specialised and current knowledge of legislation, agreements, policies and procedures as relevant to the College's enterprise agreement and all industrial relations matters
2. Ensures that the Head of College is kept fully informed of all pertinent issues in relation to industrial relations matters
3. Provides support and specialist advice to the Head of College and the Executive Team on the management of industrial relations
4. Coordinates the administration of all Enterprise Agreement and Campus specific Teacher Workload Agreement related tasks, and ensures these tasks are actioned according to set timeframes.
5. Ensures appropriate College policy exists in relation to grievance procedures and other industrial matters, and guides staff in these areas
6. Leads and manages processes and associated documentation in relation to staff grievances/complaints, conduct-related issues, and consultation about change and dispute resolution as per the College's enterprise agreement
7. Supports the work of Campus Consultative Committees by offering advice when required
8. Provides advice and counsel to the Executive Team on employee relations and dispute resolution issues, ensuring legal compliance and due process (including the completion of file notes and performance documentation) is followed to mitigate risk
9. Provides support to the Executive Team on employment law and related issues, including seeking advice and clarification through employment lawyers or external bodies as appropriate

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Essential Characteristics

Selection Criteria:

1. Supports the Christian Ethos of the College
2. Strong interpersonal skills enabling the ability to work effectively with staff at all levels of the College and with external stakeholders
3. Ability to think strategically to identify organisational improvement initiatives and to successfully implement creative solutions
4. Ability to contribute to and enhance the work of the senior leadership team and other teams across the College.
5. Ability to navigate the complex confidentiality requirements of the role.
6. High level of attention to detail and effective communication skills ensuring that written and verbal messages are accurate, clear and tailored to key audiences both in terms of content and method of delivery
7. Strong analytical, problem-resolution and data management skills.
8. Able to make and defend sound (but possibly unpopular) decisions under conflicting and difficult circumstances
9. Excellent organisational and time management skills.

Qualifications

Required:

1. Undergraduate or postgraduate qualification in Human Resources Management, Industrial Relations or related field

Note: In addition to securing a current DHS Working with Children Check, the successful incumbent will be required to acquire the following relevant certification if they have not already completed equivalent training:

- Current Reporting Risks of Harm, Abuse and Neglect training certificate
- Current Protective Practices training certificate
- Current First Aid qualifications HLTAID009, HLTAID010 and HLTAID011

Desirable:

2. Qualifications and/or training in the principles of adult learning and/or leadership development

Experience

1. Demonstrated experience in providing advice and support across a broad range of Human Resources matters, including end to end recruitment processes; Enterprise Agreement and employment legislation interpretation; investigating complaints; performance management; and compliance
2. Demonstrated ability to work effectively at senior management level, contribute to strategic decision making and resolve problems creatively
3. Highly developed digital skills (particularly Microsoft Office products) and use of various human resources platforms and databases to manage staffing processes and records
4. Proven ability to develop and implement staff wellbeing strategies and frameworks and nurture a positive workplace culture
5. Experience in the independent schooling sector is considered desirable but not essential.