

HR OPERATIONS AND SYSTEMS ADVISOR

POSITION DESCRIPTION



Reporting to:	Director of Human Resources
Status:	Ongoing
Employment:	Part-time (5 weeks paid annual leave, 2 weeks unpaid leave)
Salary:	General Staff Level 5
Hours:	8:00am to 4:06pm scaled commencement: 0.2FTE 2023 0.4-0.6FTE 2024
Location:	Mt Ridley Campus, Mickleham
Prepared:	September 2022

Position Context

Hume Anglican Grammar is an independent, multi-campus, co-educational and Anglican Diocesan School offering education from Prep to Year 12 in the Northern growth corridor of Melbourne. We aim to provide our students with an education that prepares them for the challenges of life, equips them to contribute to the community in an environment based on Christian values and at a cost affordable to as many families as possible. It is our fundamental belief that young people who are genuinely happy will engage, aspire and thrive within our learning community. By establishing high standards in all that we do, every student is encouraged and supported to discover and fulfil their unique potential.

Hume Anglican Grammar has an open enrolment policy so educates children from many faiths and with a diverse range of backgrounds and abilities. It has a strong sense of inclusivity and a community-minded focus. We are a progressive school, not just in the development of buildings and grounds, but also in innovative thinking and advancements in our approach to teaching and learning. This is led by a group of dedicated and expert teachers who practise their craft with skill, and by building the strongest of relationships with our students. It is not by chance that we have young people who readily display warmth, humour and respect for one another and their teachers.

Since 2011, the School has occupied the Mt Ridley P-12 campus of 10 hectares, this site will ultimately have some 1,400 students. In 2019, it opened an 8-hectare second campus in Donnybrook. Commencing with junior primary, each year additional classes and year levels are added so the campus will ultimately have an enrolment of 1,600 from Prep to Year 12. At Donnybrook, the first cohort of Year 7 have commenced, so inaugural secondary students.

In 2023, the School opened its third campus in Kalkallo, as a Primary (P-6) school and as feeder to the Mt Ridley and Donnybrook Secondary schools, it will follow a similar growth pattern to Donnybrook with eventually some 600 students.

This year, the school has 2,287 students and employs some 240 staff - 163 teaching and 77 non-teaching. Currently, the student enrolment at each campus is: Mt Ridley 1,400, Donnybrook 672 & Kalkallo 215.

The school is on a growth trajectory and in 2024 is projected to increase to 2,573 students (Mt Ridley 1,400, Donnybrook 840 & Kalkallo 305) and ultimately have some 3,600 students (Mt Ridley 1,400, Donnybrook 1,600 and Kalkallo 600) with a corresponding cohort of teaching and general staff on its three campuses with plans for further expansion.

Purpose of the Position

The primary purpose of this position is to implement, maintain and improve the School's new

HR/Recruitment system including updating all HR templates before uploading, continuously improving these as well as our internal processes over time, and training our system users. The position will also perform all generalist HR duties providing support and back up to the HR team and function, including employee relations advice, updating HR policies and procedures and co-ordinating HR projects.

The HR Operations and Systems Advisor is involved in workforce planning and reporting across the School to assist in planning to recruit the right people, with the right skills, in the right roles during a high growth period and beyond.

With proven experience in a similar generalist HR role combined with experience in similar HR systems, the HR Operations and Systems Advisor will proactively implement improvements and updates to HR Policies, Forms and processes. They will have sound knowledge of the employment relations landscape including the FWA, NES and Enterprise Agreement (EA) interpretation. They will provide advice in relation to our EA and other Awards, and work in collaboration with Payroll, the Daily Organisers, and in support of the Director of Human Resources.

The HR Operations and Systems Advisor upholds a high level of integrity and trust and undertakes all duties in accordance with school policies, procedures and Values. They promote a culture of mutual respect, encouragement, equity and process improvement and work with others in a professional, ethical, and co-operative manner, ensuring the School is presented in a positive and welcoming manner.

This role is a new role due to the growth of the school and will evolve over time. It is a part of the Administrative / General Staff and works collaboratively in a team environment to support and enrich their collective responsibilities as well as continuing to build Hume's collegial and values led culture.

Nature of the Position

Upon commencement, the HR Operations and Systems Advisor will be based at the Mt Ridley campus, with the need to travel to other campuses in their private vehicle as required. In the future there may be the requirement to perform part or all of this role at other locations.

