



Position Title	Human Resources Manager
Reports to (Position Title)	Chief Operating Officer
Direct Reports	Talent & Acquisition Administrator
Location	Mount Eliza, Mornington Peninsula
Employment Status	Full-time

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This Position Description is a summary of the core functions and expectations of the Human Resources (HR) Manager. The employee may be directed to perform other functions to support the organisation to achieve its objectives.

1. Organisational Profile

Peninsula Grammar School (PGS) is a coeducational school of excellence, which fosters the full and balanced development of each child. In caring for students and their learning, we encourage them to take up life's challenges both at the School and beyond. The School values a spiritual and moral view of life that prizes the highest standards of personal character with a Christian ethic of service and concern for others.

The Principal is the Chief Executive Officer of the School. The Principal leads the School Senior Leadership Team, the members of which play a significant role in developing, implementing, and evaluating School policy. Ultimately the responsibility for the leadership and management of the School rests with the Principal.

All employees of Peninsula Grammar have a responsibility to:

- Reflect and nurture the aims and philosophy of the School in the course of their work
- Through the example displayed in their approach to their work, energise fellow staff, students and parent by fostering quality relationships and community development
- Provide effective role modelling using appropriate conflict resolution and negotiation skills
- Maintain strict confidentiality and support for the School
- Maintain professional competence and current knowledge in educational trends
- Maintain a client-centred approach to all aspects of their work.

Employees are appointed by and act under the direction of the Principal, through the School Leadership Team. The appointee to this position will be required to participate in a regular performance review in accordance with the School Professional Review and Development Program.

PGS is committed to promoting diversity and inclusion at the workplace and expects employees to consistently demonstrate its values through the quality of their work performance and conduct.



2. Position Objective

The HR Manager is responsible for supporting managers and staff to achieve people, performance, and culture success. It is an operational role with a strong partnering focus, to grow people management capabilities and employee engagement outcomes.

3. Key Stakeholders

Internal

- Senior Executive – Principal, Deputy Principals, COO and CFO
- Heads of School and Departments
- Operational Staff
- Staff

External

- Association and industry representatives
- External Service Providers
- Unions and employee associations

4. Core Responsibilities and Accountabilities

The general responsibilities of this role include, but are not limited to:

- Proactively support the school leadership team to achieve people success
- Provide accurate and timely human resources/employee relations advice to people managers, ensuring adherence to relevant legislation, awards, school policies and procedures
- Support Managers to comply with HR processes and policies, including award interpretation and assisting with performance reviews and appraisals
- Actively manage and support staff to resolve people and performance issues and opportunities, including performance management, coaching/mentoring, grievance management, counselling and disciplinary matters
- Manage HR employment lifecycle processes including recruitment, onboarding, probation, training and development, performance management and review and exit
- Identify and execute workforce planning requirements to enable sufficient human resourcing
- Manage talent acquisition, retention and succession planning strategies and activities
- Lead and mentor direct report(s) to develop their professional skills and capabilities to strengthen HR service delivery and value across the school
- Manage all employment agreement related activities, including Award, Agreement, Policy and Guideline interpretation
- Liaise and work with employee representatives and Unions to resolve queries and issues
- Conduct workplace investigations, internal HR reviews and audits
- Execute and monitor continuous improvement processes across HR systems management
- Oversee Workers Compensation and rehabilitation (Return To Work) activities
- Attend staff professional development activities where applicable
- Implement the people strategy and HR plan across the school
- Contribute to the development of innovative processes and HR business planning to support the strategic objectives of the school.



5. Key Capabilities and Competencies

Competencies

- Strong working knowledge of employee and industrial relations frameworks
- Strong working knowledge of human resources management framework
- Good knowledge of contemporary HR practices
- Accurately interpret, apply, and advise on award entitlements, contractual terms and conditions, enterprise agreements, Fair Work Act, and related legislation
- Grievance and issues resolution skills, including investigations management
- Excellent communication skills (listening, written and verbal)
- Build and sustain positive and professional relationships
- Strong organisational and time management skills
- Strong problem solving and critical thinking skills, to exercise sound judgement
- Strong attention to detail
- High confidence to work independently and collaboratively within a team
- Deliver consistently high-levels of customer service to internal and external clients
- Flexible and positively responds to change
- Exercises discretion and sensitivity with confidential issues
- Strong proficiency of Microsoft Office Suite, payroll platforms and HRIS solutions (ELMO)

6. Qualifications, Registrations and Experience

Qualifications and Registrations

- Tertiary qualification in Human Resources, Business Management or similar discipline
- Current Working with Children's Check (or willingness to apply for one)
- Current Police Check (or willingness to apply for one)

Experience

- Minimum 5 years of operational HR Management experience
- Wide experience in managing employee relations issues within a complex, unionised environment
- HRIS implementation and management experience (ELMO)
- Demonstrated success in being a collaborative and effective team member
- Change management
- Project management
- Previous experience in co-educational, independent school environment will be well regarded.

Attributes

- Naturally engaging, pragmatic and progressive
- Adaptable and resilient
- Strong and positive initiative
- Strong work ethic and personal accountability
- Team-driven ('One School')
- Honest, trustworthy, respectful, and empathetic
- Committed to personal and professional improvement and learning
- Genuine interest in the school, students, and families in the school community



7. Additional Information and Special Conditions

- As an employee of the School, the incumbent is committed to its Aims and Philosophy.
- Employment conditions are as detailed in the Educational Services (Schools) General Staff Award 2020) and the National Employment Standards.