



Masada College St Ives Sydney NSW Australia

Position	Human Resource Manager Early Learning Centre to Year 12
Reports to	College Principal
Department	Business Administration
Location	<p>Masada College is located in St Ives in Sydney's leafy North Shore. A 20 minute drive from the central business district of Sydney.</p> <p>http://www.masada.nsw.edu.au/</p> <p>https://www.google.com.au/maps/@-33.7248368,151.1348609,13z</p> <p>http://www.kmc.nsw.gov.au/Home</p>
Commence	asap
Term / Conditions	Full Time
Mission Statement	In our students, through Jewish values and a nurturing community, Masada College engages and instils a genuine love of learning with a quest for excellence.
Vision Statement	Masada College is internationally renowned for Jewish values and educational excellence.
Masada Ethos	Masada College bases its ethos on three things; being Jewish, on being Australian and being nurturing. Every year our graduates emerge with the highest academic achievements and more into various fields of study.
Primary Role Purpose	The duties and responsibilities of the Human Resource Manager are to assist the College Principal and Business Administrator in establishing and maintaining Human Resources Management services at a corporate and operational level to ensure that the College attracts and retains quality staff.
Human Resource Planning & Policies	<ul style="list-style-type: none"> • In liaison with the College Principal and the Business Administrator develops an HR Strategic Plan aligned with the College's corporate and strategic vision and goals. • Develops, implements and maintains HR policies and processes that ensure the College attracts and retains quality staff and that appropriate and timely HRM services are provided to the College Executive and staff in the School

Human Resource Services	<ul style="list-style-type: none"> ● Supports the Business Administrator and College Principal in workforce planning and development including job analysis, design and evaluation, employment transition and coordinating the recruitment and selection process including letters of appointment and the induction process. ● Provides organisational development advice and support to the Business Administrator and College Principal in areas such as resource planning, succession planning, counselling, employee incentive programmes, complaint and conflict management, EEO and performance management. ● Develops, implements and maintains systems to support various programs and activities, such as the School's Teaching and Support Staff Appraisal processes ● Undertakes various HR operational activities undertakes: <ul style="list-style-type: none"> ● Development and maintenance of current and relevant Job Descriptions. ● In liaison with the payroll officer compile leave reports as required ● Maintenance of registries for Working with Children and Teacher re-registration, Child Protection training, First Aid certificates and bus licenses etc. ● Maintenance of training and personal development records. ● Provision of regular reports, eg turnover, professional learning, NESA requirements etc. ● Maintains the School Information System with Staff information ● Annual Legislative reporting (eg Workplace Gender Equality) ● Long Service Leave planning and processing
Employee Relations	<ul style="list-style-type: none"> ● In liaison with the Business Administrator researches and monitors State and Federal Industrial Relations matters that affect School staff and supports the Business Administrator in the development of Enterprise Bargaining Agreements and related documentation. ● In liaison with the Business Administrator and College Principal ensures the School's compliance with all relevant legislative requirements in respect to Human Resources Management, WHS and EEO.
Health & Safety	<ul style="list-style-type: none"> ● Provides Work, Health and Safety services including the coordination of and provision of support to the WH&S Committee. ● Oversees the Workers Compensation and Return to Work Program for the College and its employees.
Organisational Development	<ul style="list-style-type: none"> ● Assists the Business Administrator and College Principal with complex HR assignments and projects ● Assists the Business Administrator and College Principal in corporate training and development support in terms of undertaking training needs analysis, sourcing relevant training programs and organising training activities.
Other Duties	<ul style="list-style-type: none"> ● The Human Resources Manager is expected to keep abreast of developments in human resource and industrial issues related to education sector and in particular non-government and independent schools in Australia and accordingly to be able to advise the College Principal and Board of Management on such matters. Membership of and active participation in the appropriate professional bodies is essential, especially in the Australian Independent Schools Association. ● Any other duties reasonably requested by the Business Administrator or College Principal.