Responsibilities and Duties

Systems, Policy and Process

- Plan, Implement and maintain the School's new HR/Recruitment system including updating all HR templates and contracts before uploading, continuously improving these as well as our internal processes over time
- Training our HR system users (Train the Trainer)
- Continuously review and improve HR processes over time in collaboration with the HR team to improve efficiency and accuracy
- Work in collaboration with the Workforce and Recruitment Coordinator and Managers to improve inductions for all new staff, as well as improving exit processes including the introduction of exit interviews over time
- Support the Director of Human Resources in the development of new policies and procedures and regular review of current HR policies and procedures to ensure legislative compliance requirements are applied, in addition to continuing to build our collegial, values led culture.
- Assist in processes and support surrounding Enterprise Agreement negotiations when required
- Coordinate HR projects as required

Operational HR and Employment Relations

- Support the Director of Human Resources in the development of new policies and procedures and regular review of current HR policies and procedures to ensure legislative compliance and efficiencies are applied
- Provide timely and expert advice and support to managers and employees to support the HR function – this includes all HR facets including HR policies and procedures, classification, recruitment, retention, induction, performance management and industrial relations tools
- Improve the offboarding processes including but not limited to exit interviews, checklists and

- supporting the Workforce and Recruitment Coordinator.
- Maintain HR documentation and templates (including but not limited to contracts, position descriptions, organisation charts) to ensure latest version of documents are easily identifiable and available
- Review metrics data and research on queries and services to understand trends and gaps in areas of the organization, and recommend support through training, information or intervention
- Remain up to date with changes to Industrial Relation tools and coordinate, distribute and action changes as required on behalf of the organization
- Organise, consolidate and distribute organisational wide surveys and reporting requirements.
- Interpret the Enterprise Agreement and Awards, classify roles and check employment contracts / variation letters where needed, working in collaboration with Payroll, the Daily Organisers, the Workforce and Recruitment Coordinator and in support of the Director of Human Resources.
- Coordinate HR projects and assist in the day to day HR operational requirements

Planning

- Assist in Workforce planning including reporting on Positions of Responsibility, maintaining and consolidating spreadsheets, and planning for growth
- Assist in HR business planning
- Assist the Director of HR in overseeing the Staff Movement tracker and integrate current processes with the new system

General

- Promote the effective and efficient management and administration of Hume Anglican Grammar by providing administrative support where needed
- Monitor and propose changes to the School's documented policies and procedures
- Operating as a member of the Administration team in supporting its mission
- Adhere to and role model organisational policies and procedures
- Provide senior HR support and advice to the Workforce and Recruitment Coordinator
- Ongoing review of processes and systems to bring improvement and efficiency
- Any other duties as directed by the Principal or their delegate

Qualifications, Skills, and Experience:

Essential

- A minimum of 4 years' experience in a similar HR role, coupled with relevant tertiary qualifications.
- Highly developed skills in the implementation and use of a HR software package
- Sound knowledge and demonstrated experience in contemporary attraction, recruitment, and induction as well as Employment Relations frameworks and industrial instruments
- Ability to operate within a fast-paced, complex and rapidly growing environment
- Ability to develop and maintain effective and efficient work flow systems
- Ability to undertake research/investigations, analyse problems and formulate suitable solutions, and to prepare reports with appropriate recommendations
- A sound level of technological literacy in a business environment
- Experience in working autonomously as well as part of a small team
- Proven ability to manage and prioritise a number of tasks
- Excellent communication skills, both written and interpersonal
- Advanced knowledge and proficiency in Microsoft Office 365, in particular; Word, Excel and Teams
- High-level attention to detail
- Support for the educational culture and Christian/Anglican ethos of the School
- Current Working with Children Check (can be obtained prior to commencement)

Desirable

- Commitment to and understanding of the principles of continuous quality improvement
- Experience using the Synergetic School Management System
- Exposure to the practical application of the Australian Privacy Principles (APPs)
- Experience in an education setting and/or NFPs
- Involvement in professional communities

Personal Qualities

- Personal sense of initiative, enthusiasm, and high energy
- Motivated to deliver the highest level of client service
- Excellent communication and interpersonal skills to build strong relationships within and outside the School
- Good investigative, problem-solving and analytical skills
- Self-disciplined and with the ability to work autonomously
- A resourceful team member who is able to operate in a collaborative and inclusive manner
- High standards and striving to improve their own practice and to make efficiencies in the school setting, and the ability to receive and respond to constructive feedback
- Commitment to professional learning and continuous improvement
- The highest level of loyalty and discretion, and the capacity to maintain the strictest levels of confidentiality
- Intuitive and proactive approach to the facilitation of and improvement to the School's recruitment and human resource management processes
- A strong values alignment and strength of conviction to role model exemplary behaviour, as well as own and reinforce the strategic direction of HR and the School
- Demonstrated interest in ongoing personal professional development.

Key Selection Criteria

1. Demonstratable experience in a similar role.
2. Excellent organisational skills, system and planning capabilities, and meticulous attention to detail to ensure all processes and records are continuously improving.
3. Excellent interpersonal and communication skills to form the strongest of relationships with all internal and external stakeholders combined with the strength to own and role model our values and strategic direction

This Position Description may be altered from time to time to meet the operational needs of the School.