
Newman College is a co-educational Pre-Kindergarten to Year 12 College, governed by Marist Schools Australia, with an enrolment of 1850 students. We welcome applications from dynamic and enthusiastic people for the following position.

LEADER OF PEOPLE AND CULTURE (HR SPECIALIST)

**Two Year Contract Position / FTE Negotiable
Commencing 16 November 2020**

The Leader of People and Culture is a new position at Newman College.

This Leader of People and Culture will work collaboratively with the College Leadership to provide strategic and operational HR functions across the College. Continuing to deliver positive cultural change within a complex environment is a key expectation of the role along with the need to devise strategies that promote a high-performance growth culture that is cohesive and collaborative.

The Leader of People and Culture will support the College goals and objectives through the development and implementation of HR processes and systems. The successful candidate will lead HR within the College, be an active member of the Senior Leadership Team and contribute to implementing the strategic directions of the College.

The Leader of People and Culture will hold a tertiary qualification in HR or other related business discipline and will have experience in working in an HR generalist position.

Essential Criteria

The successful candidate for the position of Leader of People and Culture will provide exemplary Christian and professional leadership for all members of the Newman College Community and will demonstrate the following characteristics of professional experience:

- Demonstrated ability to lead and manage staff in a consultative and collaborative way, demonstrating high level interpersonal skills in communication, liaison and negotiation.
- A commitment to providing quality internal service across an organisation.
- A high degree of creativity, initiative, and commitment to continuous improvement.
- A high degree of personal and professional integrity while dealing with sensitive and confidential issues.
- Demonstrated administrative and organisational skills and high-level attention to detail.
- A capacity to contribute actively to change for the future, work strategically, influence policy and identify contemporary approaches to wellbeing.
- An astute understanding of change processes and stewardship of College resources.
- An ability to contribute to the development and maintenance of a College culture characterised by the safety of all, collaboration, consultation and engagement within and external to the College Community.

A Role Description for this position accompanies these position criteria.

Your application must include:

- **Cover Letter:** State why you are applying for the position, detail your most relevant qualifications and experiences and demonstrate your suitability for the role. (Maximum 2 pages.)
- **Curriculum Vitae:** Outline your personal details, qualifications, WWC details, education and professional memberships and relevant work history. Relevant work history should include a brief outline of the duties and responsibilities associated with each role and provide the FTE and dates/period of employment for each of the positions.
- **Referees:** The names and details of three people who have consented to act as referees. You must include your current employer. Please note that the Principal of Newman College reserves the right to contact persons not nominated by the applicant.

The successful candidate will be supportive of the Marist and Catholic ethos of the College.

Applications close Wednesday 30 September 2020

Click [here](#) to submit your application. Applications are to be addressed to the Principal, John Finneran.

Please direct all enquiries to:

Henny Mansveld

Human Resources Officer

Newman College

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Email: henny.mansveld@cewa.edu.au
