



EMANUEL SCHOOL

Human Resources Manager (Part-Time)

Department: Administration

Salary: Dependent on expertise and experience

Contract: 0.7 FTE

Reports to: The Principal

Start Date: May/June 2019

In General

The Human Resources Manager reports to the Principal to continuously improve staff culture, employee relations and staff management. The HR Manager develops and refines HR policies and procedures and assists in their implementation. The HR Manager will help identify workable solutions in employee relations matters and improve HR systems in accordance with legislative and industrial relations requirements and HR best practice. The role is supported by a 0.3 FTE clerical and administrative assistant.

Applications should be directed to:

principal@emanuelschool.nsw.edu.au

Closing Date: Wednesday 17 April 2019

Desired Attributes

Knowledge, skills, experience and personal characteristics

- Human Resources qualifications and/or demonstrated experience in a staff-related role
- Understanding of HR practices, legislation and current issues for teachers and administration staff including immigration and visa processes
- Demonstrated knowledge of contemporary recruitment practice
- High level ICT skills
- Excellent organisation skills, keen attention to detail, ability to prioritise and excellent time management skills
- Strong problem solving skills, excellent administration and project management skills
- Discretion, ensuring confidentiality
- Positive disposition
- Ability to work autonomously and independently discretion
- Professional demeanour, demonstrated 'can-do' attitude and enthusiasm for the work involved in the role
- Excellent active listening, negotiation and presentation skills
- Competence to build and effectively manage interpersonal relationships at all levels of the School

- Commitment to serving the staff of the school and continual improvement.

Position Description

Recruitment and Selection

- Development of Position Descriptions, advertisements and selection criteria in consultation with the relevant members of staff
- Handling staff and candidate enquiries in a professional, sensitive and confidential manner and referring them to the Principal/Manager when appropriate
- Organisation of employee selection processes including advertising placement (print media and online), short listing, interviews and demonstration lessons, notifications to unsuccessful candidates, preparation of related documentation and correspondence, background reference checking, preparation of employment contracts
- Organisation of a pool of casual teachers who are subject specialists and who are effective in ensuring the academic program continues when a teacher is absent
- Maintenance and ongoing development of the employment section of the school website to deliver contemporary recruitment practice

Induction and Orientation

- Organisation, maintenance of records and implementation of tasks associated with staff induction processes for all staff including casual staff, student teachers, volunteers, sport coaches, music tutors, and bus drivers
- Organisation of induction/orientation events
- Development of the package of information for new staff
- Maintenance of the database of staff information and liaison with the relevant people for new staff members' entry on duty
- On-going support for new staff through regular meetings in their first year, both individually and as a group.

Retention

- Provide initial intervention in IR and HR issues, specifically by assisting school managers with HR matters including:
 - Proactive advice to identify areas for improved staff management practices
 - Support and guidance to managers in the management and investigation of grievance/disciplinary matters and assist with mediation
 - Assist staff to resolve HR queries or concerns including interpersonal conflict
- Oversee mandated training for staff (WHS, CPR, 1st Aid, Child Protection)
- Distribution of information to staff in relation to salary agreements and awards, entitlements, provisions
- Preparation of annual letters of appointment for each member of staff
- Staff wellbeing assisted through the EAP counselling service

Maintenance and HR Administration

- Oversight and promotion of staff policies and programs
- Policy development, preparation of presentations and reports (including WGEA report and workers compensation)
- Preparation of staff documentation and correspondence as required.
- Organisational flow charts

Separation

- Organisation of the staff exit process and related documentation.

And

- Support for the ethos of the School
- Other related duties as advised by the Principal.

General aspects of the role

The successful applicant will be a member of the school's staff community and as such, participate in the regular life of the school, attending meetings and contributing positively to the school culture.

Emanuel School staff members are professionals who follow the school's philosophy and values:

Philosophy

Emanuel School is committed to providing educational excellence in a Pre-school to Year 12 continuum. We value the individuality of all students and encourage the development of their special interests and talents. Our objective is to extend our students to the best of their ability, and to foster in each a love of learning, a strong sense of community and a pride in their Jewish heritage. We strive to create an environment in harmony with the Jewish community in our society, in which genuine acceptance and understanding can develop. These concepts are reflected in the School motto "Mind, Spirit, Being".

Values

Emanuel is a Jewish Community School that nurtures a commitment to Jewish community, heritage, ethical living and the State of Israel. We do this through a commitment to egalitarianism, pluralism, coexistence, tradition, mitzvot, Torah and Hebrew. We do so as Jewish, Australian and Global citizens. In particular we value:

Excellence

Perseverance

Lifelong love of learning

Respect

Integrity

Responsibility

Compassion

Generosity

Justice

Community

In General

Emanuel School acknowledges and embraces the seven elements encompassed within the domains of Professional Knowledge, Professional Practice and Professional Engagement as defined in the National Professional Standards. The seven elements are:

Teachers:

- Know students and how they learn
- Know content and how to teach it
- Plan for and implement effective teaching and learning
- Create and maintain supportive and safe learning environments
- Assess, provide feedback and report on student learning
- Engage in professional learning
- Engage professionally with colleagues, parents/carers and the community

This position requires the successful applicant to have a current Working with Children Check in accordance with the *Child Protection (Working with Children) Act 2012*.