

Human Resources Officer (part-time)

Position Description and Information for Candidates

Fahan School Background

Established in 1935, Fahan School is located on a stunning 6.2 hectare campus in the attractive Hobart suburb of Sandy Bay - a ten minute drive from Hobart's CBD.

Fahan School is an independent, non-denominational day and boarding school for girls from Kinder to Year 12 on one campus. Fahan students enjoy state-of-the-art facilities, spectacular grounds, a nurturing wellbeing program and have an outstanding academic record.

Fahan School provides a strong academic program within a friendly, inclusive culture and prides itself on being the outstanding school for girls in Tasmania. In 2018, an outstanding 25% of our girls obtained ATARs of 95+, placing them in the top 5% of students nationally. This is not an anomaly, as over the last 12 years, Fahan School has had the highest percentage of Year 12 students achieving university entrance of any school in the State. These results continue a tradition of excellence at Fahan of which we are very proud.

Fahan School is committed to maintaining its strong family-oriented community, offering small class sizes, where the girls are valued and nurtured in a positive and caring learning environment.

Philosophy

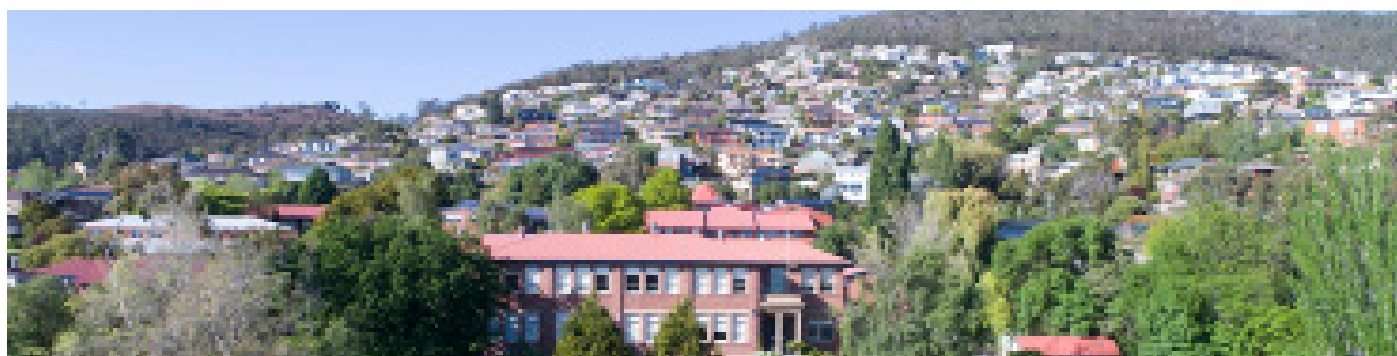
Fahan School is dedicated to excellence in education for girls and the realisation of each student's potential, providing a balanced curriculum encompassing academic, cultural, physical and practical areas of learning. Fahan is a non-denominational school with a Christian ethos.

Fahan School is a community that excels in educating girls from Kindergarten to Year 12 in an inclusive environment, where high expectations and outstanding academic and co-curricular programs allow for each girl to be valued and nurtured to develop skills of resilience, integrity and social responsibility, as she strives to achieve her personal best.

Our Vision is that Fahan School will be recognised as the outstanding school for girls in Tasmania.

The Fahan School Community is united by a strong set of values with the aim of:

- Ensuring that every individual matters
- Providing educational excellence
- Developing resilience in every Fahan girl
- Providing staff and students a nurturing environment
- Instilling in Fahan girls an important sense of family and community
- Encouraging Fahan girls to celebrate diversity and foster tolerance
- Engendering positive ethical and moral behaviour in every Fahan girl



Human Resources Officer (part-time)

Position Description and Information for Candidates

Our Core Values

1. Every individual matters

Fahan School accepts, nurtures, respects and celebrates every individual. Girls experience safety and encouragement, allowing them to grow in confidence and thrive.

2. Educational excellence

Fahan School develops qualities of self-confidence, optimism, high self-esteem and a commitment to personal excellence in all academic and co-curricular pursuits. Fahan School encourages and celebrates the pursuit of excellence and one's personal best across all fields of endeavour.

3. Resilience

Fahan School builds the resilience of students as they reflect on their actions, develop the strength and courage to cope with disappointment or loss, and are encouraged to move forward.

