



WHITEFRIARS
CATHOLIC COLLEGE FOR BOYS

Human Resources Manager

Title	Human Resources Manager
Classification	Education Support Employee – Category C
Appointment duration	Ongoing: 0.8 to 1.0 FTE by negotiation
Date Reviewed	August 2024

Whitefriars College provides a quality education for young men grounded in the Catholic Carmelite tradition that emphasises critical thinking, the search for meaning and how to contribute to the common good of society.

The College supports every student to seek and achieve excellence in their learning, their relationships, and their participation in the community. Students are invited to appreciate the Christian worldview and see the goodness of God in themselves, all others and the natural world. Our aim is to enable our young men to look beyond themselves with a moral compass and social conscience and to approach life with intelligence, inner strength and gentleness. At Whitefriars College we value:

- **Faith** Shared faith expressed through contemplation, community and service.
- **Gentleness** The expression of gentleness as the intelligent way to express masculinity.
- **Excellence** Excellence and collaboration in learning, teaching and in all we do.
- **Respect** Positive, inclusive and respectful relationships across our community.
- **Justice** Action and advocacy for equity, justice and environmental stewardship through words and deeds.

Commitment to Ethos

All staff in the Catholic school have an indispensable role to play in furthering the mission of the Church. It is expected that all staff employed in a Catholic school:

- accept the Catholic educational philosophy of the school.
- develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work.
- by their teaching ministry, other work and by personal example strive to help students and families to understand, accept and appreciate Catholic teaching and values.
- avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church community, in whose name they act.
- Continuously work towards their accreditation to teach in a Catholic School as per the Victorian Catholic Education Authority (VCEA) policy.

Furthermore, it is expected of all employed at Whitefriars College that they accept and support the ethos of the Carmelite order, along with activities directed at the broader aims of the College.

Whitefriars College is committed to strengthened practice for the protection of children in line with the Victorian Government child safety reforms and **Ministerial Order 1359**.

Catholic school communities place the highest priority on the care, wellbeing and protection of children and young people. Founded in Christ and sustained by faith, Catholic schools seek to fulfil their mission of enabling each student to come into the fullness of their own humanity. This includes paying attention to the inherent dignity of children and young people, and their fundamental right to be respected, nurtured and safeguarded by all. Whitefriars College staff and volunteers are instructed about the school's child safety policies and are expected to comply with the school's obligations and understanding of a child protection culture and minimisation of the risk of child abuse. Staff and volunteers are provided with appropriate training and development opportunities, as well as ongoing supervision and management, to ensure their conduct is consistent with the school's child safety and wellbeing policies and procedures.

Overview

The Human Resources Manager (HR Manager) is appointed by the Principal and is accountable to the Principal through the Deputy Principal - Staff.

The HR Manager supports a collaborative culture of high-quality learning and operational excellence, aligned with the College's Catholic ethos and Carmelite Spirituality. The HR Manager is expected to support the Catholic Carmelite philosophy of the College and modelling and supporting the College's Purpose, Values and Strategic Directions goals.

The Human Resources Manager works as part of a team assisting the smooth and efficient administration of the College, providing support to all members of the College Leadership Team

RESPONSIBILITIES

Accountability:

The HR Manager:

- Is accountable to the Principal through the Deputy Principal - Staff .
- Has a reporting function to the Business Manager, in relevant areas (e.g. Budget, payroll, policy, Workcover, OHS and risk management).
- Liaises with all members of the College Leadership Team in carrying out the role where it intersects with other team members.

Recruitment

- To develop, implement and maintain the College's Staff Employment processes and procedures
- To oversee and manage the recruitment processes for all vacancies including:
 - Assisting with the documentation, preparation and review of position descriptions
 - Preparing and placing advertisements for vacancies on the College and MACS websites, SEEK, LinkedIn, etc.
 - Reviewing applications and assisting with the selection processes as required
 - Facilitating interviews in conjunction with the Deputy Principal - Staff , Executive Assistant to the Principal and the Administration Manager
 - Completing appropriate reference and all compliance registration checks
 - Prepare necessary correspondence to successful and unsuccessful applications
- To manage staff movements and reasons for departure including conducting exit interviews with staff upon resignation
- To manage appropriate termination processes, in consultation with the Principal
- To collaborate with the Deputy Principal – Staff in managing and communicating all leave requests, approvals and returns to ensure that all positions are filled in a timely fashion
- To arrange appropriate communication to community members regarding any changes to teacher positions
- To oversee the process following recruitment of new staff, confirm employee remuneration and prepare all staff documentation based on VCEA guidelines and College requirements

Induction

In collaboration with the Deputy Principal – Staff, the HR Manager supports the College's Induction Program for all new Support Staff as required, including:

- Creation of Synergetic and VCEA/CEVN identities
- Office location, Laptop provision, Management systems access, ID keys, Staff Handbook provision

HUMAN RESOURCES

Employment Contracts

- Support the Principal or Deputy Principal – Staff in the preparation of written contracts for all new staff and correspondence for all staffing employment changes and time fraction alterations.
- Liaise with the Payroll Officer in the conducting salary assessments for new employees and determination of employment categories and salaries in accordance with the CEMEA.

