



POSITION TITLE	<b>DIRECTOR OF PEOPLE AND CULTURE</b>		
REPORTING TO	<b>PRINCIPAL</b>		
DEPT/FUNCTION	<b>ADMINISTRATION</b>	LOCATION	<b>CITY BEACH WITH A MOVE TO DOUBLEVIEW IN JUNE 2020</b>

SCHOOL PURPOSE
<b>We inspire and challenge our students to achieve personal excellence, to pursue a passion for learning, and to be responsible global citizens who take the initiative to make a positive difference in the world.</b>

PURPOSE OF POSITION
The Director of People and Culture is a member of the School Executive with primary responsibility to lead the school and provide support and coaching in contemporary aspects of employment, staff development, performance management, employee relations & industrial relations. This role requires current knowledge on all aspect of legislation regarding employment and <i>Workplace Health and Safety</i> .

REPORTING STRUCTURE	KEY RELATIONSHIPS
<pre> graph TD     SB[School Board] --&gt; P[Principal]     P --&gt; PA[Principal's PA]     PA --&gt; BM[Business Manager]     PA --&gt; HOP[Head of Primary]     PA --&gt; HOS[Head of Secondary]         </pre>	<p><b>INTERNAL</b></p> <p>Principal, Senior Management Team (SMT), Student Council, Middle Management Team (MMT), School employees (academic and support) and students</p> <p><b>EXTERNAL</b></p> <p>Relevant professional organisations</p>

FINANCIAL ACCOUNTABILITY
This position is responsible for developing the annual HR budget including staffing for the area for approval by Principal and then reporting on this during the year.

SELECTION CRITERIA	
<p><b>QUALIFICATIONS &amp; EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>• A degree in Human Resources or related field from an accredited institution</li> <li>• Membership to a relevant professional body (or eligibility)</li> <li>• Over 10 years' experience in Human Resources</li> <li>• Experience in senior HR position and leading a team</li> <li>• Strong experience in creating and nurturing relationships with key stakeholders across a large organisation</li> </ul>	<p><b>COMPETENCIES</b></p> <ul style="list-style-type: none"> <li>• Assessing Talent</li> <li>• Conflict Management</li> <li>• Managerial Courage</li> <li>• Managing through Processes and Systems</li> <li>• Strategic agility and Innovation Management</li> </ul>
DESIRABLE	
<ul style="list-style-type: none"> <li>• Experience in developing &amp; delivering Staff Development programs</li> <li>• Experience in the education sector</li> <li>• Experience in the independent school setting.</li> </ul>	

This job description reflects the schools' assignment of essential functions; and nothing in this herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.

KEY RESULT AREA	<b>Imbed the School's Purpose, Vision and Values</b>	
	<b>KEY ACCOUNTABILITIES</b>	<b>KEY PERFORMANCE INDICATORS</b>
	<ul style="list-style-type: none"> <li>• Role model the School's values and vision for students, employees and the broader school community;</li> <li>• Initiate opportunities to create a culture which deals openly with issues, generates alternatives and innovative solutions and contributes to a place where all members of the community can excel and be respected;</li> <li>• Nurture a shared sense of purpose and direction by actively promoting the School's Ethos;</li> <li>• Demonstrate a passion for learning and how this translates into action;</li> <li>• Represent the school and its values in public forums; appropriately support and promote the School's agenda;</li> <li>• Participate in the formulation of the School policy and strategy and its implementation;</li> </ul>	<ul style="list-style-type: none"> <li>• Improving employee engagement</li> <li>• Increasing employee capability</li> <li>• Improve cultural alignment between school, parents and staff</li> </ul>

KEY RESULT AREA	<b>Execute Strategic Agenda</b>	
	<b>KEY ACCOUNTABILITIES</b>	<b>KEY PERFORMANCE INDICATORS</b>
	<ul style="list-style-type: none"> <li>• Inform the development of the School's Strategic agenda with a focus of staff capability and engagement;</li> <li>• Actively collaborate with the School's Executive leadership team to contribute to the School's strategy, balanced scorecard measures, business plans and organisational goals;</li> <li>• Steer the vision through the Human Resources team, communicate the parameters and expectation surrounding the strategy;</li> <li>• Execute the implementation of the Strategic Plan linked to the employment, staff development and well-being operations;</li> <li>• Develop strategy plans for area of responsibility</li> </ul>	<ul style="list-style-type: none"> <li>• Successful implementation of the strategic initiatives of the School Executive</li> <li>• Co-ordinate operational plans across areas of responsibility</li> <li>• Project plans written and progress is monitored &amp; reported</li> </ul>

