



KINROSS WOLAROI
— SCHOOL —

Human Resources and Compliance Manager

Candidate Information Pack

Closing Date: 09 February 2020

January 2020



About Kinross Wolaroi School

Kinross Wolaroi School is a co-educational Independent School of the Uniting Church. The School has a strong history of excellent academic results along with a diverse co-curricular program. Kinross Wolaroi is a non-selective school with over 1100 students (including 330 boarders in Years 7 to 12), located in the NSW central tablelands in the city of Orange. The School has a proud tradition of educating young people in an environment where ideals are based solidly on friendship, spirituality, the security of family values, hard work and the pursuit of excellence to the very best of one's ability. The School offers the unique opportunity for co-educational learning with separate boarding sites for boys and girls. Students are provided with a holistic education with a varied curriculum to meet the diverse needs of our students.

The School has two main campuses. The main campus, called "Wolaroi", is a picturesque campus of 20 hectares and accommodates the main teaching facilities as well as the boarding facilities for boys boarding. A second campus, called "PLC", is located approximately five kilometres west of the main campus (on the opposite side of the city of Orange) and houses the girls' boarding facilities, a number of staff residences, a recreation and examination centre, an outdoor swimming pool and playing fields.

All classroom activities (the normal school day activities) for all students enrolled in the Early Childhood Centre and in classes from Kindergarten to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, and a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

The school is committed to a highly effective whole school approach to student wellbeing that supports the emotional, social and academic needs of every student.

Further information

For more information on the organisation, please visit www.kws.nsw.edu.au. Among other information, on the home page can be found a helpful 'pictorial tour' and also a video, 'Every story has a beginning', which provides a good insight into the School.



About the position

Reporting to and operating under the broad direction of the Business Manager, this position is responsible for the delivery of operational human resource and compliance support across the School.

This will involve the provision of effective and efficient generalist HR and compliance advice to school leaders across the teaching, support and co-curricular programs. Additionally, this position will be expected to contribute to the development of strategies that promote a high performance and supportive workplace culture.

The Human Resources Manager will liaise with:

- The Principal's Office
- The Senior Management Team
- School Heads of Department
- Heads of Sub Schools
- Faculty Leadership
- School Psychologist
- Health Services Manager
- The Uniting Church in Australia
- Legal Advisors
- External Vendors & Suppliers
- Government Departments
- Statutory Bodies
- Support Staff Management Group
- Employees

This position has responsibility for coordinating human resource and compliance functions that are common to all employees of the School (both teaching staff and support and administration staff). This includes the administration of recruitment processes including the coordination of selection panels, drafting of employment agreements, the induction and onboarding of new staff and the exit of staff on resignation.

This position has specific responsibility for managing all human resource management functions for staff who are employed under the *Independent Schools (Support and Operational Staff) Multi-Enterprise Agreement*.

In relation to teaching staff employed under the *Independent Schools NSW/ACT Standards Model (Teachers) Multi-Enterprise Agreement 2017* the responsibilities of the position are limited to providing support, advice and assistance to faculty leadership and members of the Senior Management Team and the coordination of the administrative aspects of recruitment, induction and termination. This position has no responsibility for the conduct or delivery of professional learning, for the coaching or performance management of teaching staff. In this context, close liaison and engagement with the Head of Teaching and Learning is an essential requirement for achieving success in the role.

This position is a member of the Support Staff Management Group (the "G6"). The position does not have any direct reports.



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Duties related to the position include, but are not limited to the following:

Key Word	Duties
Consultation and Advice	<p>Under the direction of the Business Manager and departmental managers (for support staff) and Senior Management Team (for teaching staff):</p> <ul style="list-style-type: none">• Assist in the identification, investigation and resolution of staff issues of concern and performance concerns involving employees,• Establish clear protocols and processes for the management and resolution of staff concerns,• Provide operational advice and support to the Senior Management Team and to faculty and departmental managers and to staff,• Provide advice, information and support to all members of staff on the gamut of HR issues including the application of and adherence to the relevant Enterprise Agreements and other policies and procedures of the School in line with current workplace legislation and contemporary human resource standards,• Provide support to ensure that all members of staff are aware of their obligations and receive training in relation to relevant equal opportunity, bullying, child protection standards and policy compliance,• Assist with developing and entrenching consultative processes as an integral element of continuous improvement of systems, policies and procedures.
Recruitment & Selection	<p>Coordinate and administer the recruitment process for all staff recruitment including, but not limited to:</p> <ul style="list-style-type: none">• the preparation of the position brief including development of position descriptions, arranging for approval of headcount and budget (where relevant), remuneration structures and candidate information packages,• the development of a recruiting brief including relevant advertising and search strategies,• responding to candidate enquiries, organising selection panels and interviews and reference checking,• drafting offers of employment
Induction and onboarding	<ul style="list-style-type: none">• Coordinate the broad framework for the induction of all employees. In this context, the Human Resources Manager is responsible for coordinating the technical aspects of on-boarding for all employees including, but not limited to:



