

## **COLLEGE OVERVIEW**

Emmaus Christian College is an independent, non-denominational Christian school seeking to provide high quality Christian education to children and young people who are from Christian families that are actively involved in their local church and other families who fully support the involvement of their children in the Christian teaching, life and expression of the school.

Emmaus Christian College is one school, two campuses. The Brooklyn Park Campus caters for ELC to Year 6. The South Plympton Campus caters for Foundation to Year 12.

Both campuses offer a seamless pathway to Year 12 where children who have been offered a Foundation to Year 6 position at Brooklyn Park, have at the end of Year 6, a guaranteed entry into Emmaus Christian College.

## **SUBMITTING YOUR APPLICATION**

**Position Title: Human Resources Manager**

**Closing Date: Wednesday 27<sup>th</sup> October 2021**

Applicants should provide:

- A written application that addresses the Key Responsibilities, Key Competencies and Personal Attributes in the attached Position Description
- Curriculum Vitae which provides full personal details, qualifications, previous employment and experience
- A pastor's reference which gives evidence of participation in a Christian fellowship and commitment to the Christian ethos of the College
- A completed Emmaus Christian College "Application for Non-Teaching Position Form" (This form can be downloaded from our website [www.emmauscc.sa.edu.au](http://www.emmauscc.sa.edu.au) under Staff/Positions Vacant)
- Applications can be emailed to [hheadland@emmauscc.sa.edu.au](mailto:hheadland@emmauscc.sa.edu.au) or posted to:

Mrs Heather Headland  
PA to Principal  
Emmaus Christian College  
7 Lynton Avenue  
SOUTH PLYMPTON SA 5038

## **CONTACT DETAILS:**

For further information about this position, please contact Mrs Heather Headland on 8292 3888 or email [hheadland@emmauscc.sa.edu.au](mailto:hheadland@emmauscc.sa.edu.au)

## **POSITION DESCRIPTION**

<b>TITLE:</b>	Human Resources Manager
<b>CLASSIFICATION:</b>	Educational Services (Schools) General Staff Award 2010 (Award) Salary to be negotiated
<b>NATURE OF EMPLOYMENT:</b>	Full-time ongoing
<b>NORMAL HOURS OF WORK:</b>	37 ½ hours per week / 48 weeks per year
<b>REPORTS TO:</b>	Head of Business Services
<b>COMMENCEMENT DATE:</b>	January 2022 (or earlier by negotiation)

### **PURPOSE OF ROLE:**

This new role is an opportunity for an up-and-coming HR professional or an experienced HR Manager looking for a new challenge to join our team. This is a diverse, hands-on role that will contribute to the effective and efficient delivery of HR and related services across both campuses of the College. This role will work closely with the Principal, Head of Business Services and College Leadership team.

### **KEY RESPONSIBILITIES**

- Act as first point of contact for all internal and external HR enquiries and respond in a professional and timely manner
- Coordinate recruitment activities including posting job adverts, receiving applications, scheduling interviews, assisting with reference checking, drafting letters of offer and employment contracts, candidate management and correspondence
- Coordinate the College's onboarding and offboarding processes and assist with the preparation and set up for orientation programs for new employees
- Draft and publish internal communications, including but not limited to position descriptions, employment contracts and correspondence, reports and presentations
- Maintain HR records and databases containing confidential employee information
- Assist with learning and development activities from pre-session support and setup through to participation follow up and data entry of attendance records
- Ensure compliance and legislative issues are addressed and updated
- Manage complaints and associate investigations, performance issues and grievances
- Act as first point of contact for industrial and legal matters related to HR
- Liaise with various stakeholders (AISSA, CSA, TRB etc) regarding employment related matters
- Perform the role of Rehabilitation and Return to Work Coordinator
- Support the effective management of the Work, Health and Safety (WHS) policies and responsibilities and ensure that reviews and reporting is undertaken on a timely basis
- Develop, review and update HR and other policies and procedures as necessary
- Develop and maintain strong and positive relationships with staff
- Undertake HR project work as required
- Undertake other lawful and reasonable duties as directed by the Principal or Head of Business Services.

### **KEY COMPETENCIES**

- Demonstrated experience in HR management and processes
- Experience in a similar role in a school or other related environment
- Ability to undertake a variety of tasks within a restricted time frame
- Strong initiative, self-motivated and able to work with limited supervision
- Demonstrated ability to adapt to new systems, processes and environments
- Well-developed interpersonal skills and a demonstrated ability to work in a team environment
- Ability to establish good working relationships with staff and the school community.

- Working knowledge of Microsoft Office applications particularly Excel and Word
- A current Working with Children Check

**QUALIFICATIONS, SKILLS AND PERSONAL ATTRIBUTES**

- Be a committed Christian actively involved in a Christian faith community
- Tertiary qualification or currently studying towards qualifications in Human Resources or related field or significant workplace experience and expertise in Human Resources
- A knowledge and understanding of industrial legislation to interpret awards
- Ability to build and maintain strong relationships with key stakeholders
- Ability to work confidentially, with tact and discretion
- Be organised in approach to work and pay particular attention to detail
- Demonstrated effective interpersonal, communication and writing skills