Employee Relations

- To liaise/consult with the Victorian Catholic Education Authority (VCEA) and MACS in ensuring that all policies and procedures meet legislative and CEMEA2022 award compliance and requirements
- To manage the process for maintaining and communicating staff policies and procedures
- To advise the College Leadership Team on all HR matters, including the interpretation of awards and employment agreements
- To assist with the development and negotiation of employment agreements to meet the needs of the College
- To advise staff on College employment policies
- To assist in dealings with VIEU Union and other representative groups
- To liaise with employer and employee organisations, industry groups and peers regarding current HR issues and trends
- To evaluate the College's work environment/conditions and develop strategies to address issues as appropriate

Staff records

- Managing the set-up and maintenance of personnel records for employees, College's files, Synergetic software system and VCEA PSR and OSR.
- Inform internal departments of new staff and their identification details.
- Maintaining employee archived records
- Manage the compilation of records, ensuring all personnel (apart from casuals) are entered on VCEA OSR with correct FTE, and the data corresponds with payroll records.

ANNUAL RETURN STAFF RECORDS & MID-YEAR CENSUS

Biannual reports

- Create reports covering annual return staff records, mid-year census and OSR information for Principal to approve and authorise.
- Upload for submission

VIT/WWC Registers

- Upload VIT numbers in Synergetic and VCEA OSR.
- Manage and maintain the Working with Children Cards register for non-teaching staff.
- Advise Non-teaching Staff when WWCC cards will expire.

Principal's Reports

- Annually generate and produce Age, Sex and Gender report; teaching staff sick leave report for previous year; Qualifications report, and any other report as requested by Principal.

WORKCOVER/RETURN TO WORK COORDINATOR

Register of Injuries

- Manage and report on all accidents and incidents that occur at the College.
- Register of all incidents and injuries occurred on the campus pertinent to staff, contractors and visitors in Register of Injuries file.
- Advise the Risk and Compliance Manager who will Investigate incidents and create a Maintenance request if required.
- Liaise with staff member and discuss the incident/injury.
- Report to OHS Committee Register of Injuries and action required/taken.

Workcover

- Manage and facilitate all functions of Workcover.
- Maintain up to date knowledge and understanding of Workcover / WorkSafe legislative requirements.
- Manage and maintain records; process all Workcover claims; keeping account of costs incurred and meeting employer's liability.
- Monitor and manage 'Certificates of Capacity' relating to employee's work capacity.
- Liaise with Employee, Daily Organiser, Medical Practitioners and Claims agent – Gallagher Bassett
- Assess Employee's working conditions and make modifications as per the 'Certificate of Capacity'.
- Liaise with Employee's supervisor regarding work modifications and return to work conditions and duties.
- Process Employer's liability payments of medical expenses through Accounts Payable and seek reimbursement from Gallagher Bassett for over payments.
- Liaising with appropriate personnel regarding a claim i.e., Gallagher Bassett, treating medical practitioners and/or WorkSafe.
- Any reportable incidents must be reported to WorkSafe within their required timeframes.
- Attend WorkSafe Conciliation meetings as required.
- If requested, meet with WorkSafe representatives when attending the College.
- *External Workcover training can be provided.*

Occupational Health and Safety (OHS)

- Be a member of the College's OHS Committee
- Develop OHS policy and procedures
- Act as the employer OHS representative for the College
- Provide support to the OHS Committee
- Promote good OHS practices within the College
- Brief the College Executive Team on any significant OHS issues
- Assist with the development and ongoing review of emergency management and critical incident management plans

COLLEGE BUS DRIVER REGISTER

College Bus Driver Register

- Manage register of bus drivers for Whitefriars College with current driver's licence and distribute to appropriate personnel.
- Advising appropriate personnel of changes to TSV Bus Safety Act and assist in Auditing by TSV.
- The Administration Manager can grant access to the Admin SharePoint.

College Systems

- To oversee the Custodianship of the College HR systems and all the College's employee data recorded on CEVN

Workstations Assessment

- Upon request from staff member assess employee's workstation suitability and recommend / request OHS compliance modifications.
- Order appropriate furniture or equipment to assist employee.