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	<ul style="list-style-type: none"> • induction documentation and procedures including ICT and payroll administration matters, • employee briefings on whole-of-school policies and procedures, • workplace health and safety matters.
Exit and Termination procedures	<p>Coordinate the exit process for all outgoing staff (both teaching and support staff) including, but not limited to:</p> <ul style="list-style-type: none"> • Communicate the termination to relevant staff including the Assistant Account, ICT and Reception • Arrange exit interview • Arrange final meeting with Principal or Business Manager
Probation Management	<p>Maintain an accurate register of probation periods and liaise with relevant departmental and faculty managers to ensure that probationary assessments and performance management arrangements are completed in a timely and compliant manner.</p>
Child safety	<p>Under the direction of the Principal, who is the Head of Agency</p> <ul style="list-style-type: none"> • Act as a source of support, advice and expertise to staff on matters of child safety • Oversee the training all staff, contractors and volunteers on Child Safety obligations and the School's Child Safety Strategy • Document, collate and maintain records pertaining to reporting matters of Child Safety • Lodge Mandatory reports as directed • Investigate Reportable Conduct matters • Collaborating with Senior Managers and staff, develop policies, procedures and supporting documentation in relation to Child Safety • Maintain Child Safety Register for reporting to School Council and the Senior Management Team • Maintain the Child Safety Risk Register
Compliance	<p>Manage all annual HR compliance reporting requirements including the submission of annual reports and returns</p> <p>Where requested to do so, by the Head of Teaching and Learning assist in the administration of all NESA registration requirements for teaching staff,</p> <p>Ensure all staff employed by the School hold and maintain a valid working with children clearance</p>
Remuneration	<p>Under the direction of the Business Manager, coordinate remuneration changes and communicate changes to payroll in a timely manner.</p>



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	Provide remuneration advice where required
Payroll	<p>Oversee all administrative and processing functions necessary to ensure the accurate and timely payment of salaries</p> <p>Prepare calculations for payment adjustment including salary adjustments and termination pays</p> <p>Upload superannuation information</p> <p>Respond to staff salary queries</p> <p>Responsibility of the payroll related financial transactions, including reconciliation and GL codes is with the Finance Manager</p>
Personnel Administration	Maintain the confidential employment records for all staff appointed to the School
Performance and Conduct Management	<p>Provide advice and support on performance related issues, documentation and corrective action initiatives,</p> <p>Ensure all parties are equipped with the necessary information and support to successfully undertaken performance counselling if necessary,</p> <p>Assist managers prepare for performance counselling meetings to ensure compliance with the School's relevant policies and procedures and the requirements of the <i>Fair Work Act</i> and the relevant Enterprise Agreements,</p> <p>Ensure all performance counselling and disciplinary action is dealt with in accordance with legislative and industrial requirements and best-practice human resource standards,</p> <p>Assist managers develop action plans to improve performance and culture to ensure all parties are meeting their obligations.</p>
Professional Learning	<p>Noting that responsibility for the delivery of professional learning for teaching staff vests with the Head of Teaching and Learning provide coordinating assistance as required by the Head of Teaching and Learning provide assistance as required in the administration of professional learning programs for teaching staff.</p> <p>In consultation with departmental managers manage the professional learning program for all support staff employees.</p> <p>Oversee the progress of support staff participating in apprenticeship, traineeship and TAFE programs</p>



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Reporting	Provide relevant reporting and statistical analysis to the Senior Management Team on an as-required basis
Insurance Administration	Act as the principal point of contact for the administration of routine insurance matters Lodge insurance claims and liaise with the Church's insurance manager with regards to the processing of claims
Workplace Health and Safety	Assist the Business Manager with the management of the School's Workplace Health and Safety policies and procedures Maintain the Risk and Injury registers Coordinate the activities of the WHS work group
General	Attend to any other matters thought appropriate for the position and consistent with the skills of the incumbent as directed by the Business Manager

PROFESSIONAL REVIEW

This position description as outlined above is intended as a framework for professional review

The School reserves the right to alter roles and responsibilities requirements as required

REPORTING

In all matters concerning their employment, all employees are ultimately *responsible* to the Principal. However for practical purposes, these functions are delegated to the Business Manager who is the Human Resource Manager's direct supervisor.

