



Human Resources Manager Position Description

About De La Salle

De La Salle College is actively committed to fostering a community of safeguarding that recognises and upholds the dignity and rights of all children.

De La Salle College is an equal opportunity employer.

“The young should be able to see in your wisdom how they should behave.”

St John Baptist de La Salle - (Med 132.1—on the life of Saint Norbert)

De La Salle is committed to excellence in learning, teaching and leadership. All employees of the College are required to support the mission, vision and values of the College community and the College's Lasallian tradition wherein respect is the foundation for all relationships.

Role Purpose

The Human Resources Manager is responsible for managing and developing the human resource functions of the College to ensure the College attracts and retains outstanding staff.

This role supports the Executive Deputy Principal – Staff and Operations and the Business Manager and works collaboratively with the Executive Deputy Principal – Staff and Operations and the Business Manager and works

The complete Occupation Health and Safety College Policy may be viewed through accessing the College Policies on the Learning Management Platform (OLLIE).

Criteria

Demonstrated Knowledge, Experience and Skills in the following:

- o Tertiary qualifications in Human Resource Management or similar;
- o A broad HR generalist background and of exceptional caliber with integrity;
- o Excellent working knowledge of current employment legislation;
- o Excellent interpersonal skills, with demonstrated ability to build rapport and interact effectively at all levels within an organisation;
- o Excellent employee coaching skill;
- o Excellent oral and written communication, writing skills;
- o Demonstrated skills in working with and knowledge of Microsoft Office programs including Word, Excel and Outlook;
- o Ability to maintain confidentiality at all times.

Personal Requirements/Competencies

Essential

- o Alignment with the values and Catholic ethos of the College;
- o Commitment to the College's Child Protection Policy upholding the school's statement of commitment to child safety at all times;
- o High level of professional personal presentation;
- o Enthusiastic and highly motivated to contribute;
- o Operate effectively in a team environment;
- o Maintain high work standards with minimal supervision;
- o Flexible and able operate effectively in a changing environment;
- o Working with Children Check for Victoria and National Police Record Check required prior to commencement.

Desirable

- o Previous work experience in a school environment;
- o Familiar with the Catholic Education Victoria Multi Enterprise Agreement;
- o Knowledge of Synergetic HR student management system;
- o Members of relevant Professional Associations.

All applicants should be able to demonstrate:

- o Alignment with the values and Catholic ethos of the College;
- o A commitment to the College's Child Protection Policy upholding the school's statement of commitment to child safety at all times;
- o High level of professional personal presentation;
- o Enthusiastic and highly motivated to contribute;
- o Flexibility and ability to operate effectively in a changing environment;
- o Working with Children Check for Victoria and National Police Record Check required prior to commencement.

Accountability

Reports to:	The Principal via the Business Manager
Internal liaisons:	College Executive, Staff and Students
External liaisons:	Melbourne Archdiocese of Catholic Schools, Independent Education Union, contractors, suppliers, parents

Conditions

The position is employed in accordance with the terms and conditions of the Victorian Catholic Education Multi Employer Agreement 202.

The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications. All employees at De La Salle College are to follow college policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.