School History Philosophy Terms & Conditions	<ul style="list-style-type: none"> ● The philosophy and ethos of the College are important considerations in all jobs within the School and all employees need to be able to identify and support the ethos and values. ● Staff are required to abide by the School's policies and General Terms and Conditions. ● Staff must maintain and promote the principles of Work Health and Safety within the workplace in accordance with the School's WH&S Policy and relevant legislation including taking appropriate action in relation to identified hazards and risks to ensure the safety of self and others. ● All Staff must maintain a valid Working With Children (WWC) check whilst in the employment of the School and ensure they complete annual Child Protection training.
Key Selection Criteria	<ul style="list-style-type: none"> ● The Human Resources Manager's first loyalty is to the Business Administrator and through the Business Administrator to the College Principal, and through the College Principal to the Board of Management of the School. The ability to maintain strict confidentiality with respect to the School business is essential.
Key Experience & Skills	<ul style="list-style-type: none"> ● The appointee would be required to have appropriate Human Resource Management (HRM) qualifications and experience for the role and responsibilities of this position. The successful applicant will demonstrate knowledge of contemporary HRM issues and trends and be experienced in the development, implementation and maintenance of HRM policies, programs and processes. An ability to provide advice to the Business Administrator and the College Principal, to communicate with staff at all levels, recognise opportunities for continuous business improvement and to understand and apply State and Federal awards or Enterprise Agreements are also important in this role.
Essential Skills & Abilities	<ul style="list-style-type: none"> ● Tertiary qualifications in Human Resource Management (preferred) or considerable equivalent experience relevant to the role. ● Knowledge of contemporary Human Resource Management issues and trends and experience in the development, implementation and maintenance of HRM policies, programs and processes. ● Excellent interpersonal and communication skills with the ability to communicate with staff at all levels. ● Excellent written communication skills and experience in the writing of policy and process documents. ● Ability to recognise opportunities for continuous business improvement and recommend accordingly. ● Ability to understand and apply State and Federal awards and Enterprise Agreements. ● Project management skills with a track record of delivering projects on time. ● Experience in Information Management Systems. ● Strong analytical skills, combined with organisational and time management skills. ● Strong personal, professional and ethical values.

Key Performance Indicators	<ul style="list-style-type: none"> ● Use initiative and take responsibility for all tasks undertaken. ● Undertake tasks with accuracy and professional competency, within prescribed deadlines. ● Exercise judgment and solve problems within the scope of the position. ● Foster a cooperative work environment. ● Maintain confidentiality at all times. ● Promote a healthy work environment that empowers, motivates and develops the diverse talents of people. ● Proactively and positively address issues to assist the resolution of conflict.
Behavioural Competencies	<ul style="list-style-type: none"> ● Organising: Ensures the efficient co-ordination of activities by establishing clear priorities; schedules activities to ensure optimum use of time and resources; prioritises and plans in advance to meet deadlines. ● Team work: Ability to work in a team environment and to contribute to the achievement of team goals. ● Quality Orientation: Takes a methodical and consistent approach towards work; approaches work in an orderly and systematic manner and ensures that high quality standards are met; whenever possible gets work right the first time, identifies opportunities for process improvement; uses initiative and exercises creativity. ● Stakeholder focus: Strives to provide a prompt, efficient and personalized service to stakeholders; seeks alternative ways to ensure that individual stakeholder needs are met, while maintaining corporate requirements. ● Interpersonal Sensitivity: Shows consideration, concern and respect for other people's feelings and ideas; builds rapport quickly, listens to others and demonstrates interest in their opinions; is tolerant of differing needs and viewpoints and is able to maintain relationships with people across generations; deals with sensitive and confidential information with tact and discretion.
Applications	Mr Martin Tait, Acting College Principal <ul style="list-style-type: none"> ● Letter of application ● Curriculum Vitae ● Details of two contactable referees ● Copy of approved Working With Children Check ● Copy of NSW Education Standards Authority Accreditation Number ● Email applications: jmiddleton@staff.masada.nsw.edu.au ● Closing date: Friday 2 November 2018