POSITION DESCRIPTION

Westminster School

Westminster is an Early Learning to Year 12, coeducational day and boarding, Uniting Church school with a proud history and an exciting future. We commit to helping all students and staff achieve more than they thought possible through an adventurous education, which takes place anytime our students are challenged in their learning and when staff explore new opportunities to improve their profession. Since opening in 1961, Westminster's vibrant sense of community has shaped our welcoming, down-to-earth character, enriched by School values of being brave, humble, kind, authentic, resilient and curious.

Position Name	Director of People and Culture
Area of School	Whole School
Employment Status	Permanent full-time
Employment Conditions	Award and Agreement Free
Key Relationships	The Director of People and Culture is a key role within the School working with all staff and is directly responsible to the Principal. The Director of People and Culture will partner with school business leaders to provide people support and high-level HR advice. The Director of People and Culture is a member of the School Leadership Team (SLT) and will lead the Human Resource function and People and Culture team.

Position Objective:

The role of the Director of People and Culture is to support the School and staff to achieve the strategic aims of the School. The Director of People and Culture will provide a range of HR and people services for the School and staff and will collaborate and contribute as a member of SLT. They will be responsible for leading and managing day-to-day HR requirements, including organisational and people strategies, supporting all staff to optimise their working experience and provide support to School leaders on workforce and culture functions, as well as the development of HR business processes, protocols and policies. The Director of People and Culture will act as a trusted advisor and partner to School Leaders by providing specialist HR advice and support.

Key Responsibilities:

1. Leadership and Values:

- Provide strategic leadership and guidance on culture and people matters,
- Develop and implement HR strategies that align with the School's vision and values.
- Role model and promote the School's culture and values, ensuring they are embedded into HR policies, procedures and practices.
- Aspire and contribute to the success and reputation of the School as a member of SLT.
- Remain abreast of industry development and emerging best practice in human resources.

2. Performance Development and Management:

- Actively lead, review, drive and support the formal performance development system in conjunction with School leaders and line managers.
- Coach and assist Line Managers to ensure performance and disciplinary issues are actioned and meet legislative requirements.
- In consultation with the Director of Business Operations, consolidate and monitor the School Professional Development budget.

3. **Industrial and Employee Relations ("IR") Advice:**
   - Provide guidance, technical and strategic advice and support in relation to IR matters, including Enterprise Agreements, Unfair Dismissal and Workplace issues, seeking external advice as necessary.
   - Provide advice, investigate and case manage situations involving staff conflict and grievances, ensuring adherence to fair and reasonable process and adherence to relevant legislative requirements.
   - Maintain up to date knowledge of legislative requirements relating to the workplace and implement changes as required to ensure that the School is compliant with all of its legal obligations as an employer.
   - Support the Principal and Director of Business Operations with the facilitation and negotiation of the Enterprise Agreement process.
   - Establish and maintain relationships with key bodies, including the Independent Education Union SA (IEU), the Association of Independent Schools of South Australia (AISSA) and teacher education institutions in relation to industrial matters and training of practicum teachers.

4. **People Leadership and Management:**
   - Develop, lead and manage contemporary Recruitment, selection, and on boarding and induction processes.
   - Employee engagement and internal communication strategies.
   - Recognition, wellbeing and retention strategies, including staff recognition events.
   - Employee Contract, probation and tenure documentation and processes.
   - Developing and maintaining Human Resource policies and procedures that are relevant to School operational needs.
   - Work closely with the Head of Risk, Safety and Compliance on the oversight of effective WHS practices, training, policies, and workers compensation.
   - Lead the People and Culture team, supporting the professional development and undertaking review of team members' performance.
   - Oversee the maintenance and update of the Human Resources Management Information System.

5. **Professional Learning and Training:**
   - Maintain a coordinated, effective PL strategy and plan in consultation with key stakeholders and report on major PL undertaken by staff.
   - Assist staff to develop Personal Learning Plans that are aligned to the School strategic goals.
   - Assist with the coordination of School PL days and the organisation of PL activities for individuals and groups of staff.
   - Actively investigate leadership opportunities and support for staff.
   - Ensure/oversee compliance training and the School's legislative obligations with regard to WHS, First Aid and Child Protection.

6. **Change Management:**
   - Work closely with the SLT in contributing to the review, development and implementation of the School Strategic Plan.
   - Coordinate feedback processes and implement workplace improvements.
   - In conjunction with the Principal and Director of Business Operations, manage staff and organisational surveys with an aim to improving the School's culture, processes and outcomes.
   - Lead and coach through the implementation of any HR change initiatives across the School in collaboration with the SLT.
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7. **Workforce Planning:**
   - Develop and maintain a workforce plan.
   - Develop the People and Culture Targeted Action Plan (TAP) annually, reporting TAP to the School Council.
   - Work in collaboration with the SLT and SMG to ensure service delivery is maintained, and productivity is maximised through effective resource plans and leave scheduling.
   - Identify and implement recruitment processes for the School to ensure all resource requirements are met.

8. **Reporting:**
   - Lead and manage School wide Staff Engagement and Wellbeing Surveys to assess trends in staff perceptions and commitment to the School.
   - Compile and submit the annual WGEA report.
   - Provision of relevant HR data to support and drive business decisions.
   - Provide up to date and relevant reports for School Council.
   - In conjunction with the Director of Business Operations, report on sector trends and remuneration and benefits.

9. Other
   - As a senior leader, engage with the School community and events.
   - Represent the School as an active participant in professional associations and external organisations.
   - Other duties commensurate with the position as required by the Principal from time to time

Key Selection Criteria: Qualifications, Skills and Experience
   - Extensive prior experience in a similar role.
   - Holds relevant tertiary qualifications in Human Resources Management, Employment Relations or similar Business-related qualifications
   - Membership of a relevant professional association, eg AHRI.
   - Sound working knowledge and understanding of workplace legislation, employee relations, enterprise negotiation and the interpretation and application of enterprise agreements and other awards.
   - High level of business acumen.
   - Sound working knowledge of HR Information Systems.
   - High level of proficiency in the use of technology including the Microsoft Office suite of programs HR Information Systems and report writing.
   - An awareness of compliance obligations within a SA school environment.

Key Selection Criteria: Personal Qualities
   - Strong interpersonal skills and the ability to build relationships with key stakeholders.
   - An understanding of problem solving/conflict resolution strategies.
   - An ability to work with minimal supervision, as well as being a strong team player.
   - An ability to relate to a variety of levels and communicate across the School.
   - A proactive approach to work and high levels of initiative.
   - Well developed time management and problem solving skills.
   - Excellent organisational and planning skills.
   - Excellent active listening, negotiation and presentation skills.
   - Demonstrated high level of emotional intelligence.
   - People, results and solutions focused.
   - Flexible, adaptable and demonstrates initiative in a fast paced, changing environment.

Safety and Wellbeing
All staff must:
   - Take reasonable care of, and cooperate with actions taken to protect, the health and safety of both themselves and others
   - Report all accidents, incidents and hazards to their supervisors as soon as is practicable
   - Read and abide by all WHS policies.

Conditions of Employment
   - All applicants must be eligible to work in Australia.
   - All staff must satisfy child protection screening and adhere to Westminster's Child Safety and Wellbeing policy which includes holding a current Working With Children Clearance.
   - A probationary period applies to new employees.

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