
Role Summary

Position: Head of Human Resources

Responsible to: Director of School and Staff Development

Job Purpose: To provide leadership and personnel management for all human resource management activities across the College.

The Head of Human Resources is to promote the College as the employer of choice, and uphold our mission, vision and values, whilst maintaining the highest levels of trust and confidentiality.

Responsibilities

Major Responsibilities

1. Develop, review and maintain the College's people management policies, in consultation with the Compliance Officer.
2. Ensure the application of the College's people management policies, strategies and procedures throughout the College.
3. Manage the recruitment and selection process.
4. Assist the Finance Department with the fortnightly payroll process – including checking and authorizing of the fortnightly payroll.
5. Establish HR reporting metrics and reporting against appropriate benchmarks.
6. Lead initiatives focused on employee engagement and wellbeing.
7. Influence and facilitate the continued growth of a positive and productive workplace culture, aligned with the mission, vision and values.
8. Maintain performance management and improvement practices, partnering with leaders at all levels to facilitate coaching, feedback, counselling and mentoring to drive performance.
9. Manage and respond to grievances, matters of conflict and act as the College's representative in investigations and related matters. Assist with the management and closure of equal employment, harassment and discrimination complaints.
10. Deliver evidence informed analysis and recommendations; gathering and reporting on data to inform future needs of the College in people strategy and development.
11. Design programs, in consultation with the Principal, and Director of Staff and Student Development which develop relevant leadership, technical, coaching and people management competencies and other activities which support the retention of quality staff.
12. Maintenance and interpretation of Awards/Staff Agreements/contract management.
13. Manage the termination process including exit Interviews.
14. Manage other HR issues and projects as required.

Selection Criteria

Essential Skills:

1. Outstanding interpersonal skills (including interpersonal sensitivity)
2. Excellent oral and written communication skills
3. Ability to build relationships, gaining trust and respect, at all levels of the College
4. Ability to maintain absolute confidentiality and trust
5. Effective facilitation and conflict/dispute resolution skills
6. Time management and prioritisation skills
7. Attention to detail
8. Contribute to the safe working environment of the College

Qualifications:

Relevant tertiary qualifications in a Human Resources related discipline

Essential Experience:

Previous experience in a human resource leadership position.

Desirable:

Previous experience in education sector is ideal but not essential.

How to apply

To apply for an advertised employment position at Kennedy Baptist College please fill in the online [Employment Application Form](#) on our website.

Please ensure you have ready your CV, Cover Letter, Selection Criteria and Police Clearance (if applicable), references, a written reference from your church pastor/minister and digital copies of all academic records. You will be asked to upload these documents as part of your submission of this application.

Please Note: Should you be invited to an interview, given the position applied for involves working with and actively presenting the Christian Gospel to children, you will be asked your personal views on Faith issues. Given the Christian nature of the College and the expectations of all who enrol, agreement with the College's [Statement of Faith](#) and [Staff Code of conduct](#) is a pre-requisite.

Acknowledgement

This job description is intended as a guideline to illustrate the primary job responsibilities. It is not intended to be an exhaustive list and may change within the role scope at the Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.

Employee Name: _____

Employee Signature: _____

Date: _____