



Rosebank College, Five Dock, is a Good Samaritan, Benedictine, Catholic co-educational school that belongs to the community of ten schools across Australia called Good Samaritan Education (GSE). It is committed to the successful integration of eLearning and innovative pedagogy across the Curriculum for Years 7 to 12. Rosebank College promotes an inclusive, welcoming environment for children and provides transparent, accountable, risk managed approaches to ensure child safeguarding.

Rosebank College seeks expressions of interest for the following full time position:

## **HUMAN RESOURCES MANAGER**

**Commencement Date: Negotiable**

### **Key Criteria:**

- Appropriate post-graduate study and demonstrated capacity in Human Resource Management, preferably in an educational context
- Demonstrated understanding of current and future trends in Human Resources
- Demonstrated interpersonal skills including negotiation and conflict resolution.
- Proven capacity for developing, implementing and evaluating strategic initiatives
- Demonstrated high level of computer literacy, including exposure to computer-based human resources software systems
- Demonstrated capacity to communicate clearly and effectively
- Commitment to the Good Samaritan and Benedictine values and Catholic ethos of the College
- Ability to demonstrate an understanding of current child safe principles

**Closing Date: Friday, 12 February (12pm)**

Applications must include a Cover Letter and Resume including at least 3 contactable referees and be posted or emailed to: The Principal, Rosebank College - 1a Harris Rd, Five Dock NSW 2046 / [recruitment@rosebank.nsw.edu.au](mailto:recruitment@rosebank.nsw.edu.au)

For further information about Rosebank College and a full role description, visit our website: [www.rosebank.nsw.edu.au](http://www.rosebank.nsw.edu.au)

NB: Shortlisted applicants will be required to provide the College with their NSW Working With Children Check number in order to be eligible for this position



## **POSITION DESCRIPTION**

### **HUMAN RESOURCES MANAGER**

#### **Context**

Rosebank College, Five Dock, is a Good Samaritan, Benedictine, Catholic co-educational school committed to the successful integration of eLearning and innovative pedagogy across the Curriculum for Years 7 to 12.

Rosebank College belongs to the community of ten schools across Australia called Good Samaritan Education (GSE). Established in 2011 by the Sisters of the Good Samaritan, GSE schools offer quality Catholic education in the Good Samaritan Benedictine tradition. Rosebank is guided by the Good Samaritan Philosophy of Education and shaped by its commitment to the values of our spiritual tradition, including stewardship, mutuality, prayer, hospitality, humility, discernment, justice and peace. The College is committed to developing students who will engage with today's world as grounded, hope-filled young people who are equipped to lead wisely, to listen deeply and to treat their neighbour and their environment with justice, love and the compassion of Christ.

Rosebank College is incorporated and governed locally by a Board of Directors, which are accountable through the Company Members to GSE.

#### **Core Role Purpose & Accountability**

The Human Resources Manager is responsible to the Principal collaborating in the design and facilitation of a strategic approach including Compliance, Enterprise Awards, Registration and Accreditation and the College's Staff Professional Growth program across the domains of Learning, Pastoral, Ministry, Co-curricular and Support Staff. Human Resources is integral to the priorities of the College Strategic Plan building capacity within all staff to become a professional and agile workforce in a contemporary setting.

The Human Resources Manager is subject to the College Appraisal Process.

#### **Providing Spiritual and Religious Leadership by**

- Influencing and facilitating the continued growth of a positive and productive workplace culture, aligned with the mission, vision and values of the College
- Supporting initiatives in Ministry formation which enable staff to be informed and active in a Benedictine environment
- Attending and participating in school liturgical celebrations, prayer and spiritual formation opportunities

## **Develop the Professional Learning Community by**

- Developing strategies for attracting high quality staff to the College which develop relevant leadership, technical, coaching and people management competencies and other activities which support the retention of quality staff
- Working as part of a team to consistently, systematically and critically review all aspects of staff formation to enhance a culture of wellbeing and professional growth in the workplace
- Critically reviewing research on best practice in workplace culture to assist colleagues to further develop their own expertise
- Liaising with others to provide ongoing training and support to staff in Implementing initiatives for regularly recognising staff achievement/ and or accomplishments
- Providing advice to the Principal, Assistant Principal and Deaneries on matters relating to employment relations
- Networking with other school Human Resource professionals, including membership of appropriate Human Resource organisations, and attending appropriate professional learning opportunities (eg. CCER, AIS, NESA requirements as a TAA of the College)

