



## JOB DESCRIPTION & PERSON SPECIFICATION

### Head of Human Resources

College Department:	Administration
Position Title:	Head of Human Resources
Tenure:	Permanent 0.8 FTE – 1.0 FTE
Commencement:	June 2026

## JOB DESCRIPTION

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### 1. Summary of the broad purpose of the job in relation to the College's goals.

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The Head of Human Resources will provide support and advice to the Principal and Business Director on all matters relating to Human Resource Management.

Specific areas of focus include human resource planning and documentation; recruitment and retention; professional development; leadership development and succession planning; data analysis; industrial and employee relations; employee wellbeing; and workplace health and safety.

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### 2. Reporting / Working Relationships

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- Reports directly to the Principal, with a dotted-line reporting relationship to the Business Director for all HR-related matters pertaining to Non-Teaching Staff.
- The Head of Human Resources will be expected to contribute to the overall achievement of the strategic objectives of the College.

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### 3. Special Conditions

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- A 12 week probation period will apply.
- It is expected that the Head of Human Resources will seek opportunities for spiritual and professional growth for self-education purposes and to support the continuing educational and spiritual development of Tatachilla Lutheran College.
- The Head of Human Resources may not engage in private business while employed by the College
- The Head of Human Resources is expected to set exemplary standards of dress and behaviour at all times.

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### 4. Statement of Key Outcomes & Associated Activities

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The Head of Human Resources will:

- (a) Assist the Principal in fulfilling the aims and purposes of Tatachilla Lutheran College, supporting the philosophy and ethos of the College; and
- (b) Accept the delegated responsibility and authority vested by the Principal and Business Director and assume the overall management of Human Resources across the College.

The following responsibilities and accountabilities will be undertaken by the Head of Human Resources:



**General**

1. Ability and willingness to actively demonstrate and promote the Christian ethos and values.
2. Ensure staff within the College embed the core Lutheran Education Australia (LEA) values; love, justice, compassion, forgiveness, service, humility, courage, hope, quality and appreciation;
3. Plan, lead and support the strategic and operational development of Human Resources in a manner that is consistent with the College strategies and plans, including identification of priorities and directions;
4. Demonstrate a collaborative leadership style, underpinned by honesty, integrity, confidentiality and initiative;
5. Plan, lead and manage change processes within the College in relation to Human Resources;
6. Ensure that the College Human Resource activities comply with all relevant internal and external policies, budgetary requirements, procedures and reporting requirements;
7. Attend meetings and contribute to decision making as relevant to the duties of the position and College workflow chart;
8. Establish effective working relationships with key internal and external stakeholders;
9. Be committed to undertaking out-of-hours activities related to promotional and educational aspects of the College, and perform all duties in a spirit of Christian compassion; and
10. Perform such other duties as the Principal may assign from time to time.

**Strategic Direction**

11. Pro-actively contribute to the development of HR policies aligned to the College's strategic plan;
12. Provide leadership in the development and implementation of HR policies and plans relating to organisational and workforce development;
13. Foster a work environment that encourages employees to seek challenges and adopt innovative, creative and effective practices;
14. Develop and maintain an understanding of best practice in the management of people and clearly articulate related issues;
15. Annually review the College Teacher Workplace Agreement, present to staff and the College Executive for consultation for Principal ratification.

**Personnel Management**

16. In conjunction with the Principal and Business Director, coordinate the employment process for staff, including recruitment, appointment and induction;
17. Coordinate and continue to improve the employee induction program, an employee mentor program and oversee the probationary process for new employees;
18. Develop strategies to attract, develop and retain employees;
19. Manage effective, transparent procedures for selection and appointment of employees in conjunction with R-12 Operations Manager and Director of Teaching and Learning.



20. Provide advice to teachers regarding teacher registration requirements and Australian Professional Standards for Teachers (APST);
21. Advise and actively support the College Executive on issues related to staff performance or inappropriate behavior;
22. Direct, facilitate and monitor the Performance Review Process;
23. Monitor staff conflict and facilitate the use of the grievance processes and procedures;
24. Work collaboratively with the R-12 Operations Manager on processes and procedures related to the day-to-day running of the College and the Extra-Curricular program;
25. Review staffing needs in conjunction with the Principal and Business Director on an ongoing basis;
26. Support employees who wish to discuss aspects of their working conditions or personal circumstances.

#### **Professional Development**

27. Monitor, review and develop the Professional Learning Plan process for all staff;
28. In conjunction with the Executive Team, contribute to the schedule for Professional Development days at the beginning of each term and other Staff Development sessions during the year;
29. Be responsible for the oversight of Professional Development needs of teaching staff and non-teaching in regards to Compliance as appropriate;

#### **Compliance and Conditions of Employment**

30. Provide information and advice to the Executive Team with regards to conditions of employment and associated regulatory, industrial relations and enterprise bargaining matters;
31. Maintain a sound understanding of the regulatory and industrial relations framework applicable to the College, including the interpretation and application of Enterprise Awards, Industrial Regulations and Agreements;
32. Maintain sound knowledge and provide proactive advice and support to the Principal in regards to employment law, including Federal and State legislation; National Employment Standards; Fair Work Act, etc;
33. Maintain a strong awareness and understanding of work health and safety practices, issues and legislative requirements;
34. Develop, implement and maintain systems to ensure the College is a safe place and complies with regulatory requirements in regard to the provision of a safe workplace;
35. In conjunction with the Finance Manager ensure the Principal, line managers and employees receive appropriate advice, support and direction in regards to workplace injuries and compensation claims;
36. In conjunction with the Finance Manager, act as the College Return to Work Coordinator;
37. Support and advise the Principal in the administration of contracts and conditions of employment; and
38. Provide leadership and manage processes for fulfilling the College's obligation under the Workplace Gender Equality Act.



