



La Salle College

Touching Hearts, Teaching Minds, Transforming Lives

ROLE DESCRIPTION

Human Resources Advisor

ACCOUNTABLE TO: Principal or Principal's delegate

ROLE DEVELOPED: June 2019

LA SALLE COLLEGE

We are a co-educational secondary College situated in the picturesque Swan Valley Region of Western Australia. Since its inception by the De La Salle Brothers in 1954, La Salle College has grown to become a wonderfully diverse learning community with an enrolment of over 1,400 students from Years 7 to 12. We are blessed to have beautiful facilities and grounds that serve as a backdrop for all that happens on our campus.

As a College, we are inspired by the charism of St John Baptist de La Salle, who emphasised God's unconditional love in his work with young people. It is this love and belief in the dignity of each child that motivates us to provide an environment of both high support and high challenge; a place where students will learn to value both excellence and the work ethic that is required to achieve their full potential. It is our dedicated staff and teachers who enable our students to be the best they can be, through the rich and diverse array of learning opportunities offered inside and outside of the classroom

All staff play a role in shaping, influencing, implementing and evaluating the College culture. Within this, staff are responsible for demonstrating effective and positive practice, including:

- Strive to achieve the College vision, mission and goals;
- Contribute to a culture that engenders transparency, responsibility and accountability;
- Commit to integrating student centred learning and scholarship with emotional, spiritual, academic, social and physical growth;
- Commit to ongoing personal and professional development;
- Support the Catholic Church ethos;
- Foster an environment where knowledge and information are valued and shared; and
- Represent the College in a positive and professional manner.

Role Outline

The Human Resources Advisor is responsible for providing advice and support to the Principal and College Senior Leadership Team in the various human resource functions, in accordance with policy directives and compliance with legal and legislative requirements. This includes coordinating the staff recruitment process, appointments, contracts, records, appraisals and reviews, staff welfare and leave and any other duties as required by the Principal. In carrying out this responsibility, the Human Resources Advisor will work in close cooperation with members of the College Senior Leadership Team.

The Human Resources Advisor is supportive of the College philosophy and the goals of the College Mission. The Human Resources Advisor is expected to support the vision and goals of the College as a learning community and to participate in ongoing professional development and learning.

Key Areas of Responsibility

- To provide high level advice and resolve complex issues on a range of HR matters to ensure that the organisational strategies of the College are achieved in the most efficient and effective manner.
- To provide advice and assistance to executive and senior staff for generalist HR matters including employment conditions, performance management, grievance resolution and staff development.
- Ensures policies and procedures are consistently reviewed.
- To proactively contribute and work closely with other key staff in fostering a positive Health & Wellbeing program for staff and delivering initiatives for an appropriate balance of work/life demands.
- Provide advice and guidance on recruitment and selection processes and participate on selection panels.
- Arrange employment advertising across a range of options, including print and electronic.
- Preparation of letters of Offer/Contracts and operational ownership of the staff personnel files.
- Provide oversight of the appraisal process and manage the action items flowing from that process.

Knowledge, Skills and Experience

The person will have:

- An awareness and appreciation for the Catholic ethos of the College.
- Demonstrated experience in a HR role with a sound knowledge of contemporary HR practices, ideally in a school or educational setting.
- Experience developing and implementing HR policies and procedures.
- Proven ability and willingness to operate at both an operational and strategic level.
- Excellent interpersonal and (written and oral) communication skills.
- Highly developed conflict negotiation and resolution skills.
- High level organisational, administrative and planning skills.
- High level computer and related software application skills.
- The ability to work independently and as a member of a team.
- Proven ability to show initiative and take direction.
- A current Working with Children Card and National Police Clearance through the Department of Education are conditions of employment at the cost of the applicant.
- Relevant Tertiary HR qualifications or in a related field.
- Membership of the Australian Human Resources Institute (AHRI) would be highly regarded.

Key Performance Objectives

Staff Relations

- Work with the Business Manager/Principal to develop a whole-of-College life strategy, maintaining a clear and consistent high level of work place enjoyment/satisfaction experience.
- Provides personal support to individual employees and ensures the HR function is approachable and confidential.
- Manage and seek out 'value add' initiatives for staff's benefit e.g. salary packaging, salary sacrifice.
- In conjunction with the Business Manager and Director Learning & Teaching, ensure staff professional development requests are appropriate, evenly distributed and effective for both the staff member and the College.
- Provide oversight of the university student practical placements program.

Strategy

- Assist with the formulation of HR Strategic direction, policies, procedures and practices.

Compliance

- Produce accurate and timely Letters of Offer/Contracts in accordance with relevant EBA/Awards for signing by the Principal.
- Ensure compliance with EEO and WHS legislation as it impacts the College and its employees so that risks are minimised and actions contribute to productivity; working closely with the College Risk Officer.
- Manage workers compensation claims and return to work programs liaising with insurers as needed.
- Be the first point of contact for Union correspondence regarding visits and communications.
- Undertake audits as required.

Culture Development

- Develops and recommends strategies to maintain a positive and innovative culture within the College.

Operations

- Assist the Business Manager in planning and compiling the budgetary support for HR initiatives.
- Provides an effective link/interface with CEWA employment relations on a wide range of HR and industrial issues; ensuring consistency with application of CEWA/La Salle initiatives and programs.
- Maintains the database of HR records as required.
- Ensures Role Descriptions for the various positions at the College are accurate and up to date.

The Principal, at their sole discretion, reserves the right to vary your duties at any time. Such a variation of your duties does not constitute a breach of contract or termination of your employment.

Outcomes (What success will look like):

- The College is recognised as an employer of choice.
- Staff feel well supported, recognised and appreciated.
- Consistent application of HR policies is applied to all staff.
- Documentation and record keeping is of a high standard, accurate, timely and well organised for ease of retrieval.
- Demonstrated ability to meet expectations of the Principal and the College Executive.

Measures/Key Performance Indicators

- This will be ascertained once the successful applicant has been selected.

Performance Appraisal

In the tradition of learning communities, performance development strives to create a culture of growth, development and lifelong learning, where staff have clearly defined roles and identified standards of performance, and have ultimate responsibility for their own development. It is desirable to create a work environment that supports, nurtures, recognises and rewards ongoing development. The giving and receiving of performance feedback should be open, constructive, objective and actionable.

The role of the person will be formally appraised at least on an annual basis and will follow these guidelines:

- Review the past year.
- Plan for the future.
- Affirm achievements.
- Consider professional development opportunities.