KEY RESULT AREA	<b>Facilitate contemporary recruitment and selection practices</b>	
	<b>KEY ACCOUNTABILITIES</b>	<b>KEY PERFORMANCE INDICATORS</b>
	<ul style="list-style-type: none"> <li>• Develops and implements contemporary strategies and procedures in consultation with management and key stakeholders in relation to maximising the School's ability to attract and retain high performing employees of choice;</li> <li>• Ensure effective recruitment, selection and on boarding processes are implemented by managers;</li> <li>• Conduct interviews and/or participate on selection panels as required;</li> <li>• Carries out operational HR activities in relation to recruitment and selection, and on-boarding of new staff in accordance with applicable procedures. This includes and is not limited to advertising, development of interview timelines and guides, referee checks, contracts, Police checks, WWCC and professional registrations;</li> <li>• Train staff with people management responsibilities in behavioural interviewing and the recruitment and selection process;</li> <li>• Ensure that candidates receive prompts and professional communication through the recruitment, selection and appointment process;</li> <li>• Prepares employment contracts and ensures positions descriptions are compliant to school expectations for new staff and any required contract variations letters;</li> <li>• Provide advice to managers and staff in relation to terms and conditions of employment</li> <li>• Conduct exit interviews and overseeing separation actions like full &amp; final payments</li> </ul>	<ul style="list-style-type: none"> <li>• Operational HR Department activities in relation to recruitment and selection, and on boarding of new staff occurs in accordance with applicable procedures</li> <li>• Employment contracts &amp; Position Descriptions for new staff prepared within applicable time frames.</li> </ul>

KEY RESULT AREA	<b>Contribute to the development and retention of talented staff</b>	
	<b>KEY ACCOUNTABILITIES</b>	<b>KEY PERFORMANCE INDICATORS</b>
	<ul style="list-style-type: none"> <li>Review and coordinate the School's Induction and probation program for all staff;</li> <li>Develop strategies to identify and address organisational and individual development needs;</li> <li>Collaborate with the Head of Primary and Head of Secondary to create an effective learning and development program that meets teaching and support staff needs;</li> <li>Co-ordinate, conduct and evaluate learning and development programs within budgetary constraints.</li> <li>Ensures the Performance Review and Development procedure and practice for all staff follows contemporary practice</li> <li>Coordinates the Performance Review and Development process for all staff;</li> <li>Develop and implement effective staff retention strategies;</li> <li>Ensure implementation of effective talent identification and succession planning processes;</li> <li>Contribute to and administer recognition and reward schemes;</li> </ul>	<ul style="list-style-type: none"> <li>All staff are inducted in a timely manner</li> <li>Appropriate learning and development opportunities are provided for all staff</li> <li>Learning and development opportunities are appropriately evaluated</li> <li>All staff have an annual Performance and Review Conversation with their manager preceded by regular meetings with staff.</li> </ul>

KEY RESULT AREA	<b>Facilitate Performance Management &amp; employee Relations</b>	
	<b>KEY ACCOUNTABILITIES</b>	<b>KEY PERFORMANCE INDICATORS</b>
	<ul style="list-style-type: none"> <li>Implements the School's policy and procedure on Performance Management;</li> <li>Ensure that all staff have a position description that accurately reflects their responsibilities;</li> <li>Provide and / or seek advice in relation to Employee Relations matters;</li> <li>Undertake complaints management and investigation in relation to staff related matters such that matters are resolved at the lowest possible level, in the best interest of all parties, within a reasonable period of time having regard to the circumstances;</li> <li>Provides advice to staff and managers in relation to Equal Opportunity policy and procedures</li> </ul>	<ul style="list-style-type: none"> <li>All managers follow the performance review policy</li> <li>Advice in relation to Employee Relations matters is provided or sourced in a timely manner having regard to the circumstances.</li> </ul>

<b>Manage Industrial Relations</b>		
	<b>KEY ACCOUNTABILITIES</b>	<b>KEY PERFORMANCE INDICATORS</b>
	<ul style="list-style-type: none"> <li>Ensure organisational compliance with all relevant industrial instruments and related employment law;</li> <li>Lead the negotiation of any possible Enterprise Agreement and other staff industrial matters as required;</li> <li>Ensure that organisational change management processes are undertaken in a manner with regard to employment law, industrial instrument requirements, and effective employee relations;</li> <li>Provide and / or seek advice in relation to Industrial Relations matters;</li> <li>Undertake complaints management and investigation in relation to staff related matters such that matters are resolved at the lowest possible level, in the best interest of all parties, within a reasonable period of time having regard to the circumstances.</li> </ul>	<ul style="list-style-type: none"> <li>Effective negotiation &amp; implementation of Enterprise Agreement</li> <li>Advice in relation to Industrial Relations matters is provided or sourced in a timely manner having regard to the circumstances.</li> <li>Complaints management and investigation in relation to staff related matters is undertaken such that matters are resolved at the lowest possible level, in the best interest of all parties, within a reasonable period of time having regard to the circumstances</li> </ul>

