



Head of Human Resources

Role Purpose

The Human Resources Manager provides strategic and operational HR leadership across the school. The role is responsible for the full spectrum of human resources functions, including recruitment and selection, employee relations, performance management, policy development, industrial relations, psychosocial risk management, compliance, and staff wellbeing.

The Human Resources Manager partners with the Principal, Deputy Principal, Business Manager, and senior leadership to build a positive, high-performing workplace culture that reflects the College's mission and Brigidine values. The role ensures the school meets all legal and regulatory obligations as an employer, while supporting staff to thrive in their roles.

The responsibilities in this Role Description are in addition to the requirements set out in the College's policies and may be amended from time to time by the Principal or the College.

Reports to: Principal and Deputy Principal

Key Responsibilities

Mission Leadership

- Promote and model the Catholic ethos and spiritual life of the College.
- Exercise effective team leadership in a manner consistent with the College's Catholic identity, Brigidine heritage, and Kildare Ministries values.
- Actively participate in and support College faith and justice initiatives, liturgical celebrations, and community engagement.
- Ensure that all actions reflect the College motto Fortiter et Suaviter (strength and gentleness) – balancing high expectations with compassion and respect.

Strategic Human Resources

- Collaborate with the Principal and Senior Leadership Team to develop and implement the school's HR strategy in alignment with the Strategic Plan.
- Provide expert advice and recommendations to school leaders on all people management matters, including workforce planning, organisational change, and succession planning.
- Maintain and regularly review a capability framework for non-teaching staff, and support succession planning for key roles including identification of high-potential staff and leadership pipeline development.
- Develop, review, and implement HR policies and procedures to ensure alignment with current legislation, industrial instruments, and best practice.
- Monitor trends and legislative changes in employment law, industrial relations, and education sector HR practice, and advise leadership accordingly.
- Prepare and present HR reports, data analyses, and insights to the Principal and College Board as required, including workforce metrics and compliance reporting.

Recruitment and Selection

- In collaboration with the Deputy Principal, oversee the end-to-end recruitment and selection process for all staff, ensuring consistency, fairness, and compliance with child safety requirements.
- Develop and maintain position descriptions for all roles across the school, ensuring they are current and accurately reflect duties and classification.
- Draft and publish position advertisements through appropriate channels, and manage candidate communications professionally throughout the process.
- In collaboration with the Deputy Principal, coordinate selection panels, develop interview questions, and participate in interviews as required.
- Conduct or oversee pre-employment screening, including verification of Working with Children Checks (WWCC), teacher accreditation (NESA), and reference checks.
- Prepare employment contracts and letters of appointment in accordance with the relevant enterprise agreement and school policies.
- In collaboration with the Deputy Principal and the Risk and Compliance Manager, coordinate and continually improve the College's staff onboarding and induction program to ensure all new employees and contractors are welcomed and prepared.

Employee Relations and Industrial Relations

- Provide timely, accurate, and practical advice to the Principal, Deputy Principal, and line managers on employee relations matters, including performance management, conduct, disciplinary processes, and grievances.
- In collaboration with the Deputy Principal, coordinate formal and informal complaint, grievance, and dispute resolution processes in a fair, consistent, and legally compliant manner.
- In collaboration with the Deputy Principal, oversee workplace investigations into complaints, misconduct, and incidents, preparing evidence-based reports and recommendations for decision-makers.
- Maintain a sound working knowledge of the applicable enterprise agreements, the Fair Work Act 2009, National Employment Standards, and other relevant industrial instruments.
- Liaise with the Independent Education Union (IEU) and other external bodies as required, and actively support the Principal in enterprise agreement negotiations, bargaining processes, and staff consultation, including preparation of negotiation briefs and position papers. ~~and consultation processes.~~
- Manage termination processes, including resignations, redundancies, and restructures, in conjunction with the Principal, Deputy Principal, and Business Manager.
- Manage and administer parental leave entitlements and applicable enterprise agreements, ensuring staff are well-supported through all stages of parental leave transitions.

Performance Management

- Develop, implement, and oversee the school's performance management and review framework for all non-teaching staff, in collaboration with the Deputy Principal for teaching staff processes.
- Coach and support managers in conducting meaningful and constructive performance conversations, setting goals, and addressing underperformance.
- Identify professional development needs arising from the performance management process and liaise with the relevant stakeholders to meet those needs.

- Manage formal performance improvement processes in a manner that is consistent, fair, and legally compliant.

