

HUMAN RESOURCES MANAGER

Position Information Document

The teaching, learning and support which occur within our College, takes place within the context of our Vision Statement.

"Kildare College, a Kildare Education Ministries Catholic Girls College in the Brigidine tradition, is a student-centred learning community, seeking to live out the message of Jesus Christ and the Gospels".

Our Kildare Ministries Core Values:

Wonder | Celebrating all that is good with joy and gratitude

Courage | Speaking and acting with integrity

Hospitality | Welcoming all

Hope | Bringing a sense of purpose

Compassion | Walking with and having empathy for all

Justice | Making the needs of the vulnerable paramount

It is our Core Values that inform every aspect of our work at Kildare as we educate our young women in partnership with their families.

APPLICATION PROCESS

Guidelines for Applicants

Your application is to meet the following guidelines:

1. A covering letter (maximum 1 page) detailing the following:
 - Your experience relevant to the role
 - What motivated you to apply
 - What you hope to contribute to the Kildare College community
2. A completed Kildare College Employment Application and Declaration Form
3. A copy of your Curriculum Vitae

Timeline for Applications

- Applications close 9.00am on Monday, 12 May 2025.

Qualifications and Training

The successful applicant is required to:

- Gain a Department of Human Services (DHS), Working with Children Check (WWCC) prior to being employed, which is to be renewed every five years before expiry,
- Undertake Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN- EC) – both Masterclass and Fundamentals training prior to commencement,
- Undertake First Aid training prior to commencement (HLTAID012 - Provide First Aid in an education and care setting).

For all other special conditions, please refer to the Position Information Document.

All enquiries should be directed to the Principal's Assistant on 08 83699999 or via email secretary@kildare.catholic.edu.au

Applications should be submitted in PDF format and be addressed to the Principal via email: vacancies@kildare.catholic.edu.au

POSITION INFORMATION DOCUMENT

Name:	Successful Applicant
Position Title:	Human Resources Manager
Stream:	Other Professionals
Remuneration Package:	\$126,000
Employment Category:	Permanent
Commencement Date:	Flexible
Hours worked per week:	37.5
Weeks worked per year:	48

INTRODUCTION

Kildare College is a Kildare Ministries Catholic Girls' College in the Brigidine tradition, educating girls from Years 7 to Year 12. Established by the Brigidine Sisters in 1966, Kildare College is situated at Holden Hill in the north-eastern suburbs of Adelaide. The College has a current enrolment of 775 students.

REPORTING RELATIONSHIP

- Reports directly to the Principal

KEY WORKING RELATIONSHIPS

- Principal
- Leadership Team
- Risk and Compliance Manager
- Marketing Team
- College Community

DESCRIPTION OF POSITION

General Criteria

Refer to: CESA Enterprise Agreement 2020 (or as amended)

BROAD PURPOSE

The Human Resources Manager is responsible for the comprehensive HR function and strategies at Kildare College.

The Human Resources Manager ensures the implementation of industry best practices that reflect the ethos and strategic direction of Kildare College, and compliance with the Catholic Schools Enterprise Agreement, and human resource legislation.

The Human Resources Manager collaborates with all staff levels and areas of the College, providing up-to-date HR advice to the Leadership Team, and staff.

The Human Resources Manager contributes to strategy, decision-making, and organisational development to ensure compliance with Kildare Education Ministries and Catholic Education South Australia (CESA) standards, and to attract, retain, develop, and manage highly engaged and committed staff.

KEY RESPONSIBILITIES & DUTIES

Human Resources Management

- Assist the Leadership Team to manage the human resources function for College activities including policy development, recruitment, industrial relations, employee induction, professional development, and performance appraisals.
- Identify, develop, and implement solutions across a range of human resource functions including workforce planning, managing performance, industrial relations, organisational restructuring, employee relations, and training and development.
- Coordinate Probationary and Periodic Performance Appraisals ensuring documentation is synthesised, prepared, completed, and filed accordingly.
- Support the Leadership Team with managing change and restructure processes ensuring compliance with the Enterprise Agreement and legislative requirements.

