



# Position Description

Position Title	<b>Human Resource, Compliance and Administration Manager</b>
Reports To	The Rector (Compliance) The Deputy Rector (HR and Administration)
Responsible For	Compliance and Administration Officer College Nurse Administration Officers (Reception)
Classification	Unclassified

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## Our Community

**Padua College** is an independent day school for boys from years 5 to 12. The only school in Australia under the care of the Order of Friars Minor, we are a Catholic institution that is distinctively Franciscan.

### Vision

We educate and inspire young men to live in the spirit of the Gospel following in the footsteps of St Francis of Assisi (1182-1226).

### Mission

We provide a Catholic education that develops young men of wisdom, service and quiet strength.

Peace is a practical application of the Gospel where we demonstrate positive dialogue and engagement with others. Like St Francis, we are called to be instruments of peace and reconciliation in the world.

As a Franciscan school, the staff of Padua College are expected to base their behaviour upon the Gospel teaching of peace and good will to all.

### Safety and Wellbeing of Students and Staff

We hold the safety and wellbeing of our students and staff as an unconditional commitment. Padua College respects and values the dignity, self-esteem and integrity of every staff member, child and young person, based on our Christian belief that every person is made in the image of God.

### Good Governance

Padua College Limited is a company limited by guarantee. The Franciscan Order of Friars Minor is the 'Company Member' of Padua College Limited. Padua College was incorporated in 1996 and is governed by the Board of Directors of Padua College Limited. As such, we are an independent school, responsible for our own direction and performance.

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## Position Statement

The role holder is responsible for managing the ongoing service delivery, development and renewal of Human Resources systems, processes and policies that apply to organisational design, position descriptions, recruitment and performance management and pay conditions, in accordance with the conditions articulated in the current Enterprise Agreement for Religious Institute Schools of Queensland and employment law.

The role will also manage organisational and administrative support to facilitate the effective and efficient operation of the College including compliance and risk. The position holder would implement systems and processes and lead associated change programs across areas of human resources, risk and compliance and administration practices to support the good operation of the College. The role holder works directly



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with the College's Senior Leadership Team and contributes to the overall good governance, decision making and operation of the College.

The Human Resource, Compliance and Administration Manager will lead and manage human resource and compliance operations at the College. The Manager partners with teams across the College to provide human resource support and coaching in relation to all aspects of the employee life cycle, including organisational design, recruitment, staff wellbeing, training requirements, performance management and risk and compliance.

The role works closely with the Rector and Deputy Rector to lead, influence and support the development of a high-performance culture. The role is responsible for reporting on human resource and risk matters to the College Board and to meet statutory reporting requirements. While there is a need for good corporate governance, the role holder also needs to be able to understand how this is delivered in the context of a Catholic school community.

This position will be responsible for making decisions regarding HR and Risk in consultation with the:

- Rector
- Deputy Rector
- Business Manager

The position is a member of the College Services Team.

## Professional Relations

Due to the nature of the portfolio, the role is line managed by the Rector, with significant reporting directly to the Deputy Rector for all matters except for Risk and Compliance (which is reported directly to the Rector). The role works collaboratively with the other managers on the Padua College Services Team which includes the Business Manager, College Accountant, Facilities Manager, Head of ICT Services, and Marketing and Community Engagement Coordinator, as well as the College's Senior Leadership Team.

The nature of this role calls for a high level of confidentiality and discretion, including the requirement to exercise levels of decision making and management advice around personal and confidential matters relevant to staff and the good governance of the College.

## Health and Safety

As a staff member of the College Services Team, it is expected that compliance to Health and Safety Policies and legislation is adhered to:

- Ensuring the safety of self and others
- Participating in fire and lockdown drills each semester
- Maintaining good ethics and professionalism that will earn respect of all College community members and work colleagues
- Working harmoniously with other employees with due regard to their rights and employment conditions under the College's enterprise bargaining agreement and Fair Work legislation
- Participating in Health and Safety meetings as required
- Taking appropriate care to always represent the College in a professional manner



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## Essential Duties and Key Responsibilities

It is the responsibility of the Human Resource, Compliance and Administration Manager to respond to College human resource, compliance, staff wellbeing and risk and administration requirements to support the operation and good governance of ethos College.