KEY RESULT AREA	Ensure Effective HR practices and processes	
KEY ACCOUNTABILITIES		KEY PERFORMANCE INDICATORS
<ul style="list-style-type: none"> <li>• Develop and manage the annual HR plan and budget;</li> <li>• Ensures regulatory compliance is achieved in relation to, but not limited to: <ul style="list-style-type: none"> <li>▪ Fair Work Act (2009)</li> <li>▪ Legislation in the Employment and Workplace Relations Portfolio</li> <li>▪ Sex Discrimination Act 1984 (Cth)</li> <li>▪ Racial Discrimination Act 1975 (Cth)</li> <li>▪ Equal Opportunity for Women in the Workplace Act 1999 (Cth)</li> <li>▪ Industrial Relations Act 1979 (WA)</li> <li>▪ Long Service Leave Act 1958 (WA)</li> <li>▪ Minimum Conditions of Employment Act 1993 (WA)</li> <li>▪ Public and Bank Holidays Act 1972 (WA)</li> <li>▪ Workplace Agreements Act 1993 (WA)</li> <li>▪ Occupational Safety and Health Act 1984 supported by the Occupational Safety and Health Regulations 1996 (WA)</li> <li>▪ Contemporary Human Resources practices</li> </ul> </li> <li>• Manage all HR legislated reporting requirements on behalf of the School;</li> <li>• Provide HR reports to the Principal and relevant Executive and Council as required;</li> <li>• Develops, implements and reviews HR Policies, Procedures and systems in consultation with key stakeholders to ensure contemporary practice;</li> <li>• Train all managers in HR policies and procedures when required</li> <li>• Provide advice, guidance and support in the areas of recruitment and selection IR, ER, reward and recognition, organisational development to the Principal, Executive and other managers;</li> <li>• Maintain staff Personnel files (present and past) to meet statutory requirements</li> <li>• Work collaboratively with Finance Manager to implement effective remuneration practices and oversee the maintenance of accurate remuneration data;</li> <li>• Conduct and review internal and external salary and benefits benchmarking and participate as appropriate in market salary surveys;</li> </ul> <p>Maintain privacy and confidentiality in relation to personal information of staff.</p>		<ul style="list-style-type: none"> <li>• HR plan reflects the School's strategic agenda and managed within budget</li> <li>• Achieve compliance with all relevant legislation</li> <li>• Internal and external reporting requirements delivered accurately and in a timely manner</li> </ul>

KEY RESULT AREA	Develop Self and Others	
KEY ACCOUNTABILITIES		KEY PERFORMANCE INDICATORS
<ul style="list-style-type: none"> <li>• Provide effective and inspiring leadership by being actively involved in the School;</li> <li>• Provide coaching, support and direction to direct reports and managers, as required;</li> <li>• Assist in developing the School's internal capability, including a high-performance culture, identifying talent focused on excellence and improvement;</li> <li>• Develop team and individual performance and development plans, and conduct regular review;</li> <li>• Maintain and demonstrate own learning and professional development in human resources, leadership and other areas.</li> </ul>		<ul style="list-style-type: none"> <li>• Record of regular meetings with direct reports</li> <li>• Ensure that direct reports have regular meetings with their reports including yearly performance reviews</li> </ul>

KEY RESULT AREA	<b>Provide and safe environment for students and staff</b>	
<b>KEY ACCOUNTABILITIES</b>		<b>KEY PERFORMANCE INDICATORS</b>
<p><b>Workplace Safety</b></p> <ul style="list-style-type: none"> <li>• Follow School Board policies as required;</li> <li>• Follow safe working procedures developed for the School;</li> <li>• Ensure adherence to all health and safety regulations;</li> <li>• Report any equipment or situation that is hazardous or has the potential to affect the health and safety of the ISWA workplace;</li> <li>• Comply with purchasing guidelines for health and safety when ordering equipment and materials.</li> </ul> <p><b>Child Safety Standards</b></p> <ul style="list-style-type: none"> <li>• Ensure adherence to all student safety standards and mandatory reporting requirements;</li> <li>• Attend all training and maintaining compliance with all child safety legislation, standards and regulations;</li> <li>• Complete all mandatory training in timely manner;</li> <li>• Escalate and report all matters related to student safety immediately</li> </ul>		<ul style="list-style-type: none"> <li>• 100% compliance by the team in mandatory training</li> </ul>

<b>EMPLOYEE SIGN OFF</b>			
I have read and understand the requirements of this position. I acknowledge that this Position Description 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.			
NAME		PRINCIPAL	
Signature		Signature	
Date		Date	

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