



Calrossy Anglican School

Appointment of Human Resources & Risk and Compliance Officer

Come and join our vibrant school, located in a growing NSW regional centre where lifestyle, affordability, low stress and rich community are realities. This position supports the processes and systems related to people in our school, promoting an organisational culture that enables Calrossy to succeed in offering outstanding education to the children and youth of North-Western NSW.

We are seeking an experienced, innovative and enthusiastic Human Resources and Compliance professional, commencing as soon as possible. The successful applicant will demonstrate strong communication, leadership collaboration skills and administration. The successful applicant will have excellent knowledge of the processes and systems related to people in an organization and be able to apply them in a complex day and boarding school environment. They must also possess the capacity to support the work of staff who supervise, manage and lead efficiently.

Location

Calrossy Anglican School, Tamworth

Role accountability

- This position is ultimately responsible to the Principal
- The position functionally reports to the Business Manager
- As a Childsafe School, appointees must hold a current Working with Children Check

Collaborates With

- Principal and members of School Executive Team
- Principal's Executive Assistant
- Deputy Principal
- Business and Finance Office Team
- Teaching Staff
- Support & Operational Staff

Our School

Calrossy is a leading Anglican Day and Boarding School located in Tamworth, a thriving regional centre in the North-West of NSW. It is a 'coeducational school with a difference', catering for approximately 950 girls and boys from Pre-School to Year 12. We have moved into our second century with a bold vision of quality Christian education for the young men and women of regional Australia, under the auspices of the Anglican Diocese of Armidale. Whilst a comprehensive school with an open enrolment policy, Calrossy has performed as the top academic school in North-West NSW in the past ten years, regularly achieving HSC results in the top echelon of schools in the state.

Calrossy has a commitment to develop holistic and well-rounded students that are creators of hope and change that matters. Our school values of Integrity, Resilience, Selflessness and Inclusiveness are promoted through policies, procedures and a commitment to providing a positive educational environment in which students and staff will flourish.

A stimulating school environment

Calrossy is a forward-thinking school, creating innovative and modern working environments that enhance student learning and fosters a passion and a culture of participation in all aspects of school life. High quality staff and strong workplace management supports our teaching and learning, promoting success and engagement for students, both outside and within the classroom.

Well known for our outstanding and distinctive approach to wellbeing, Calrossy is a place of belonging, where each student's wellbeing is nurtured, catering for individual special needs and potential. Attracting quality staff, both inside the classroom and in support roles promotes a positive and cohesive school community.

Calrossy operates on two campuses in Tamworth, with the Junior School and Years 7 – 9 located on the William Cowper Campus in North Tamworth and Years 10 -12 students learning at our Brisbane Street Campus in East Tamworth. Boarding facilities for both girls and boys are provided within the school and nearby. Calrossy also operates Tangara Farm as a Trade Training Centre which is home to our renowned Agriculture and Primary Industries programs.

Our mission

Calrossy Anglican School is a 'Diamond School', providing coeducational junior schooling, gender specific junior secondary and combined senior schooling. It is home to approximately 180 boy and girl Boarders.

Calrossy cultivates Christian community, passion for learning and positive relationships, preparing students for a future of purpose, wellbeing and service.

In fulfilling our mission, we promote the development of purposeful lives through learning, personal growth and inspiration for service, equipping students to make a difference in the community and world. We encourage growth through a culture of character development, achievement of personal best, holistic wellbeing (social, emotional, physical and spiritual), Christian faith and virtues and the taking of considered risks. We inspire service through a commitment to respectful relationships, leadership development, helping others, sporting and community involvement as well as national and global connections.

We seek to attract staff who align with this mission and work as part of our committed and enthusiastic team.

Childsafe Organisation

As a Childsafe school, we are committed to high standards of care and practices to ensure the safety and protection of children. Every staff member must have a current Working with Children Check and is required to actively support the promotion of a safe learning environment.

Primary Objectives of the Position

The position exists to promote a positive workplace culture at Calrossy Anglican School. The Human Resources, Risk and Compliance officer supports the management and staff in practices that ensure legal compliance and implementation of the school's mission and strategy. The successful applicant will play a key support role in all human resourcing, industrial relation and risk management activities within the School.