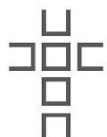
**General Administration**

- 39. Liaise with the R-12 Operations Manager regarding the Extra-Curricular activities program;
- 40. Liaise with the College Daily Operations Coordinator and R-12 Operations Manager on matters of staff absences, relief requirements and other matters related to staffing, which effect the day-to-day operations of the College;
- 41. Ensure staff email distribution groups and SEQTA/IT permissions are updated in conjunction with the Head of ICT and Business Director;
- 42. Oversee the annual preparation, publication and distribution of the Staff Handbook;
- 43. Contribute to College reports on issues relating to staffing;
- 44. Communicate staff changes in conjunction with the Principal to staff, according to the College process;
- 45. Oversee database management of HR software programs in conjunction with relevant staff.

**5. Performance Management**

In relation to setting goals and managing performance Key Performance Indicators (KPI's) are mapped against the position description so that performance can be measured and acknowledged.

PERSONNEL MANAGEMENT	
Strategic Plan	Regular reports against the Strategic Plan – Human Resources.
	Policies related to the management of people are continually reviewed and up to date.
	An annual report provided outlining key achievements and proposals for the future.
Building Relationships	Stakeholders are kept up to date on issues of impact to them.
	Employees are comfortable to engage with the Head of Human Resources on issues of significant sensitivity.
Performance Development and Management	Evidence is provided that demonstrates performance reviews are completed and development needs are reviewed regularly.
	Data is provided that indicates improved performance, e.g.response rates to advertised positions, engagement in professional development etc.
	Formal grievance processes are in place and utilised effectively.



<b>COMPLIANCE</b>	
Work Health and Safety	Is compliant with a comprehensive and effective health and safety management system.
Workplace Gender Equality	All reporting requirements are met.
<b>ADMINISTRATION</b>	
Database Management	Human Resource Database management systems are accurately implemented and maintained.

## PERSON SPECIFICATION

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### 6. Educational / Vocational Qualifications

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- Formal tertiary qualifications in Human Resources Management or a related discipline are essential.
- Experience in an educational setting an advantage
- Working with Children Check (WWCC) and successful completion of TLC Applicant Declaration form
- Responding to Risks of Harm, Abuse and Neglect (RRHAN-EC)
- Protective Practices Certificate

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### 7. Personal Skills, Abilities & Aptitude

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- A practising Christian with the ability to relate the Gospel message to the advertised role and encourage a spirit of Christian care amongst staff.
- A visionary approach to Human Resource Management and its application to the College setting.
- Capacity to operate at both a strategic and operational level.
- Demonstrated effective skills in communication, administration and planning.
- Conversant and experienced in using digital technologies and database management software relevant to Human Resources.
- Demonstrated ability to lead teams and implement and manage change in the HR space.
- Superior organisational ability and demonstrated self-motivation in prioritising and managing multiple tasks.
- High degree of personal and professional integrity while dealing with sensitive and confidential issues.
- Sound facilitation, mediation and conflict/dispute resolution skills.

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### 8. Experience and Knowledge

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- Previous experience in developing and leading a broad range of human resources services in a diverse organisation.
- Practical experience in the provision of strategic and operational human resources advice to management.



- A thorough knowledge and understanding of current and emerging trends in Human Resource Management, in particular in relation to recruitment, retention and staff development.
- Demonstrated experience in policy analysis, development and implementation.

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## 9. Classification Level

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The Head of Human Resources is a Lutheran Schools Officer classification in line with the experience of the incumbent as per the terms of the 2024 SA Lutheran Schools Enterprise Agreement.

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## 10. Performance Standards & Review

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A performance review will occur in the first six (6) months with the Principal and Business Director to determine the capacity to meet the demands of the role and job satisfaction is being obtained. Performance reviews will occur annually following this initial six (6) month period.

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## 11. Workplace Health & Safety

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The objective of the Work Health and Safety Act 2012 is to prevent a person's death, injury or illness caused by a workplace, by a relevant workplace area, by work activities, or by plant or substances for use at a workplace. To meet this objective, exposure to the risk of death, injury or illness must be prevented or minimised. To achieve this, the Act establishes a framework by imposing WHS obligations on certain persons who may affect the health and safety of others. Staff of Tatachilla Lutheran College are accountable for the day-to-day control of their respective operations. In addition to the mandatory duties imposed by the statutory requirements, staff have specific duties within the College's Work Health and Safety Management System as part of a broader Risk Management Framework. The Executive Team has the major responsibility for establishing safety policies and procedures however, these must reach staff on the job.

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## 12. Equal Employment Opportunity

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Equity principles underpin all College policies and procedures. The College is committed to Equal Employment Opportunity principles and values cultural diversity and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.

# APPLICATION PROCESS

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**Applicants with sufficient skills and experience are required to:**

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1. Write a cover letter of up to two pages, addressing the selection criteria;
2. Include a curriculum vitae; and
3. List three referees, one being a pastoral referee.

Applications that do not meet the above requirements will not be considered.

Applications should be addressed to the Principal, Tatachilla Lutheran College and sent electronically to the Principal's Executive Assistant: [narelle.mistiades@tatachilla.sa.edu.au](mailto:narelle.mistiades@tatachilla.sa.edu.au)

Applications close **9am, Monday 1 June 2026**