Recruitment and Staffing

- Coordinate end-to-end recruitment activities including preparing job advertisements, developing Position Information Documents (PIDs), interviewing and panel arrangements, undertaking referee, Teacher Registration, Working with Children clearance (WWCC), and other applicable checks, employment contracts, and staff exit interviews, as required.
- Provide advice and support to the Leadership Team in managing staff issues including absences/excessed patterns, under-performance, breaches of policies, and misconduct ensuring natural justice and due diligence are applied.
- Ensure staff have a good understanding of the Staff Handbook guidelines, and particularly the staff dress code provisions.
- Coordinate staff uniforms with approved uniform suppliers.

Industrial Relations and Compliance

- Provide comprehensive Industrial Relations and Human Resources advice to the Leadership Team on staffing matters, Enterprise Agreement provisions, and interpretations.
- Ensure policies and procedures remain current and consistent with Kildare Education Ministries and CESA requirements, and South Australia Catholic Schools Enterprise Agreement provisions.

Record Keeping and Administration

- Manage and maintain currency and accuracy of employee records on matters such as salary, milestones and prepare associated management reports according to policy and legal requirements.
- Prepare employee appointment letters and associated documentation.

Staff Development and Wellbeing

- Promote and coordinate staff wellbeing initiatives and programs for staff, as approved by the Leadership Team, and facilitate any required training and/or professional learning opportunities for non-teaching staff, as appropriate.
- Positively participate and engage in any required training and development and regular Performance Appraisal processes.
- Undertake associated responsibilities in response to the needs of the College and the above Key Responsibilities and Duties may be varied as determined by the Principal.

PERSON SPECIFICATIONS & SKILL REQUIREMENTS

Human Resources Expertise

- A strong Human Resources generalist background and demonstrated expertise and practical experience in managing strategic and operational human resource activities, compatible with working in a Catholic school environment to actively support KEM Vision and Mission.
- Strong proficiency across human resources disciplines such as recruitment, employee/industrial relations, and workforce planning, complemented by a solid knowledge of contemporary human resource practices, standards, and statutory requirements. Experience working in an education environment and/or with enterprise agreements is desirable.

Professional Integrity and Collaboration

- High level of confidentiality, trust, integrity, and work ethic combined with ability to self-reflect and self-manage.
- Exceptional interpersonal and communication skills and proven ability to develop a strong positive rapport with others to build credible, trusting and respectful relationships.

Lead and Change Management with the Leadership Team

- Develop, lead, implement and embed programs and initiatives to achieve positive staff engagement and meet required outcomes.
- Ability to adjust rapidly to new situations and to coach and influence others to adapt to change.
- Proactive, resilient, accountable for own actions and able to work productively and collaboratively in a complex environment with others and provide guidance and support.

Administrative and Organisational Skills

- High-level administration and organisational capabilities.
- High level proficiency in MS Office (e.g. Outlook, Word, PowerPoint and Excel) and ability to efficiently navigate databases and systems.

Professional Development and Commitment

- Demonstrate an active commitment to ongoing professional learning and timely completion of required training, and participate in professional (and other) reviews, as applicable.
- Uphold and contribute to the policies and Core Values of Kildare Education Ministries.

SPECIFIC REQUIREMENTS

Qualifications and training:

- Tertiary Qualifications in Human Resources and/or previous experience in a Human Resources role is desirable but not essential.
- Screening clearance and current valid Working with Children Check (WWCC) to work in Catholic Education SA.
- Current valid Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC).
- Current and accepted HLTAID012 - Provide First Aid in an education and care setting.
- Kildare Education Ministries Child Protection Program.
- Be familiar with and understand Kildare College's WHS policies.
- Use correctly any equipment provided for health or safety purposes.

WORK HEALTH AND SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must:

- take reasonable care for your own health and safety.

- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

(Reference: Division 4, Section 28 – SA WHS Act 2012)

CONDITIONS OF EMPLOYMENT AND PERFORMANCE APPRAISAL

- The Human Resources Manager is offered in accordance with the SA Catholic Schools Enterprise Agreement 2020 and will be subject to any Enterprise Agreement updates in the interim of taking up this position.
- The salary and entitlements are consistent with those as outlined in the SA Catholic Schools Enterprise Agreement 2020 (as amended or replaced).
- Probationary period of six (6) working months applied to this appointment.
- All employees are required to proactively participate in the College's Performance Appraisal Program including periodic review.
- I have read and understand the requirements of this position. I acknowledge that this Position Information Document has been designed to indicate the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

Signed _____
(Employee)

Date _____

Signed _____
(Principal)

Date _____