Selection Criteria

General Expectations for staff at KWS:

Support for the culture of an Independent Uniting Church School is an essential prerequisite for all employees of the School

Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and wearing appropriate professional attire

Take an active interest in the general life of the School - supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation of, and promote a high quality of education within, the School

Attend staff meetings and training when required

Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner

Maintain professional confidentiality concerning information about staff and/or students and their families



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Act as a member of a team, developing and supporting the philosophy and ethos of the team

Ensure that all documents are prepared and presented in accordance with the School's Style Guide

Working with Children (Criminal Record Checking)

The Working with Children (Criminal Record Checking) Act 2004 applies for anyone working in child related employment.

Workplace Health & Safety

Be informed of WHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self)

Observe Kinross Wolaroi School WHS Protocol

Identify WHS information and training needs for self

Be involved in WHS projects according to priorities set by consultative processes and management direction

Comply with WHS initiatives as directed and agreed with management and consultative processes

Comply with safe work procedures as instructed by supervisor or manager

Comply with legal and reasonable instructions from employer representatives

Report all hazards, accidents and incidents to your supervisor and comply with WHS committee recommendations

Personal Qualities

Highly developed interpersonal skills with the ability to develop and maintain constructive working relationships at all levels across diverse groups, including teaching and non-teaching staff.

Cheerful disposition

Ability to remain calm under pressure

Willingness to support the mission and values of KWS

Demonstrate a high degree of discretion, initiative and personal organisation

Essential Criteria

Relevant qualifications in a human resource management discipline

Experience in managing employment related matters including investigations

Demonstrated experience in the delivery of high-quality HR consultancy services in an operational context

Demonstrated experience in successfully managing and providing advice related to complex staffing issues

Demonstrated ability to work independently under broad direction, being able to exercise a high level of initiative and organisational skill



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Demonstrated ability to plan activities, set priorities and make sound judgements so as to meet goals and objectives.

Highly developed written and oral communication skills, including experience in drafting correspondence

Highly developed skills in computer software systems, in particular the Microsoft Office Suite with advanced skills in word processing, publishing and presentation applications

Proven proficiency with spreadsheet applications and a sound level of financial literacy

Proven ability to research and interpret

Desirable Criteria

Experience in an Independent School setting

Knowledge of NSW Child Protection Legislation

Appointment conditions

Employment will be offered on the basis of a full-time permanent role.

Employment will be offered subject to a period of probation, defined as six months in accordance with the *Fair Work Act 2009 (Cth)*.

The terms of employment are governed by the *Independent Schools NSW/ACT Standards Model (Teachers) Multi-Enterprise Agreement 2017 (MEA)* as it applies from time to time, or any industrial instrument that replaces the MEA.

Comprehensive terms and conditions of appointment will be the subject of a separate employment agreement.

Application

To make a confidential enquiry about the position, please contact Kate Kenny, Human Resources Manager on 02 6392 0351 / kkenny@kws.nsw.edu.au or Madeleine Thomas, Human Resources Advisor 02 6392 0484 / mkthomas@kws.nsw.edu.au

Before submitting your application please ensure that you have:

- Carefully reviewed the position description and ensure that you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
 - Your cover letter is the School's first opportunity to assess your suitability for the position. Your letter should provide insight into not only what you have achieved but also who you are.
 - Please ensure that you have addressed the Essential Criteria in your Cover letter.
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- Ensure that your CV clearly outlines your qualifications (including the institution and the date completed), career history and current contact details. The CV should clearly detail achievements under each position held preferably in point form and focusing on challenges and how you resolved them.
- A separate document that includes a statement of Education Philosophy.
- You will need to include at least two referees at the end of your CV. Please provide referees names and current positions. Referees will not be contacted without your prior agreement.

Cover letter and CV can be submitted to mkthomas@kws.nsw.edu.au

or addressed to

Ms Madeleine Thomas
Human Resources Advisor
Kinross Wolaroi School
Locked bag 4
Orange NSW 2800

Preferred applicants will be screened in accordance with Child Protection legislation

The recruitment process

Below is some information on how the recruitment process works at Kinross Wolaroi School and expected timeframes:

- The position has been advertised in print and digital media.
 - All applicants will receive an acknowledgment of receipt within two working days. If you have not received an acknowledgement, you should contact the School to confirm receipt.
 - The initial shortlisting process will be completed within two weeks of the closing date.
 - First round interviews are scheduled for shortlisted candidates either face-to-face, via telephone or via skype within one month of the closing date.
 - Candidates may be further shortlisted for a second round of interviews.
 - Should they be required, second round of interviews will be conducted in Orange for preferred candidates. This will include a tour of the School.
 - Referee checking of the preferred candidates happens in the week following the final round of interviews. Referees will not be contacted without prior permission.
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