

ROLE DESCRIPTION
People and Culture Advisor**ACCOUNTABLE TO:** The Principal**ROLE DEVELOPED:** July 2021

Role Outline

The People and Culture Advisor will work collaboratively with the College Leadership to provide strategic human resources advice in the key outcome areas of recruitment, staff retention, organisational development, people and performance, training and development, compliance, injury management and records administration. They will be required to provide industrial relations advice to members of the College Leadership, including interpretation of awards, enterprise bargaining agreements and other employment related legislation.

The People and Culture Advisor actively supports senior leadership in contributing to all key decisions taken by the Executive in the strategic leadership of the College and works closely with the Executive Team.

This role shares dual responsibility for the Catholic Identity of the College and the spiritual and faith leadership within the College Community, informed by the charism of Saint Marcellin Champagnat as an expression of the Gospel message of Jesus. The advisor articulates the mission, ethos and educational goals of Newman College, and gives witness to the distinctive educational, moral and social purpose of the College within the evangelising Mission of the Church.

In collaboration with the College Leadership the role will ensure the development and management of a results orientated and high performing culture which upholds and models the ethos of Marist Education.

Key Accountabilities**1. Key Accountability One – Leader of Catholic Identity and Mission**

- 1.1 Gives personal witness to Catholic values in carrying out day-to-day duties of the role and engaging students, staff and the broader community in the mission of Newman College as a Catholic College.
- 1.2 Actively works to promote the charism of Saint Marcellin Champagnat and the mission and life of the Catholic Church within the College.
- 1.3 Supports and contributes to the development of the Marist Association of St Marcellin Champagnat in Western Australia.
- 1.4 Contributes to the development of a College environment that is welcoming, hospitable, life-giving and just.

2. Key Accountability Two – Human Resources Strategy and Management

- 2.1 Promotes the College as a genuine employer of choice by driving contemporary employee value initiatives.
- 2.2 Coordinates all aspects of the recruitment process, including collaborating with the College Leadership for the development of roles; writing role descriptions, arrange advertising, setting interview times and liaising with candidates, preparation of appointment documents and induction of new staff.
- 2.3 Develops and coordinates performance and development review processes in collaboration with the College Leadership.
- 2.4 Coaches, mentors and trains staff as they undertake performance review and appraisal processes.
- 2.5 Manages exit interviews.
- 2.6 Manages staff records as they relate to employment and conditions.
- 2.7 Administers annual reports such as the Workplace Gender Equity Agency (WGEA) Report.
- 2.8 Works with the College Leadership to workforce plan and determine needs on a term by term basis.
- 2.9 Arranges compliance and regulatory training and activities for all staff and oversees volunteers and contractors.
- 2.10 Works with the Director Finance and Administration in managing the Human Resources budget.
- 2.11 Undertakes any relevant task or special project as required by the College Leadership as part of the employee / employee relationship within the scope of the role.

3. Key Accountability Three – Employee and Industrial Relations

- 3.1 Builds and maintains a working knowledge of contemporary HR practices and knowledge including understanding of applicable industrial instruments, best practice and industry benchmarks and market trends.
- 3.2 Provides consistent advice, coaching and support to College Leadership to appropriately manage industrial issues and risks in line with Marist Schools Australia (MSA), Catholic Education WA Ltd (CEWA), Newman College policy and legal frameworks.
- 3.3 Provides high level interpretation of enterprise agreements and modern awards content; current legislation such as the Fairwork Act, legislation and rules administered by WorkCover WA, WA Occupational Safety and Health Act and Regulations.
- 3.4 Assists the College Leadership through the provision of advice in relation to grievance or dispute resolution matters.
- 3.5 Contributes to the development, review and communication of HR policies and procedures, tools and initiatives.
- 3.6 Manages the relationship with external providers of HR and IR services.
- 3.7 Supports Enterprise Bargaining Agreement negotiations and administration requirements as required.

4. Key Accountability Four – Staff Wellbeing

- 4.1 Ensures that the College complies with regulatory requirements regarding the provision of a safe workplace and a professional work environment.
- 4.2 Works with the Director of Finance and Administration in providing injury management coordination in alignment with the procedures set out by Catholic Church Insurance.

- 4.3 Responds to staff concerns including wellbeing and other injury matters; refers to the appropriate leadership team or outside agencies as applicable.
- 4.4 Liaises with College Leadership when needed to sustain staff who require assistance in personal matters.
- 4.5 Investigates relevant programs and pathways to provide for staff wellbeing opportunities.

5. Key Accountability Five – Workplace Health and Safety

- 5.1. Supports the development and maintenance of a best practice WHS culture within the workplace.
- 5.2. Provides support and guidance to the Workplace Health and Safety Representative around the WHS activities within the College.
- 5.3. Provides leadership and guidance to staff across all facets of WHS ensuring an understanding of responsibilities and appropriate processes.

6. Key Accountability Six – Compliance

- 6.1. Ensures that all staff maintain compliance with required training modules in SLS system and CEWA ClanEd System.
- 6.2. Is knowledgeable of the working with Children compliance requirements within the college and can offer advice accordingly.
- 6.3. Oversees assurance measures within the College system

In being both proactive and responsive to changes in the College's operating environment, the Principal may, from time to time, require the performance of other duties.