

# Human Resources Manager

## Position Description

*Berengarra takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures and practices meet all Child Safety Standards as specified in Ministerial Order No. 1359 (2022).*

### About Berengarra School

Berengarra School is a specialist, independent secondary school providing an alternative education for students who are disengaged, may be neurodiverse, experience ADHD, anxiety, or social and emotional complexity. All students who attend Berengarra School have social and/or emotional disability, which have contributed to their difficulties remaining engaged in education. Berengarra School creates a safe, inclusive, and empowering learning environment for young people offering innovative programs to engage young people and meet their individual needs in a stimulating, non-judgmental learning environment delivered by specialist staff.

Berengarra School's values of Hope, Belonging, Nurturing and Success are at the core of everything we do. The school provides a skills-based curriculum, and our school processes are designed to realise positive learning outcomes for all students. This work is underpinned by a strong focus on positive relationships, student and staff wellbeing and inclusion.

Berengarra School consists of the Box Hill Campus with 50 Year 7-10 students studying the Victorian Curriculum and the Chadstone Campus with 30 Year 11-12 students where the Victorian Pathways certificate (VPC) and VCE Vocational Major (VM) is delivered.

### The Role

The Human Resources Manager supports the school's mission by overseeing all HR functions, ensuring compliance with employment legislation, and fostering a positive, professional, and supportive work environment. This role manages employee lifecycle processes — including recruitment, onboarding, payroll coordination, performance management, and professional development, while maintaining confidentiality and promoting the school's values and culture. The Human Resources Manager reports to the Principal and will work closely with our Executive Leadership Team as a strategic advisor on all human resources matters, including staff recruitment, staff

performance ,the facilitation of HR policies, school processes, initiatives and change management.

### **Accountability**

The Human Resources Manager is accountable for the administration of all policies and procedures and compliance requirements relating to human resources in the school. Primarily this includes responsibility for recruitment, training and development, induction, staffing support, industrial relations and performance management.

The role is critical to supporting the Berengarra School Leadership Team and facilitating the human resource framework and program within the school.

The Human Resources Manager will demonstrate a commitment to the values of Berengarra School, as well as the skills and knowledge to facilitate their achievement.

Works alongside the Leadership Team ensuring compliance including providing assistance in the correct implementation of policies and procedures.

### **Freedom to Act / Autonomy**

They are required to exercise judgement in operating within the framework of responsibilities delegated to them by the Principal as varied from time to time. Any matters regarded as being extremely serious, which would include but not be limited to risk and legal events, must be brought to the attention of the Principal in a timely and effective manner.

### **Child Safety**

Berengarra School is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making. Berengarra School has zero tolerance for child abuse. We are committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability. Every person involved in Berengarra School has a responsibility to understand the important and specific role they play individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

### **Key Responsibilities**

#### **Human Resources Management**

- Support the Principal and Strategic Projects Manager in the further development and management of the human resources function of the school across the employment lifecycle.

- Prepare employment contracts and position descriptions.
- Develop, co-ordinate and conduct the induction of all staff, including appropriate induction for contractors and volunteers.
- Evaluate staff induction, entry and exit processes and make recommendations as appropriate.
- Support the Principal and other members of the Executive Team to coordinate and conduct Annual Review Meetings.
- In collaboration with the Principal and Leadership Team, manage recognition and acknowledgement processes for all staff.
- Ensure that all human resource practices and procedures are compliant with relevant legislation, awards, agreements and school policy
- Assist with the monthly payroll process, and monitor leave entitlements.
- Provide reports to Executive Leadership on Monthly Leave, Casual Replacement Teachers, and any additional pay.
- Provide advice to staff regarding the school's HR policies and procedures including payroll, leave and other HR related matters.
- In consultation with the Principal and Strategic Project Manager liaise with relevant staff on leave management matters, return to work and Occupational Health and Safety programs.
- Monitor and ensure that School requirements for VIT registration, WWC Clearances and Criminal Record Checks are met.
- Prepare correspondence and reports for government agencies, VRQA and the relevant statutory authorities as required.
- Liaise with relevant organisations including ISV to keep abreast of trends and developments to ensure best practice human resources management.
- Assist with salary benchmarking and comparison as required.
- Liaise with salary packaging and superannuation provider.
- Complete annual Equal Opportunity Reports (WGEA).
- Complete staff census data and maintain staff records (e.g. length of service, leave liability, retention register, etc).
- Complete Independent Schools Victoria Staff Conditions and Salary Benchmarking annual reports, as well as any other surveys as requested.
- Establish and maintain record-keeping in accordance with legislative requirements.

