



# ROLE DESCRIPTION

---

## 1.0 DIRECTOR OF HUMAN RESOURCES – SCHOOL OFFICER

### 2.0 OUR VISION AND MISSION

With a focus on ‘Setting Our Future’, Villanova College’s Vision is to strive for excellence in boys’ education as an Augustinian community, one in mind and heart on the way towards God. We embrace the living traditions of the Catholic Church, enriching the mission of the Archdiocese of Brisbane with our Augustinian charism and organisational independence. All staff at the College are expected to support the ideals and principles of a Catholic school. Within our College, the wellbeing and safeguarding of our students, staff and wider community is paramount.

Villanova believes that education is the formation of the whole person within a faith community. Our community promotes life-long learning through continually challenging itself in the restless search for Truth.

### 3.0 PURPOSE OF THE POSITION

The Director of Human Resources is responsible for the operational aspects of the Human Resources function of the College for all staff. The role holder provides advice across Human Resources planning, recruitment and selection, induction, performance management as well as workplace relations. This role plays a crucial part in enabling the College community to achieve key goals and priorities in accordance with the Augustinian Values and College Strategic Plan.

The purpose of the role of Director of Human Resources at Villanova College is to develop, implement and maintain the Human Resource policies and practices to ensure legal and financial compliance at all times.

Values	Setting our Future – Strategic Goals
Community	Augustinian Identity and Mission
Humility	Transforming Teaching and Learning
Interiority	Student Wellbeing
Search for Truth	Stewardship

### 4.0 STATEMENT OF RESPONSIBILITY

The position of Director of Human Resources directly supports and assists the Deputy Principal. The position also involves collaborative working relationship with the Business Manager and Accountant, as well as liaison with other staff, both teaching and non-teaching, of the College. Tasks are performed independently with minimal guidance.

The Director of HR will provide advice to the Principal, College Leadership Team and Business Manager on HR related matters.



This Duty Statement will be reviewed annually, as part of the professional development plan, in collaboration and partnership with the Deputy Principal. The statement makes clear the day-to-day expectations of the position, taking into consideration the needs of the College.

## 5.0 DUTIES

The position will require the role holder to undertake the following activities including but not limited to:

### a) Recruitment, Onboarding and Training

- Working closely with the Deputy Principal, manage the delivery of timely and effective recruitment and selection processes for the appointment of staff to vacant positions.
- Advertise vacancies, assist with shortlisting, collation of applications, interview organisation and all correspondence to applicants.
- Ensure the recruitment and selection processes comply with relevant legislation.
- Work closely with the College Administrator and key Senior and Middle Leadership to embed, maintain and coordinate the New Starter Induction program.
- Partner with the Deputy Principal, Dean of Learning and Teaching, and other Senior and Middle Leadership to embed, maintain and coordinate the Pre-Service and Graduate Teacher programs.
- Prepare sensitive HR information, including appointment letters and employment contracts.
- Maintain records and statistics on recruitment and selection processes.

### b) Workplace Relations

- Contribute to the development, implementation and monitoring of HR policies and procedures at Villanova College.
- Assist the Deputy Principal with HR planning against resourcing requirements.
- Provide advice on industrial relations matters, including the interpretation of enterprise awards and legislation, as well as dispute resolution.
- Provide advice on classification of staff levels and keep abreast of relevant changes to Enterprise Agreement, award conditions, legislation and industrial relations matters.
- Interpret and apply Enterprise Agreement entitlements, terms and conditions.
- In consultation with the Deputy Principal:
  - lead the development and updating of position descriptions for all staff when and where appropriate. Maintain position descriptions ensuring they remain up to date.
  - liaise with the Union Delegate and Union Chapter as required.
- Attend Risk and Risk Committee based meetings as required by the Deputy Principal.
- Provide advice and assistance to develop and implement performance appraisal processes for all staff. Maintain records of performance appraisals.
- Assure legal compliance of all elements of Human Resources and encourage best practice.
- Report on staffing and people statistical trends.
- Provide advice to the Principal, Deputy Principal, Business Manager and College Leadership Team on HR and any other relevant matters.

### c) HR Administration

- Support the Deputy Principal with:
  - recording of professional development for all staff.
  - developing a Reward and Recognition program.
  - developing a Diversity, Inclusion and Wellbeing program.