Qualifications, Skills and Experience

Personal Criteria

- Tertiary qualifications in Human Resources, Business, Risk Management or similar
- Current Working with Children Check
- Demonstrated experience in a relevant or similar area of work.
- Strong computer literacy
- Critical eye for detail, in conjunction with organisational and decision-making skills.
- Ability to work unsupervised, problem solve and provide quality support in a work environment:
 - exercising initiative, enthusiasm and working effectively in a team environment.
 - meeting deadlines and managing time effectively.
- Excellent communication skills, both written and oral
- A positive attitude and calm, approachable disposition

Desirable Criteria

- Christian commitment
- Experience in organisational specific staff training and policy development
- Current driver's licence
- First Aid Certificate
- Proven experience in a multi-faceted working environment
- Ability to work positively, harmoniously and constructively in a team environment
- Honesty, integrity and authenticity in dealings with colleagues, students and staff

Accountabilities and responsibilities of the position

Ethos

- Actively support and promote the Christian ethos and core values of Calrossy in a manner that is inclusive, practical, accessible and sensitive to the life experiences of those in the broader school community
- Support and promote the 'One School' focus of Calrossy with a single mission and vision, across its multiple sites and from Preschool through to Year 12

Employment of Staff

- In conjunction with the Calrossy Executive Leadership Team, identify, negotiate and assist with development of all school employment related policies, procedures and practices (within guidelines of the NSW AIS Multi-Enterprise agreements for Teachers and Support and Operational Staff, and/or Federal and State government legislation and regulation).
- Liaise with all members of the School's management and leadership teams in regards to staff management and employment administration.
 - develop position description documentation for all staff.
 - lead and assist with the advertising, interviewing and employment of staff.
 - develop and assist with interview guidelines and procedures for the employment of staff,
- Oversee Child Safe procedures and assist in embedding them within the school, its policies and procedures, as well as its advertising and promotions guidelines.
- Provide accurate and timely advice/guidance on specific HR operations Eg. restructure and/or redundancy and/or equal employment.
- Assist with reference checks and follow up of job applicants.
- 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 policies and advice provided by the Association of Independent Schools NSW (AISNSW).

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
- Manage Workers Compensation claims in accordance with legislation and coordinate return to work programs for staff

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

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
- Risk Management
 - Assist Executive Team to identify and manage Risk, in all areas of school operation.
 - Become familiar with Australian Standards for Risk and Compliance Management (AS ISO 31000:2018, and AS ISO 19600:2015) and other current Workplace, Health & Safety legislation.
 - Develop, implement and report on the Risk Management and Compliance Frameworks, in addition to policies and procedures to ensure the School is compliant with its mission, strategic goals, regulatory standards, laws and community expectations.
 - Advise on and assist the Executive Leadership Team in the development, review and implementation of a Risk Management Strategy.
 - Report to the Senior Executive on any changes to the School's risk profile and make recommendations in relation to risk management.
 - Provide regular input to the School Board's Risk and Governance Committees.
 - Foster and promote a culture of risk awareness and safety.
- Compliance and Policy
 - Keep up to date on legal and/or regulatory changes that may impact the School and make recommendations where existing policies and procedures may require review.
 - Assist in the coordination of the ongoing policy review, including maintenance of the Policy Register, governance and compliance documentation.
 - Assist to develop, implement and maintain relevant policies, procedures, forms and templates, record keeping and training to ensure legislative and regulatory compliance. This includes, but is not limited to:
 - Child Safety,
 - Work Health and Safety,
 - Privacy,
 - Governance,
 - Risk and
 - Complaints Handling.
 - Support the Senior Executive together with the Business Manager with on-going review and implementation of the School's Compliance requirements.

Applications

Please forward applications for this position to the Principal, supported by a letter of introduction, appropriate Curriculum Vitae and the Calrossy application form via admin@calrossy.nsw.edu.au

Commencement time for the role is as soon as possible but the school may opt to hold this position for the right applicant to commence at a later date.

A salary package will be negotiated with the successful applicant, including flexible hours and conditions, in accordance with the Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017.

Queries about this position can be directed to the Principal's Executive Assistant, Mrs Kim Brissett also via email admin@calrossy.nsw.edu.au

Applications close at midnight on Monday 9th August 2021.