### Compliance/Risk

- Assist the Leadership Team in the discharge of their risk management and compliance responsibilities. Report and provide guidance and policy advice to the school's Executive Team.
- Provide independent appraisal and advice to oversee risk management and compliance processes.
- Provide an educative role in relation to risk management and compliance.

- Assist with Emergency Management procedures, First Aid / Medical management and Risk Management Assessment processes and ensure the school complies with required legislation.

### Professional Development

- Oversee, manage and maintain records of professional development and qualifications.
- Assist with and co-ordinate staff development opportunities.
- When appropriate and as required, lead relevant in-house staff training and development.

### Employee Relations

- Maintain up-to-date knowledge of State and Federal legislative changes particularly in relation to employment law, the Fair Work Act and Award changes. Brief Principal and Strategic Project Manager and communicate such changes to all staff as appropriate.
- Oversee the development, review and implementation of school policies and procedures relating to complaints and discipline procedures and other industrial matters.
- In consultation with the Principal and Leadership Team, coordinate and oversee processes and associated documentation associated with performance management of staff, conduct related issues, consultation about change, dispute resolution and grievance procedures.
- Assist and support staff in working through issues associated with industrial relations.
- Act as Equal Opportunity Officer for the School.
- Liaise on behalf of the School with IEU and other representative groups, as required.

### Health and Safety

- Support the Strategic Project Manager in ensuring compliance with workplace health and safety (WHS) requirements including maintenance of a safe work environment.
- Be an active member of the OH&S Committee and ensure meetings are regularly scheduled.
- Contribute to a safe and healthy workplace by reporting accidents and hazards and addressing escalating risks.
- Ensure the workspaces are compliant with OHS regulations.
- Implement specific communication and engagement campaigns via the school's Learning Management System and other forums such as meetings, focus groups and school updates.

**This position description is an overview of the duties and responsibilities of the role and does not represent the entirety of this position. The**

**Principal reserves the right to vary this position description to meet the changing needs of the school.**

## **Key Selection Criteria**

### **Experience, Skills and Knowledge**

- A professional HR Manager with demonstrated relevant experience, able to hit the ground running. Experience in the education sector highly regarded
- Relevant tertiary qualifications in Human Resources or related discipline.
- Have a minimum 5 years' experience in HR
- Demonstrated understanding of, and experience in, implementing best practice Human Resources processes and procedures
- Workplace Relations experience, including interpretation and application of Awards and employment law. Experience liaising with unions on workplace matters, conducting workplace investigations, performance management, and disciplinary actions.
- High level of ICT competency. Experience using Synergetic or similar databases
- Capacity to identify issues and provide confidential and accurate advice.

### **Personal Attributes**

- Open and collegial, with strong leadership skills and inquiring with a solution focus;
- Flexible and adaptive to the changing demands of the job;
- Highly relational and engaged with leadership teams to provide support and consultation;
- Identify with Berengarra School values of Hope, Belonging, Nurturing and Success and are willing and able to embed them into your HR Practice
- A proven capacity to work independently and collaboratively effectively in the face of changing priorities, deadlines and pressures.
- Excellent organisational and planning skills
- Excellent verbal, written and interpersonal communication skills
- Show continuing professional learning and reflection
- Self-motivated, conscientious, reliable and enthusiastic
- Honesty, integrity and compassion
- Ability to maintain confidentiality with school leadership