

POSITION DESCRIPTION

POSITION TITLE	Manager, People and Culture	
REPORTS TO	Executive Director	
MAIN PEOPLE INTERACTIONS	INTERNAL Executive Director Leadership Team Other Staff	EXTERNAL School members Professional associations Partner organisations Tertiary, community, and industry partners
POSITION PURPOSE	Provide and support the implementation of HR Operational and Strategic policy, procedure, and process. Provide support to organisational reviews and change management processes. Facilitate daily HR functions including recruitment, onboarding, performance management process and staff development.	
PURPOSE, VALUES, AND STATEMENT OF INTENT	<p>PURPOSE</p> <p>Supporting and serving our Independent Schools and their communities to be the best they can be.</p> <p>VALUES</p> <ul style="list-style-type: none"> • Service • Stewardship • Equity <p>STATEMENT OF INTENT</p> <p>The provision of professional services and advice to promote excellence in Independent Schools, through:</p> <ul style="list-style-type: none"> • Effective representation and advocacy for the Independent School sector; • Promoting the independence of schools and protect their autonomy in ways that contribute to the diversity of educational options for students; • Maintaining strong relationships with the other education sectors and other education stakeholders; • Supporting schools in their mission through fostering sound leadership and good governance; and • Building partnerships between schools. 	
EXPECTED BEHAVIOURS AND ATTITUDES	<ol style="list-style-type: none"> 1. Actively support AISWA's Purpose and Statement of Intent; 2. Comply with AISWA's values; 3. Comply with all Policies, Procedures and Codes; 4. Comply with all Health and Safety laws and AISWA procedures and actively contribute to maintaining a safe, healthy and hazard-free environment; and 5. Demonstrate: <ul style="list-style-type: none"> • energy, enthusiasm and drive; • self-awareness and consideration; • maintain confidentiality at all times; • honesty and an outstanding work ethic; • loyalty to the role, people and AISWA; • commitment to continuous improvement; • a positive and proactive attitude; and • respect for self and others. 	

KEY POSITION RESPONSIBILITIES	TASK FOCUS AREAS
HR Management and Advisory Services	<ul style="list-style-type: none"> • Provide consistently sound advice on complex and sensitive human resource issues. • Provide advice to the Executive Director and AISWA Leadership Team with respect to AISWA's human resources strategy including employee relations, obligations and functions, employee contracts, employee entitlements, change management, human resources processes, and concerns. • Develop and implement a remuneration and benefits structure (including salary benchmarking and market salary analysis). • Liaise with AISWA employees and provide expert advice and support. • Develop and administer programs, procedures, and guidelines to help align the workforce with AISWA's strategic goals and values. • Undertake continuous improvement of human resources policies and procedures to ensure best practice. • Provide advice and support across all aspects of change management processes.
Employee Performance and Development	<ul style="list-style-type: none"> • Develop and implement an effective performance management system/process and employee development program. • Provide leadership development expertise in HR/IR to the leadership team to increase understanding and capabilities. • Build and sustain internal and external relationships and partnerships. Develop position descriptions and key performance indicators for employees.
Recruitment	<ul style="list-style-type: none"> • Manage the recruitment lifecycle activities including job descriptions, advertising, selection and onboarding including the probation period. • Participate on the interview panel, as appropriate.
Compliance and Records	<ul style="list-style-type: none"> • Ensure employee records are properly maintained and meet statutory requirements. • Ensure timely and accurate contract management and execution for employees. • Manage employment-related legislative requirements including maintaining a register of employee Working with Children Checks. • Oversee the development, review, and update of human resources related policies and procedures. • Maintain oversight of the day-to-day operational human resources requirements including maintaining records of queries and remuneration changes.
Issue Resolution	<ul style="list-style-type: none"> • Act early to address interpersonal issues and workplace conflicts. • Provide advice to the Executive Director and work closely with the AISWA leadership team to support and advise on disciplinary issues and grievances. • Provide staff support, when needed.
Other	<ul style="list-style-type: none"> • Monitor relevant research and emerging issues, trends, priorities and areas of interest related to human resource functions • Work closely with the Executive Director and Chief Financial Officer in relation to budgetary considerations. • Other duties as required.

QUALIFICATIONS/SKILLS/EXPERIENCE	
Essential Qualifications	<ul style="list-style-type: none"> • Tertiary qualification in a relevant field. • Demonstrated experience in a similar role. • Current National Police Clearance.
Skills and Qualifications Required	<ul style="list-style-type: none"> • Demonstrated experience and knowledge of Human Resource processes and best practice including understanding of current IR legislation. • Previous experience in change management processes. • Proven ability to maintain strict confidentiality. • Excellent oral and written communication and interpersonal skills and ability to work independently and as part of a team. • Intermediate to advanced administration skills with extensive ability in using MS Office.

Employment Information Collection Notice

1. In applying for this position, you will be providing AISWA with personal information. We can be contacted at PO Box 1817, Osborne Park DC WA 6916 or at 3/41 Walters Drive OSBORNE PARK WA 6017, by email at admin@ais.wa.edu.au or by phoning (08) 9441 1600.
2. If you provide us with personal information, for example, your legal name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file for a period of up to 60 days if your application is unsuccessful in case another position becomes available unless you advise us otherwise.
3. AISWA's Privacy Policy contains details of how you may complain about a breach of the Australian Privacy Principles (APP) or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others. The AISWA Privacy Policy can be viewed via: <https://www.ais.wa.edu.au/privacy-policy>
4. We will not disclose this information to a third party without your written consent.
5. We are required to collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws. We may also collect personal information about you in accordance with these laws.
6. AISWA may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.
7. If you provide us with the personal information of others, such as your Referees, we encourage you to inform them that you are disclosing that information to AISWA and why, that they can access that information if they wish, and that AISWA does not usually disclose the information to third parties.