

# Job and Person Specifications

DETAILS	
Position Title:	Head of People & Culture (P&C)
Sub School:	Admin
Reports To:	Principal (with dotted reporting line to the Business Director for all non-teaching staff HR related matters)
Commencement Date:	21st July 2025
Tenure:	Permanent part time (30 hpw)

## DIMENSIONS OF POSITION

The Head of P&C is responsible to the Principal for researching, developing, implementing, monitoring and managing systems, policies and processes to continually improve all aspects of people management across the College. The appointee will provide support and advice to both 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.

The Head of P&C will be provided with some administrative support to achieve the stated outcomes of this role, and will be expected to work collaboratively in order to provide the Executive team with regular reports, advice, and support.

## POSITION OBJECTIVES

The Head of P&C will:

- assist the Principal in fulfilling the aims and purposes of Tatachilla Lutheran College, supporting the philosophy and ethos of the College; and
- accept the delegated responsibility and authority vested by the Principal and Business Director and assume the overall management of Human Resources across the College.

## ACCOUNTABILITY

The position is accountable to the Principal with the Business Director and members of the Executive team being key stakeholders. The Head of P&C will be expected to contribute to the overall achievement of strategic objectives of the College.

## JOB DESCRIPTION

The following responsibilities and accountabilities will be undertaken by Head of P&C:

### General

- Be willing and able to actively demonstrate and promote the Christian ethos;
- ensure staff within the College embed the core Lutheran Education Australia (LEA) values: love, justice, compassion, forgiveness, service, humility, courage, hope, quality and appreciation;
- 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;
- demonstrate a collaborative leadership style, demonstrating honesty, integrity, confidentiality and a high level of initiative;
- plan, lead and manage change processes within the College in relation to Human Resources;
- ensure that the College Human Resource activities comply with all relevant internal and external policies, budgetary requirements, Board directions, procedures and reporting requirements;
- attend meetings and contribute to decision making as relevant to the duties of the position;
- establish effective working relationships with key internal and external stakeholders;
- be committed to undertaking out-of-hours activities related to promotional and educational aspects of the College, and carry out 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 policies and the College's strategic plan;
12. provide leadership in the development and implementation of policies and plans relating to people, organisational capability 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. continually review, analyse and advise on issues relevant to the achievement of outstanding performance in the management of people.
16. Annually review the College Teacher Workplace Agreement, present to staff for consultation for Principal ratification.

### **Personnel Management**

17. in conjunction with the Principal and Business Director, coordinate the employment process for staff, including recruitment, appointment and induction;
18. coordinate and continue to improve the employee induction program, an employee mentor program and oversee the probationary process for new employees;
19. develop strategies to attract, develop and retain employees;
20. manage effective, transparent procedures for selection and appointment of employees;
21. support employees in relation to the development of new leaders and succession planning;
22. advise and actively support the College Executive team on all issues related to People & Culture;
23. liaise with the Principal, Business Director and College Executive about issues of concern expressed in relation to staff performance and behaviour;
24. facilitate and monitor the Performance Review Process;
25. monitor staff conflict and facilitate the use of the grievance processes and procedures and facilitate staff access to internal and external counselling services as required;
26. develop, maintain and review a staff wellbeing program;
27. direct and work collaboratively with the College Daily Organiser on processes and procedures related to the day-to-day running of the College and the Extra-Curricular program;
28. review staffing needs in conjunction with the Principal and Business Director on an ongoing basis;
29. establish and maintain a presence among employees that encourages confidence and inclusion and engagement collectively and individually;
30. actively support and encourage employees to manage differences in a cooperative, positive and respectful manner;
31. mentor and coach individual employees as appropriate; and
32. support employees who wish to discuss aspects of their working conditions or personal circumstances.

### **Professional Development**

33. monitor, review and develop the Professional Learning Plan process for all staff;
34. in conjunction with the Executive team, compile and organise the schedule for Professional Development days at the beginning of each term and other Staff Development sessions during the year;
35. be responsible for the oversight of Professional Development needs of teaching staff and non-teaching staff as appropriate;
36. encourage and monitor attendance of staff at relevant professional development activities; and
37. ensure comprehensive reporting on all professional development activities.

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

38. provide information and advice to the Executive team with regards to conditions of employment and associated regulatory, industrial relations and enterprise bargaining matters;
39. 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;
40. 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;
41. maintain a strong awareness and understanding of work health and safety practices, issues and legislative requirements;
42. 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;

43. 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;
44. in conjunction with the Finance Manager, act as the College Return to Work Coordinator;
45. support and advise the Principal in the administration of contracts and conditions of employment; and
46. provide leadership and manage processes for fulfilling the College's obligation under the Workplace Gender Equality Act.

#### General Administration

47. prepare and monitor expenditure of the annual Professional Development budget;
48. liaise with the College Daily Operations Coordinator regarding the Extra-Curricular activities program;
49. liaise with the College Daily Operations Coordinator on matters of staff absences, relief requirements and other matters related to staffing, that effect the day-to-day operations of the College;
50. manage staff email distribution groups and SEQTA/IT permissions in conjunction with the Head of ICT and Business Director;
51. oversee the annual preparation, publication and distribution of the Staff Handbook;
52. contribute to College reports on issues relating to staffing;
53. liaise with the Executive Assistant to the Principal in relation to staff presentations, celebrations and gifts;
54. communicate staff changes in conjunction with the Principal to staff, student body and community, especially at the beginning and end of each term; and
55. oversee database management of staff software programs including CIVICA, Sage and SEQTA in conjunction with relevant staff.

*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.*

## 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	Quarterly reports are made against the Strategic Plan – Human Resources.
	Policies related to the management of people are continually relevant 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 People & Culture 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 and staff wellbeing.
	Employees are being developed effectively and in line with the College's strategic needs.
	Formal grievance processes are in place and utilised effectively.
COMPLIANCE	
Work Health and Safety	A comprehensive and effective health and safety management system is maintained, engaging effectively with all employees.
Workplace Gender Equality	All reporting requirements are met.
ADMINISTRATION	
Database Management	Human Resource Database management systems accurately implemented and maintained.
Budget	Accurate and relevant budgets are prepared relating to Professional Development of employees.

# Selection Criteria

## EDUCATIONAL/VOCATIONAL QUALIFICATIONS

- formal tertiary qualifications in Human Resources Management or a related discipline are essential
- experience in an educational setting an advantage;
- Return to Work Coordinator certification an advantage
- current Working With Children Check (WWCC); and
- Responding to Abuse and Neglect certificate.

## PERSONAL SKILLS, ABILITIES AND APTITUDE

- A willingness and ability to actively demonstrate and promote the Christian ethos a visionary approach to Human Resource Management and its application to the College setting;
- capacity to operate at both a strategic and operational level;
- ability to lead and develop staff across a large and complex organisation;
- 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;
- 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; and
- well-developed mentoring and coaching skills.

## KNOWLEDGE AND EXPERIENCE

- 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; and
- demonstrated experience in policy analysis, development and implementation.

## CONDITIONS

- it is expected that the Head of People & Culture 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 People & Culture is expected to set exemplary standards of dress and behavior at all times.

## PERFORMANCE STANDARDS AND REVIEW

- a performance review will occur in the first six (6) months