### Strategic Relations

- With College Leadership, develop the Colleges staff, culture and human resources including staff wellbeing.
- Lead the design, development and implementation of a College-wide workforce planning model.
- Consult with College teams to collate employee and departmental duties and responsibilities.
- Manage and deliver professional guidance and support to operational managers across the full range of College teams contributing to the College's continuous improvement planning.
- Develop and monitor effective organisational practices including staff development and performance planning.
- Provide reports to the College Board of Directors and when required, work with the Board Policy, Risk and Compliance committees.
- Provide consistency in the contract and appointment processes across the College.
- Provide advice and where necessary, support the College with business continuity.

### Dispute Resolution and Negotiations

- Prevent, manage and resolve workplace disputes, including complaints and grievances.
- Represent the College and its employees in industrial negotiations.
- Manage issues with employee performance or workplace issues in line with the Code of Conduct.
- Manage staff disciplinary procedures.
- Resolve and prevent employee relations issues.
- Consult with Independent Education Union representatives where appropriate.
- Provide advice to the Deputy Rector around the management of parent and student complaints.

### Currency and Advice

- Ensure familiarity with current trends in collective bargaining agreements and working conditions.
- Advise on the interpretation and implementation of industrial awards and agreements.
- Provide or seek legal advice on appropriate procedures for employee relations and industrial relations issues.
- Facilitate fair and efficient negotiations, underpinned by advice consistent with employment law.
- Liaise with employer and employee organisations, industry groups and peers to keep abreast of current Human Resource issues and trends.
- Monitor and ensure College compliance with legislation and awards, including EO legislation.

### College Representation

- Build constructive relationships with relevant unions and QCEC.
- Implement industrial labour relations programs and oversee compliance.
- Compose formal responses regarding WorkCover claims for the Fair & Safe Work Qld Regulator.

### Project Development and Management

- Drive the implementation and delivery of HR Framework as defined in the Strategic Plan and in consultation with the Deputy Rector.
- Build, communicate and operationalise a fit for purpose ERM Framework for whole school implementation.



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## College Training/Professional Development

- Identify and analyse training needs for College support staff.
- Assist the Deputy Rector with training needs for College teaching staff.
- Ensure teaching and support staff are current with required qualifications and training to fulfil their roles safely and meet legislative/WHs standards.

## Industrial Relations

- Manage conflict resolution, disciplinary action, performance improvement and investigation.
- Implement College policies and procedures for staff.
- Demonstrate highly developed knowledge and interpretation of Agreements, Industrial Awards and legislation.
- Demonstrate up-to-date working knowledge of the Fair Work Act, Workplace Health and Safety Act, and the Workers' Compensation and Rehabilitation Act.
- Provide advice to Senior Management, Line Managers and staff in areas including people management and application of College policies, change management (including workplace restructure), investigation and resolution of workplace behaviour/conflict issues, and separation.

## Administration

- Develop and implement human resource strategies and guidelines.
- Carry out staff induction and exit processes.
- Facilitate staff annual performance reviews.
- Develop staff contracts.
- With the Deputy Rector, manage leave requests.
- Manage QCT registration and ongoing compliance.
- Oversee Blue Card applications, registration and compliance.
- Review payroll reports and provide advice around HR to the College's Accountant and payroll staff.
- Contribute to the College's Payroll Committee and oversee the alignment of staffing to payroll.
- Manage front office staff and the College nurse to ensure best practice in service delivery.

## Risk and Compliance

- Implement and maintain the College's Enterprise Risk Management and Compliance (ERM) Software.
- Support the College in identifying, analysing, evaluating and treating risks including record keeping and reporting.
- Provide advice to the College's Facility Manager around risk and compliance matters.
- Facilitate the examination of specified risk areas under the direction of the Rector and College Board.
- Manage the College's compliance program and provide reports to the Rector and College Board.
- Manage the College's business intelligence and data base processes in regard to permissions, authorisations and privacy.
- Review and maintain the College's Policy and Procedures repository within procedural guidelines and ensure currency of availability to staff at all times.
- With the Rector and College Board, coordinate and participate in policy and procedure development and ongoing revision.
- Manage and maintain the College compliance calendar including the monitoring of compliance with lodgement obligations and deadlines.



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- Provide support and direction to Middle Leaders / Managers to coordinate the development and implementation of the College's Work Health and Safety Management System within their respective areas.
- Actively promote the College's Work Health and Safety processes throughout the workplace.
- Provide programmed training and information sessions on the College's Work Health and Safety processes.
- Perform other duties as requested from time to time by the Rector or his delegate.