## **Providing Innovative Leadership by**

- Driving strategy, improvement and change in contemporary Human Resource trends, strategies, reporting metrics and benchmarks
- Delivering evidence informed analysis and recommendations, gathering and reporting on data to inform future needs of the College in people strategy and development
- Monitoring current workplace laws, including Awards and Enterprise Agreements and policies as they apply to the College
- Leading initiatives focused on employee engagement and wellbeing and assisting in recommending, collaborating and implementing a range of structures which support and promote improved practice in a practical way
- Recommending and assisting in the creation of a model of PD which is relevant and meaningful to the needs and priorities of Rosebank staff, including but not limited to the design and delivery of Tuesday PLNs, PD Week and other whole staff PD experiences through a systematic approach in planning and collaboration
- Assisting in establishing professional learning communities within and across schools

## **Promoting Quality Relationships by**

- Promoting an inclusive work environment through developing relationships and facilitating collaborative processes that promote a shared commitment, partnership and a sense of achievement
- Initiating strategies for developing a climate for accepting and providing constructive feedback
- Providing support and advice regarding staffing matters
- Welcoming new staff to the College and ensuring their Orientation/Induction is thorough
- Managing and responding to grievances, matters of conflict and acting as the College's representative in investigations and related matters
- Helping to create an environment which recognises and respects the cultural and learning diversity of the College community

## **Providing Organisational Leadership by**

- Leading and managing all recruitment processes for the College (eg: Position Descriptions, placing advertisements, receiving job applications, communicating with applicants, coordinating interviews, ensuring equal opportunity requirements, issuing appointment letters, receiving visa information, responding to unsuccessful applicants, Induction/Orientation program, staff exit interviews)
- Managing the human resources database, including maintaining accurate personnel records, monitoring all forms of leave, professional reviews, professional learning, mentoring pre-service teachers
- Managing the staff performance review/appraisal process, (eg: RPPR- goal setting, self-reviews, peer mentoring, Middle Manager and Assistant Coordinator Appraisals)
- Ensuring and maintaining all relevant legislative, administrative, organisational and professional requirements are met for all staff with appropriate documentation (eg: Working with Children Check, annual NESA accreditation fee, Risk and Compliance, Child Protection, WHS, Fire Warden training, First Aid, Worker's Compensation, Return to Work)
- Tracking the maintenance requirements of NESA Teacher Accreditation for beginning and experienced teachers including: Graduate to Proficient teacher status, Maintenance Cycles of Accreditation, participation as a NESA School-endorsed PD provider)
- Reviewing, developing, maintaining and implementing Human Resources related policies and processes via Complispace and Staff SLS Portal
- Assisting in developing evaluative tools to review the effectiveness of existing and future PD opportunities, including Tuesday afternoon PD and PD Week
- Preparing staff announcements and summaries for Staff Briefings, School Newsletter, Staff Recognition Awards, Yearbook, Board Reports

Other appropriate duties as assigned by the Principal.

## **Hours of Work**

8.00am – 4.00pm (including school holidays)

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The College may vary this Position Description, in response to the changing needs of the organisation.

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## **ROSEBANK COLLEGE MISSION STATEMENT**

As a Good Samaritan, Benedictine, Catholic, co-educational secondary school, Rosebank College provides an environment for young women and young men that encourages a love of learning. We promote a balance between the spiritual, intellectual, physical and social development of the individual. Following the Gospel example of the Good Samaritan and in the spirit of the Rule of St. Benedict, we encourage a love of Christ, stewardship, hospitality, compassion and service to each other and the wider community.

We acknowledge the primary role of our families and welcome opportunities to work in partnership with them. As a Catholic community in a multicultural environment we are challenged to give strong witness to our role as advocates of justice.

Rosebank College promotes an inclusive, welcoming environment for children and provides transparent, accountable risk-based approaches to ensure child safeguarding.

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## **OUR VISION**

Rosebank College is a Good Samaritan, Benedictine, Catholic, co-educational secondary school that continues in the tradition of the Sisters of the Good Samaritan and belongs to the community of ten schools across Australia called Good Samaritan Education (GSE). The College offers families in the Inner West a unique learning environment. The vision for Rosebank College is that it is known as a place of academic excellence, in which students are both supported and challenged. We strive to be a flexible and inclusive learning community, which reaches out to others in prayer, practice and perspective. Our aim is for Rosebank to maintain its proud traditions and to respond critically and intelligently to our changing world and its demands. We envision Rosebank as the school of choice for both staff and students; where they are engaged fully in their learning and use it to make a difference in their world.

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Updated: January 2021