



HUMAN RESOURCES ADVISOR

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 have an exciting opportunity for an experienced, innovative and driven Human Resources professional who will play a key role in the La Salle College community.

Reporting to the Principal, the successful applicant will:

- Be responsible for the provision of timely, high quality guidance, advice and information to the Senior Management Team.
- Develop and maintain the Human Resources area including policies, procedures and recruitment as required to support compliance and continual improvement.
- Assist and coach staff to manage effectively, conduct workplace investigations, deliver training and mediate where necessary.
- Develop and implement strategies/initiatives that encourage and promote a high-performance culture and employee engagement.
- Be a skilled communicator with a talent for coaching others through times of change.

Qualifications and Experience

- Experience providing end to end HR policy and procedural advice and support across a range of HR processes.
- Tertiary qualifications in either HR or a related field desirable.
- Well-developed organisational, written and verbal communication skills.
- Solid knowledge of MS Office and other computer programs.
- Sound knowledge in industrial legislation and its application.
- Demonstrated ability to influence and negotiate through conflict/disputes.
- Have a confident, engaging approach and a natural ability to communicate to a varied stakeholder group.

This is an exciting opportunity for a driven professional who wants to make a difference in a thriving 21st century learning environment.

Applicants must be willing to promote the objectives and ethos of Catholic education and support the College's Mission and Vision. They also would be required to ensure that Christian values are reflected across the Human Resource Management policies and practices.

A comprehensive **Role Description** can be found on our website.

Applications must be addressed to the Principal and include a CV with a covering letter stating relevant skills and experience as well as the **College Employment Application Form**.

Enquiries should be directed to the Principal's Personal Assistant on 08 9449 0665.

Email applications to: employment@lasalle.wa.edu.au