## Other

- Undertake safe work practices.
- Any other duties as deemed appropriate to the individual's classification, skills and experience.

## **Capability**

Within the context of the position, it is expected that the position holder will have the following key capabilities:

### 1. Supports Strategic Direction

Demonstrated ability to analyse, plan, implement and manage information and communication to support whole College outcomes, document and write policy and procedures, and interpret and apply industrial and legislative instruments to ensure good governance for the College.

### 2. Achieve Results

High level experience and knowledge in the recruitment, induction and support of the College's Human Resources to ensure best practice in key performance areas including but not limited to HR management, change management, compliance and culture.

### 3. Supports productive working relationships

Demonstrated ability to lead and coordinate the effective operation of a HR and compliance support team providing best practice for the College.

### 4. Displays personal drive and integrity

Demonstrated ability to work unsupervised and to set realistic work goals and establish priorities to ensure efficient and effective support and ongoing pursuit of excellence and continuous improvement in areas of responsibility.

### 5. Communicates with influence

Proven skills in consultation, participative decision making, negotiation and communication skills both written and verbal. Demonstrated ability to work as part of a team, and willingness to communicate and share information to achieve business outcomes.

### 6. Contribution to College Community

Demonstrate the skills to work with all staff, to intentionally build a culture that enhances the College community.



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## Knowledge, Qualifications and Experience

Such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position.

### Qualifications

- Tertiary qualification and/or post graduate training qualification in Human Resources, Industrial Relations or Law is required, or extensive and relevant experience as required by the employer to reflect higher levels of professional outcomes.
- Proven track record as HR leader with hands-on experience in compliance and WHS.

### Requirement

- Possession of, or eligibility for, a 'Working with Children' suitability card
- Qualify and maintain a recognised First-Aid certificate

### Commitment

- Commitment to the ethos of Catholic Education
- Commitment to the Mission and the ethos of the Franciscans
- Commitment to professionalism and competence in behaviour and work
- Commitment to pastoral care of students

### Skills and Competencies

- The ability to lead and inspire a team through collaborative leadership
- The ability to manage staff
- The ability to prioritise and delegate where there may be multiple competing tasks
- PCSchool Database System (or willingness to acquire).

### Personal Attributes

- Demonstrated empathy with young persons
- Demonstrated ability to work in a team environment
- Presenting Padua College in a light which reflects the Franciscan ethos

### Selection Criteria

- Significant experience in leading delivery of high-quality HR services and Risk and Compliance to a broad range of staff and leaders, including but not limited to recruitment, administration, employee relations, compliance, WHS, risk assessments and remuneration.
- Experience in implementing HR systems and processes and leading associated change programs.
- Strong interpersonal skills with the ability to build and maintain relationship throughout the organisation.
- Proven ability to manage change processes.
- Current tertiary qualifications in Human Resources, Industrial Relations or Law.
- Significant experience in Compliance and Risk in a school or demonstration that previous experience can be implemented in a school setting.
- Experience in dealing with Industrial Relations, employee disputes, mediation and conflict resolutions, claims and tribunals.
- Be supportive of the values and ethos of Catholic Education and the Franciscan charism.

### Term of Appointment

The position is **Full time 12-Month Fixed Term.**



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## Authority and Relationships

The HR Compliance and Administration Manager has:

- Full Authority to act within the role and enact the duties as outlined above as delegated by the Rector.
- The requirement to be responsible to the Rector through the Deputy Rector and works in collaboration with the other members of the Senior Leadership Team.
- The role holder will manage the following budget areas:
  - HR Budget
  - Management of Risk, Compliance and WHS Budget
- The role holder will provide input into developing annual budgets for the following:
  - College's Maintenance Schedules and Maintenance Budget (With College Facility Manager)
  - Detailed payroll budget, including monitoring payroll variances during the year as part of the College's Payroll Committee
- The role holder will attend and contribute to College directed professional development opportunities.
- Delegation of authority as per the College Delegation of Authorities manual

## Delegation During Absence

In the absence of the HR Compliance and Administration Manager the key responsibilities and authorities will be delegated by the Rector or nominee.

I, \_\_\_\_\_ have read and understood the HR Compliance and Administration Manager Position Description and agree to the responsibilities and authorities herein.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_