OTHER DUTIES

Other Duties

- Scan all relevant documents into Synergetic to ensure that all staff documentation is current and accessible by appropriate Synergetic users – a shared responsibility with the Payroll Officer
- Act as the Equal opportunity officer for the College
- Prepare the College's annual report to the Equal Opportunity for Women Agency
- Carry out other duties as required by the Principal, Deputy Principal – Staff or the Business Manager

PAYROLL BACKUP

- The HR Manager will assume the role of emergency backup to the Payroll Officer for all payroll processing needs:
 - Manage the creation of an auto payroll file to enter staff employment details outlined in their contract i.e.: classification, FTE and salary.
 - Manage all processes of fortnightly payroll and deductions for all Staff – Ongoing, Fixed Term and Casuals
 - Create and send EFT payments to: CDF online, Salary Packaging accounts, Unions, Aust. Family Assistance Office and Staff Association as required.
 - Upload payroll to the ATO via Single Touch Payroll (STP) and printout reports.

CRITERIA

Applicants should be able to demonstrate:

Essential

- A commitment to the Catholic ethos and Carmelite Charism
- A commitment to Child Safety and experience in creating a child safe culture
- Comprehensive knowledge of the VCEA and CEMEA2022 employment award
- A friendly disposition with advanced administrative, interpersonal and organisational skills
- A strong team ethic
- An excellent sense of professional responsibility including confidentiality
- Sound working knowledge of Microsoft suite of products

Highly Desirable

- Undergraduate degree with Human Resource or Business major
- Sound working knowledge of the Synergetic school administration system
- Sound working knowledge of agreements affecting the Catholic Education System

The position is employed in accordance with the terms and conditions of the current VCMEA.

The position will from time-to-time require attendance outside normal hours for which time in lieu will be considered. The successful applicant will be required to undergo a Working with Children Check and Criminal Record Check.

The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications. The position requires the completion of an Annual Review Meeting.

CONDITIONS AND SALARY

Tenure

This position is a permanent salaried position.

General Conditions

Unless otherwise agreed, the salary and employment conditions are in accordance with the CEMEA2022 and Catholic Education Commission Victoria work place practices and will be stipulated in the letter of appointment.

Remuneration

The annual salary will be as Education Support, Category C.

The classification level is dependent on the qualifications and experience of the appointee.

The salary will be negotiated as per the above conditions.



WHITEFRIARS
CATHOLIC COLLEGE FOR BOYS

HUMAN RESOURCES MANAGER - APPLICATION FORM

FULL NAME:	
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ACADEMIC AND PROFESSIONAL QUALIFICATIONS:		
QUALIFICATIONS	INSTITUTION	YEAR COMPLETED

RELEVANT EXPERIENCE IN HUMANN RESOURCES POSITIONS			
FROM	TO	SCHOOL	POSITION HELD

REFEREE No 1	
NAME:	
SCHOOL / ORGANISATION:	
POSITION:	

REFEREE No 2	
NAME:	
SCHOOL / ORGANISATION:	
POSITION:	

REFEREE No 23	
NAME:	
SCHOOL / ORGANISATION:	
POSITION:	

SELECTION CRITERIA

For inclusion with your application, please attach a brief statement:

- addressing your concept of leadership, including goals you would set for the position;
- a description of how these concepts align with the [College's Strategic Direction](#);
- your response to the following selection criteria:

1. FAITH LEADERSHIP

- Commitment to the values and ethos of Catholic education (in a Carmelite context)

2. HUMAN RESOURCE MANAGEMENT/STRATEGY

- Demonstrated experience in developing and implementing performance management systems to plan, appraise and improve individual and team performance
- Demonstrated experience developing and implementing occupational health and safety programs and equal employment opportunity programs, and ensuring compliance with related statutory requirements

3. RELATIONAL LEADERSHIP

- Demonstrated ability to foster and develop appropriate work relationships
- Demonstrated ability to work collaboratively and cohesively with teams

4. ORGANISATIONAL LEADERSHIP

- Demonstrated ability to plan and manage resources effectively and equitably to support the educative programs of the school.
- Demonstrated ability to plan and achieve positive change management

5. EMPLOYMENT RELATIONS

- Demonstrated ability to engage effectively with legislation that may impact on employee relations
- Demonstrated ability to engage effectively with enterprise agreements.

Applications should be addressed to Mark Murphy at principal@whitefriars.vic.edu.au no later than **4pm on Friday 16 August 2024**. All applications will be acknowledged by email.

Any enquiries about the role should be directed, in the first instance, to Ms Antonella Vetrano, Executive Assistant to the Principal on 9872 8200.