

<b>Position Description</b>	
<p><b>Moore Theological College's:</b></p> <p><b>Vision is:</b> to see God glorified by men and women living for and proclaiming Jesus Christ, growing healthy churches and reaching the lost</p> <p><b>Mission is:</b> to provide excellent evangelical theological education</p> <p><b>Values are:</b> Christian faith, integrity, grace, service, community, scholarship, gender complementarity, freedom of enquiry and integration</p>	
<b>Position Title:</b>	<b>People &amp; Culture Manager</b> (12 month contract)
<b>Industrial Instrument and classification:</b>	Educational Services (post-Secondary Education) Award 2010, General Staff Level 7
<b>Reports to:</b>	Chief Operating Officer
<b>Primary Purpose of Position:</b>	To provide strategic and operational human resource (HR) services to Moore Theological College, including expert advice to the Principal, senior managers and staff in relation to all HR matters. To develop organisational culture.
<b>Special tools/equipment or conditions:</b>	General office equipment Payroll software – HR3 Records management system – HP content manager Moore Database Customer Relationship Manager (CRM)
<b>Relationships:</b>	<p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>Principal</li> <li>Vice Principal</li> <li>Academic Dean</li> <li>Dean of Students / Dean of Women</li> <li>Managers</li> <li>Finance team</li> <li>Risk and Compliance officer</li> <li>Operations team</li> <li>WHS Committee</li> </ul>
	<p><b>External:</b></p> <ul style="list-style-type: none"> <li>Consultants / Lawyers</li> <li>Business Australia</li> <li>HR3 support</li> <li>Sydney Anglican Diocese</li> </ul>

<b>Number of staff under supervision:</b>	0
<b>Budget and/or revenue accountable for:</b>	Training budget
<b>Selection Criteria</b>	
<p><b>Essential Criteria:</b></p> <ul style="list-style-type: none"> <li>• minimum 5 years' experience in a generalist human resources role or similar</li> <li>• tertiary qualifications in human resource management or related discipline</li> <li>• demonstrated knowledge of Legislation, Awards and employee relations</li> <li>• demonstrated ability to investigate issues, identify problems, develop and implement innovative human resources solutions</li> <li>• experience in advising managers and staff on employee relations, equal employment opportunity principles and policies and procedures</li> <li>• highly developed communication, negotiation and analytical skills with the ability to effectively communicate with all levels in the organisation</li> <li>• experience in developing and implementing HR policies and procedures</li> <li>• ability to use human resources information systems</li> <li>• ability to support and promote the Christian Vision, Mission and Values of Moore College and to develop the workplace culture</li> </ul>	
<p><b>Desirable Criteria:</b></p> <ul style="list-style-type: none"> <li>• experience in the higher education sector</li> <li>• understanding of the Sydney Anglican diocese</li> </ul>	
<b>Acknowledgement</b>	
<b>I understand and accept the responsibilities as outlined in this position description.</b>	
Name	
Signature	
Date	

## Key Accountabilities

Key Performance Area	Key Tasks	Performance Indicators
<b>Quality</b>		
<b>Recruitment, Selection and Induction</b>	<ul style="list-style-type: none"> <li>• support managers in workforce planning.</li> <li>• manage the end-to-end recruitment and selection process, incorporating position descriptions, advertising, shortlisting, interviewing and offer</li> <li>• facilitate the induction of new staff</li> </ul>	<ul style="list-style-type: none"> <li>• recruitment is conducted in a timely manner.</li> </ul>
<b>Employee relations</b>	<ul style="list-style-type: none"> <li>• coordinate the annual salary review for Faculty and staff for due approval.</li> <li>• determine staff employment terms and conditions.</li> <li>• ensure compliance with legislative requirements, including maintaining up to date records.</li> <li>• develop, implement and review HR policies and procedures to facilitate best practice and compliance with legislative requirements.</li> <li>• provide advice to employees and managers on policies and procedures.</li> <li>• ensure the Staff Employment Handbook is updated.</li> <li>• maintain all HR records, including updating the records management system.</li> <li>• manage employee grievances</li> <li>• maintain College membership with industrial relations advisory organisation.</li> <li>• keep abreast of changes in the industrial relations landscape.</li> </ul>	<ul style="list-style-type: none"> <li>• reviews are presented to the Principal for approval by September of each year.</li> <li>• review letters are prepared and sent in January.</li> <li>• new policies and procedures are approved and then communicated across the organisation.</li> <li>• Employee Relations changes are communicated to senior management regularly.</li> <li>• personnel files are stored in TRIM.</li> </ul>

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<b>Influence</b>		
<b>Communication</b>	<ul style="list-style-type: none"> <li>• ensure that relevant information regarding HR matters, plans or issues are effectively communicated to key stakeholders, including faculty and staff.</li> <li>• ensure that organisational and departmental information is communicated to the relevant team/s in a timely manner.</li> <li>• facilitate internal organisation wide communication, e.g. weekly Snapshot, All Staff and Faculty Meetings and other internal communication tools.</li> </ul>	<ul style="list-style-type: none"> <li>• stakeholders are kept informed</li> <li>• management decisions are communicated to relevant people in a timely manner.</li> <li>• Communication channels are established and developed and implemented and reviewed.</li> </ul>
<b>Cross unit cooperation</b>	<ul style="list-style-type: none"> <li>• ensure collaboration between People &amp; Culture with other departments as required</li> <li>• communicate team issues, needs or plans with other departments in a timely manner to ensure any potential impacts have been considered or planned for</li> <li>• provide support to faculty and management where appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• other departments are aware of potential impacts of department plans.</li> <li>• information is provided accurately and in a timely manner</li> </ul>
<b>Organisational change</b>	<ul style="list-style-type: none"> <li>• develop and implement a culture development program</li> <li>• facilitate an engaging workplace culture</li> <li>• develop and implement other change programs as required</li> </ul>	<ul style="list-style-type: none"> <li>• staff and faculty surveys are conducted every two years.</li> <li>• annual Christmas party is coordinated.</li> </ul>