Compliance and Policy

- In consultation with the Deputy Principal and the Risk and Compliance Manager, ensure the school meets all legislative and regulatory obligations as an employer, including those arising from the Fair Work Act 2009, Work Health and Safety Act 2011 (NSW), Anti-Discrimination Act 1977 (NSW), Child Protection legislation, WGEA reporting obligations, and any relevant awards or enterprise agreements.
- Manage the school's Workplace Gender Equality Agency (WGEA) reporting obligations, including data collection, submission, and the development of action plans in response to findings.
- In collaboration with the Risk and Compliance Manager, maintain current and accurate records of all staff compliance requirements, including WWCC, NESA accreditation, First Aid and CPR certificates, Working with Children compliance, and Child Safeguarding training.
- Ensure all volunteers engaged by the school hold appropriate clearances and that the volunteer register is maintained and up to date.
- In collaboration with the Risk and Compliance Manager, lead the College's obligations under the NSW code of Practice: Managing Psychosocial Hazards at work, including maintenance and regular review of the Psychosocial Hazard Register, and development and monitoring of risk control strategies.
- Oversee the school's positive duty obligations under anti-discrimination legislation and develop strategies to promote a safe, respectful, and inclusive workplace.

Work Health and Safety

- Serve as a key HR contributor to the school's Work Health and Safety (WHS) program, in collaboration with the Risk and Compliance Manager.
- Support the management of workers' compensation claims end-to-end, acting as the primary HR contact for injured employees and liaising with insurers, legal advisors, and medical professionals.
- Prepare, coordinate, and monitor recovery at work and return-to-work plans in accordance with relevant legislation and school policy.
- In collaboration with the Risk and Compliance Manager, ensure mandatory WHS training is completed by all staff, and coordinate delivery of WHS-related staff training on Professional Development days and at induction.

Staff Engagement and Wellbeing

- Monitor staff engagement and wellbeing, using data and feedback to identify trends and recommend evidence-based initiatives to support a positive and productive workplace.
- Act as a point of contact for staff seeking guidance on wellbeing concerns, facilitating access to the Employee Assistance Program (EAP) and other appropriate support services.
- Support the development, delivery, and analysis of staff engagement surveys, and ensure findings are reported to relevant stakeholders with recommended actions.
- Promote a culture of respect, inclusion, psychological safety, and staff wellbeing across all areas of the school.

Human Resources Administration

- Maintain accurate, confidential, and compliant employee records throughout the employment lifecycle in accordance with privacy legislation and best practice.
- Oversee the administration of leave entitlements, including annual leave, personal leave, long service leave, parental leave, and leave without pay, in consultation with the Deputy Principal and the Business Manager
- Issue variation letters, contract amendments, and other employment documentation as required.
- Conduct and document exit interviews for all departing staff and use insights to inform retention strategies.
- Manage and continuously improve HR systems, processes, and reporting to maximise efficiency and data integrity.
- Manage the recruitment budget and HR-related expenditure.

Other Duties

- Any other duties as directed by the Principal or their delegate

Child Safeguarding

The School is committed to the safety, welfare and wellbeing of all children and young people. All staff are required to:

- Understand and comply with the School's Child Safeguarding Policy and Code of Conduct.
- Hold a current NSW Working with Children Check (WWCC) clearance.
- Complete mandatory Child Protection training and Mandatory Reporting training annually.
- Demonstrate appropriate professional boundaries and behaviours in all interactions with students.
- Report any concerns about child safety immediately to the designated Child Protection Officer.

The successful applicant will be subject to employment screening through the Office of the Children's Guardian.

Selection Criteria

Essential Qualifications

- Tertiary qualification in Human Resource Management or a closely related field.
- Valid NSW Working with Children Check.

Essential Knowledge, Skills and Experience

- Substantial experience in a generalist human resources management role, with demonstrated capability across the full range of HR functions.
- Sound knowledge of Australian employment law, including the Fair Work Act 2009, National Employment Standards, anti-discrimination legislation, and WHS legislation.
- Experience in conducting and managing workplace investigations, performance management processes, and employee relations matters.

- Demonstrated understanding of enterprise agreement interpretation and industrial relations processes.
- Knowledge of WGEA reporting obligations and workplace gender equality practices.
- Experience in workers' compensation claims management and return-to-work coordination.
- Familiarity with psychosocial hazards frameworks and the NSW Code of Practice: Managing Psychosocial Hazards at Work.
- Highly developed interpersonal and communication skills, with the ability to build trust and credibility with staff at all levels.
- Strong written skills, with the ability to produce clear, accurate, and well-structured reports and correspondence.
- Excellent organisational skills and the ability to manage competing priorities and meet deadlines in a busy environment.
- Demonstrated commitment to confidentiality, integrity, and professional conduct.
- Proficiency in HR information systems (HRIS) and the Microsoft Office suite.

Desirable

- Experience in an independent school or broader education sector context.
- Postgraduate qualification in Human Resource Management.
- Membership of the Australian HR Institute (AHRI).
- Familiarity with CompliSpace or similar compliance management systems.
- Experience in enterprise agreement bargaining or negotiation processes.

Key Personal Attributes

- Commitment to the values and mission of the school community.
- High level of personal initiative, sound judgement, and a solutions-focused approach.
- Ability to work both autonomously and collaboratively as part of a leadership team.
- Empathy, discretion, and the capacity to handle sensitive matters with care and professionalism.
- Resilience and composure in managing complex or difficult situations.
- Genuine interest in supporting the professional growth and wellbeing of all staff.

I, {Enter Name} have read and agree to the requirements of this position description.

Signature of Employee

Date

May 2026