- Ensure that legislative requirements are met regarding the records of employees, including benefits and leave entitlements.
- Monitor leave accruals and assist in the management of leave balances.
- Co-ordinate the logistics of employee offboarding, transitions and secondments.
- Support the Deputy Principal to facilitate the exit interview process, ensuring key data and trends are captured regarding staff departures.
- Responsible for the preparation of statements of service and jury letters, confirmation of employment and other HR related documents.

**d) Other Duties**

- Manage Workcover claims and incident reporting to Workcover, including facilitating Suitable Duties Plans and Rehabilitation/Return to Work plans as the Return to Work Coordinator.
- Partner with the Business Manager and Finance Manager to implement a new Human Resources Information System (HRIS).
- Organise staff ergonomic and occupational therapy assessments, when required.
- Partner with the Community Engagement and Foundation Manager to ensure that Volunteers are appropriately inducted and meet the Volunteering Australia Standards.
- Assist Business Manager with the preparation of annual Workcover Declaration.
- Take overall responsibility for the Blue Cards compliance for all staff. Ensure all staff have valid Blue Card and assist with the renewal process.
- Provide employee statistical data for various compliance reporting, ie. Commonwealth Census, Annual Report, and other reports, as required.
- Prepare annual Workplace Gender Equality report.
- Assist the Business Manager with the annual staff budget preparation and continuous monitoring the actual to budget staff appointments.
- Other duties as requested by the Principal, from time to time.

## **6.0 REQUIREMENTS AND SKILLS**

- Tertiary qualifications in Business, Human Resources or Industrial Relations; or a combination of qualifications and relevant experience.
- Experience in a similar role of minimum 2 years. Experience within the education industry would be highly regarded.
- Be able to liaise professionally and confidently with staff and various external stakeholders.
- Possess a demonstrated high regard for confidentiality, loyalty, the ability to work harmoniously with others and an appreciation of the need for confidentiality and discretion.
- Have demonstrated organisational and time management skills together with resourcefulness and initiative to manage multiple priorities and projects.
- Be very competent in the use of MS Outlook, Word, Excel and relational databases.
- Experience of HRIS systems (and systems implementation) is highly advantageous, however not essential.
- Possess outstanding written and interpersonal communication skills.
- The ability and commitment to:
  - work in a team environment
  - enhance existing knowledge and skills



- readily embrace and implement new technology where appropriate
- work under pressure and manage deadlines.

## **7.0 DISCRETIONARY REQUIREMENTS AND SKILLS**

Higher expectations outside of the agreed Key Performance Indicators are to be agreed upon successful appointment.

## **8.0 GOVERNANCE AND COMPLIANCE REQUIREMENTS**

At all times, the role holder must act in accord with and adhere to all College Policies, Procedures and Workplace Health and Safety requirements such as:

- College and Augustinian Values
- Code of Conduct
- Social Media Guidelines for Staff
- Workplace Health and Safety Policy
- Anti-Discrimination, Bullying and Harassment Policy
- Student Protection Policy and Child Safeguarding Guidelines

This role must ensure that health and safety policies and practices, including risk assessments, throughout the faculty/department are in-line with national requirements and are updated where necessary, therefore liaising with the College's Compliance Officer.

## **9.0 COMMERCIALITY/ AUTHORITY LIMITS**

The position carries no inherent delegated authority regarding expenditure of funds or supervision of other role holders within the College. Expenditure of funds must be in accordance with approved budgets and appropriately authorised. Working with the Deputy Principal and Business Manager, this role will ensure that the relevant operations of the College comply with relevant governance, corporate and tax statutes, regulations and law.

## **10.0 REPORTING AND OTHER RELATIONSHIPS**

The Director of Human Resources reports to the Deputy Principal and ultimately the Principal of the College. Other significant relationships exist with the Business Manager, College Leadership Team and Compliance Officer.

## **11.0 SPECIAL REQUIREMENTS**

Possess a paid Blue Card or have the ability to obtain a Blue Card prior to commencement of the employment, in accordance with the requirements of the Commission for Children and Young People and Child Guardian Act 2000.

At all times, the incumbent in this role must act in accord with Villanova College Student Protection Policy. It is necessary that the role holder exercise judicious and prudent judgment in interactions with students.



## **12.0 REMUNERATION AND ENTERPRISE COLLECTIVE AGREEMENT TERMS**

This role is a full-time role, working 38 hours per week, Monday to Friday. The role will on occasion involve after-hours and weekend work requiring some flexibility and negotiated working hours. Remuneration will be paid as a School Officer, Level 7 in accordance with the Single Enterprise Collective Agreement – Religious Institutes Schools Queensland 2019 – 2023.

It should be noted that a role description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The role description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.