



Head of People and Culture

Applications are invited from appropriately qualified and experienced candidates for a Head of People and Culture. The successful applicant will have a demonstrated knowledge of Human Resources functions and compliance, with strong administration and communication skills. This role supports the management and staff in ensuring a positive work culture at Calrossy through practices that promote legal compliance and effective implementation of the Calrossy's mission and strategy. The successful applicant will play a key support role in all human resourcing and related activities within the School.

An ability to maintain confidentiality and meet deadlines with a high level of accuracy is a must for this role. Training and qualifications in HR will be a distinct advantage.

This is a full time position and is to commence as soon as possible.

Position Description

Position Title:	Head of People and Culture
Responsible to:	Principal
Reports to:	Principal and Chief Operating Officer
Key Stakeholders:	All internal and external stakeholders
Overview:	The position exists to promote a positive workplace culture at Calrossy Anglican School. The People and Culture Officer supports the management and staff in practices that ensure legal compliance and implementation of the school's mission and strategy.
Duties & Responsibilities:	<p>Ethos</p> <ul style="list-style-type: none"> Actively support and promote the Christian ethos of Calrossy in a manner that is inclusive and sensitive to the life experiences of students, parents, and staff. At all times promote the School's Christian values in a practical and accessible way that promotes our mission to provide excellence in a Christian environment. Uphold the Schools core values of Integrity, Selflessness, Inclusiveness and Resilience. <p>Employment of Staff</p> <p>In conjunction with the school senior leadership team:</p> <ul style="list-style-type: none"> Identify, negotiate and continue to develop all school employment related policies, procedures, and practices (within guidelines of the AISNSW and the Co-operative Multi-Enterprise Agreements for Teachers and Professional and Operational Staff, and/or Federal and State Government Legislation and Regulation). Liaise with the management and leadership teams regarding staff management and employment administration Develop position description and employment documentation for all staff Lead, liaise and assist with the advertising, interviewing and employment of staff Develop and assist with interview guidelines and procedures for the recruitment of staff Assist with implementing the Child Safe procedures and embedding them within the school through the policies and procedures, and the advertising and promotions guidelines. Provide timely advice/guidance on specific staffing situations eg restructure and/or redundancy and/or equal employment. Support the onboarding and orientation of staff and supporting growth of the Calrossy workforce. Monitor staff resources and departmental staffing costs, provide advice and procedural information re hiring, compensation, promotion, disciplinary practices and termination of staff in accordance with school policy and advice provided by the Association of Independent Schools NSW (AISNSW) Continue to develop and implement data input for Access People HR Assist with reference checks and follow up of applicants Assist in the review of all documentation related to Human Resources Undertake any extra duties as directed by the Chief Operating Officer and Principal

Entry and Exit Procedures

- Liaise with applicable Calrossy Management and Payroll Office staff in relation to appointment and termination of employees, leave entitlements and other employment matters.
- Support and assist the induction of new staff.
- Ensure all entry and exit procedures and activities are undertaken.
- Analyse exit interview responses to identify any themes or emerging trends and provide feedback to the Principal and the Executive Leadership Team.
- Assist staff to ensure they have provided all relevant documentation to the Payroll Office prior to their commencement of work (Copy of Tertiary Qualifications, NESA Numbers, Working with Children Checks, Banking, Super and TFN detail, plus Child Protection and Code of Conduct Policy acknowledgement)
- Ensure security access keys, cards and/or usernames and passwords are:
 - Provided to new employees and/or employees with a change of role, and
 - Collected from and/or removed from use, for any terminating employees

Industrial relations

- Keep up to date with emerging trends and changes to Fairwork and Worksafe regulation and legislation
- Seek advice from the AISNSW and assist management with the negotiating and/or addressing of any matters current or pending
- Assist Calrossy management in any matters of human resource management or industrial relations
 - dispute conflict or grievance resolution, industrial or collective action
- Assist in seeking answers for any HR or IR queries from management and/or employees
- Develop and communicate process and procedures for ongoing staff feedback, appraisal and professional development
- Oversee Workers Compensation claims in accordance with legislation and coordinate return to work programs for staff
- Assist the leadership of the school in supporting procedural fairness in managing disputes and investigating grievances