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<b>Capacity</b>		
<b>Performance Management</b>	<ul style="list-style-type: none"> <li>• coordinate the staff performance review and development process.</li> <li>• provide advice to managers with staff performance issues, including the disciplinary process.</li> </ul>	<ul style="list-style-type: none"> <li>• annual performance reviews are rolled out each year.</li> <li>• reviews are completed by the end of each calendar year.</li> </ul>
<b>Learning and Development</b>	<ul style="list-style-type: none"> <li>• create and maintain Learning and development framework</li> <li>• support managers in identifying training needs and suggest strategies for addressing them.</li> <li>• conduct HR training with managers and staff as required</li> </ul>	<ul style="list-style-type: none"> <li>• develop and implement Learning and development policy and procedure</li> <li>• manager / team leader training is run each year</li> </ul>
<b>Staff Exit</b>	<ul style="list-style-type: none"> <li>• ensure exit information is sent to payroll prior to the employee's exit.</li> <li>• conduct exit interview and report back to senior manager and manager</li> </ul>	<ul style="list-style-type: none"> <li>• develop exit report for senior management every quarter</li> </ul>

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<b>Sustainability</b>		
<b>HRIS</b>	<ul style="list-style-type: none"> <li>• support the payroll function and approve payroll prior to payment.</li> <li>• instruct payroll regarding changes to employment conditions, new employees or exiting employees.</li> <li>• check payroll administration from time to time</li> <li>• manage human resources information in HR3, including position management, training/skills and workflows.</li> <li>• provide reports as required.</li> </ul>	<ul style="list-style-type: none"> <li>• payments or changes are made in a timely manner.</li> <li>• reports are provided as required.</li> <li>• HR3 is up to date.</li> <li>• staff are trained in the use of HR3</li> </ul>
<b>Projects</b>	<ul style="list-style-type: none"> <li>• coordinate and manage: <ul style="list-style-type: none"> <li>○ the services of third party employment experts in relation to specialised employment matters, for example visa applications for Faculty and staff; and</li> <li>○ any dealings with the Fair Work Commission and related entities.</li> </ul> </li> <li>• produce personnel and employment related reports</li> </ul>	<ul style="list-style-type: none"> <li>• as required</li> </ul>
<b>Planning</b>	<ul style="list-style-type: none"> <li>• department plans are developed, implemented and reviewed regularly in order to contribute to and support the achievement of the strategic plan.</li> <li>• develop a continuous improvement approach within the department</li> <li>• undertake any other duties or requirements where required</li> </ul>	<ul style="list-style-type: none"> <li>• department plans are developed and reviewed annually.</li> <li>• department plans are managed within the approved budget.</li> <li>• improvements are implemented annually.</li> </ul>
<b>Policies and Procedures</b>	<ul style="list-style-type: none"> <li>• develop and review HR policies and procedures.</li> <li>• ensure HR policies and procedures are published and communicated to stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• policies and procedures are reviewed regularly</li> <li>• policies are up to date on the College website</li> </ul>

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<b>General</b>		
<b>People Management</b>	<ul style="list-style-type: none"> <li>• support managers in managing people issues as they arise.</li> <li>• train and equip managers to manage people effectively.</li> <li>• report to senior management issues that need to be addressed</li> </ul>	<ul style="list-style-type: none"> <li>• staffing issues are addressed as soon as they arise</li> <li>• managers are equipped with the knowledge and information to effectively do their role</li> </ul>
<b>Community</b>	<ul style="list-style-type: none"> <li>• demonstration and personal leadership in enacting the College's values</li> <li>• demonstrate leadership in making positive contributions to the organisation's culture</li> <li>• work collaboratively with other teams</li> <li>• encourage teamwork and foster good communication with other teams</li> <li>• actively participate in team and staff meetings</li> </ul>	<ul style="list-style-type: none"> <li>• participation in team and staff meetings</li> <li>• encourage all staff to contribute to team and staff meetings</li> <li>• encourage all staff to contribute positively to the organisational culture</li> </ul>
<b>Risk and Compliance</b>	<ul style="list-style-type: none"> <li>• ensure team compliance with WHS legislation, policy and procedures</li> <li>• demonstrate leadership in promoting and raising awareness of WHS in the College community</li> <li>• contribute to the maintenance of a safe, clean working environment</li> <li>• ensure compliance with College policies and procedures, applicable legislation and regulatory frameworks</li> <li>• ensure risk is managed appropriately within team activities</li> <li>• ensure department records are managed within the policy requirements</li> </ul>	<ul style="list-style-type: none"> <li>• evidence of participation in WHS activities, e.g. fire training, as required</li> <li>• risk assessments are conducted prior to new activities being undertaken</li> <li>• WHS is promoted within team meetings</li> <li>• team attends WHS training</li> <li>• evidence of risk management in work activities</li> <li>• when applicable, department documents are regularly updated in TRIM</li> </ul>

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<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• maintain currency in key competencies</li> <li>• attend internal and external training as required</li> <li>• promote and encourage professional development within the team</li> <li>• participate in an annual performance review</li> <li>• conduct annual performance reviews as required</li> </ul>	<ul style="list-style-type: none"> <li>• competencies remain up to date</li> <li>• evidence of participation in internal and external training</li> <li>• team members are engaged in professional development annually</li> <li>• performance reviews are conducted annually</li> </ul>