Staff Support

- Provide information and support for staff in employment related matters, in conjunction with Payroll staff:
 - payroll queries or instructions, employee entitlement queries etc
 - performance review or management processes
 - workforce planning etc
 - staff rostering coordination and communication
- Provide general HR policy and procedure advice, where appropriate
- Provide management information and reporting as requested
- Attend and contribute to Team meetings
- Provide input to the continuous improvement of the HR function
- Support the implementation of grievance processes and conflict resolution, in partnership with managers
- Support the management of Calrossy in minimising and elimination psycho-social hazards and positive workplace practices that support the wellbeing of staff
- Provide advice to management in developing measures to support job satisfaction

Compliance and Staff Training

- Staff Training
 - Participate in any in-house training programs, and job specific training
 - Assist in the compilation and/or conduct of staff training programs and documentation as required by the Executive Leadership Team

Event Management and Coordination

- Assist with the planning and coordination of staff-focused events that foster culture, recognition, and community (e.g., Staff Induction Days, Professional Development Days, Awards, Wellbeing Initiatives, End-of-Year Celebrations).
- Support the Principal, COO and Executive Team with coordination of key school-wide events that have a people or culture dimension (e.g., Welcome events, Staff Milestone Celebrations).
- Partner with Communications and other departments to ensure smooth delivery of events that reflect the values and excellence of Calrossy.

	Qualifications/Skills <ul style="list-style-type: none"> • Current Driver's Licence • Current Working with Children Check • Excellent communication skills • Excellent administration skills • Certificate/experience using Microsoft Office software including Word and Excel • Tertiary Qualification in Human Resources, Business or relevant area • Demonstrated experience in a relevant or similar area of work • Critical eye for details, in conjunction with organisational and decision-making skills • Strong organisational, multitasking, and detail-oriented abilities • Ability to work unsupervised, be an effective problem solver and provide quality support in a team environment • Proven experience in a multi-faceted working environment • Experience in organisational specific staff training and policy development • Honesty, integrity and authenticity in dealings with colleagues, students and staff • Administration and knowledge of end to end staffing procedures • Comply with the School Code of Conduct • Comply with lawful directions • Maintain a positive attitude and a calm, approachable disposition
Key Performance Indicators:	<p>An annual performance review will be held to ensure KPI's are met and to set KPI's for the upcoming year:</p> <ul style="list-style-type: none"> • Communication • Organization • Coordination • Collaboration • Support • Initiative • Motivation
Work, Health & Safety:	<p>In accordance with the Workplace Health & Safety Act 2021, Employees must:</p> <ul style="list-style-type: none"> • While at work take reasonable care for their own health and safety • Take reasonable care for the health and safety of others • Comply with any reasonable instruction from Calrossy and report concerns to your supervisor • Follow defined WH&S policies and procedures of the school <p>Calrossy provides its staff with the Right to Disconnect during non-work hours.</p>
Selection Criteria	<p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate:</i></p> <p>SC1. Provide evidence of experience relating to HR.</p> <p>SC2. Explain why Human Resources is an essential service within an organisation.</p> <p>SC3. How would you promote the culture of Calrossy Anglican School.</p>
Conditions of employment	<p>Award: <i>Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025</i></p> <p>Work Type - Full time</p> <p>Salary - Clerical and Administrative Services, commensurate with qualifications and experience</p> <p>Location - Brisbane Street Campus and William Cowper Campus</p> <p>Benefits:</p> <ul style="list-style-type: none"> • Staff device and tech support • Professional Development tailored to your career stage • Employee Assistance Program (EAP) • Salary Packaging • Annual Flu vaccinations free and on-site • Annual renewal of First Aide free and on-site
Location	<p>Calrossy Anglican School 140 Brisbane Street PO Box 1245 Tamworth NSW 2340 Ph (02) 5776 5100 admin@calrossy.nsw.edu.au</p>

All applicants are expected to uphold the Christian ethos and support the Schools core values of **Integrity, Selflessness, Inclusiveness, Resilience.**