4. Nurturing environment

Fahan School offers students and staff a nurturing environment through smaller class sizes, an emphasis on caring, and programs encouraging relationships between older and younger girls.

5. A sense of family and community

Fahan School offers a sense of family and community by maintaining strong links with parents and former students and encouraging participation in communal events. Fahan's relatively small student numbers foster a close-knit family atmosphere.

6. Welcoming

Fahan School welcomes students, staff and parents from a variety of cultural and socioeconomic backgrounds. Individual cultures and backgrounds are embraced.

7. Integrity

Fahan School fosters integrity in academic and co-curricular endeavours. Students are encouraged to achieve their personal best and to be true to themselves.

8. Participation

Fahan School offers a wide variety of activities for the girls and encourages them to attempt as many of these as possible.

Co-Curricular And Extra Curricular Activities

Fahan School offers its students an extensive co-curricular program which assists in the development of specific skills, confidence and commitment. Students can participate in activities such as sport, music, visual arts, performing arts, debating, public speaking, student leadership, community service, exchange programs and intrastate, interstate and overseas trips. In all these activities, our students consistently achieve results above and beyond expectation.

Human Resources Officer (part-time)

Position Description and Information for Candidates

Position Description

The Human Resources Officer (HR Officer) is a vital position within the school administration, responsible for the implementation of all human resources related policies, procedures and systems within the School.

The HR Officer is responsible for the co-ordination and support of all aspects of human resources in the School under the management and direction of the Principal and Business Manager.

The HR Officer will be responsible and accountable for their own work, and exercise discretion and initiative in the organisation of work which is performed within established guidelines and an operating budget. The HR Officer is subject to limited supervision.

Supervisor: Business Manager

Essential Criteria

The School's Human Resource Officer will be able to demonstrate:

1. Outstanding knowledge, skills and experience in the role of human resources.
2. Outstanding administration, organisational and time management skills with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing tasks.
3. Outstanding interpersonal and communication skills, with demonstrated ability to build rapport and interact effectively at all levels of an organisation.
4. Demonstrated knowledge and understanding of current workplace laws, awards, Enterprise Agreements and policies. An understanding of privacy and confidentiality laws and an ability to apply absolute discretion when dealing with confidential information.
5. A solutions-focused approach with an ability and desire to continuously improve the School's HR frameworks to best support the achievement of the Schools HR strategies and its desire for all staff to reach their full potential.
6. Demonstrate advanced computer skills and literacy with skills in MS Office/Word/Excel, electronic diary applications, and the use of Synergetic and Complispace databases is highly regarded.
7. Experience working within the education sector is desirable, and a knowledge of the independent school sector will be an advantage.

Primary Responsibilities

Provide professional human resource services and advice in the areas of:

1. Policy and Procedure

- Assist with the development and implementation of the School's HR policies and procedures. Develop and maintain the staff handbook and other staff resources.
- With School Management assist with the education and awareness of staff about HR related policy and procedure.

Human Resources Officer (part-time)

Position Description and Information for Candidates

2. Provide Professional HR Advice

- High level support and advice to the Principal, Management Team and Staff in relation to the management of human resources.
- Advise Management of human resource trends, strategies and benchmarks.
- Provide support and advice for the implementation and future development of the School's Enterprise Agreements.
- Liaise with the School's HR and industrial Relations consultants to obtain advice on complex matters from time to time.
- Respond to queries in relation to HR from Management and staff.
- In conjunction with the Business Manager, monitor workplace law, including the National Employment Standards, Awards, Employee Collective Agreement and policies as they apply to the school.

3. Administering and Managing HR information

Administer, manage and maintain the School's employment records and database to ensure they are complete and accurate for HR records including but not limited to:

- Develop and maintain staff position descriptions.
- Draft employment letters of appointment, updates and other correspondence using the School's approved templates.
- Ensure HR data is available for the efficient operation of the School as required.

4. Continuously Improving the HR Framework

- Improve HR programs and systems by monitoring and reviewing their effectiveness towards School aims.
- Support the administration and ongoing development of the School's performance management framework.
- Promote the School's HR programs throughout the workplace, including attending staff meetings, preparing staff announcements and summaries for staff briefings, School Newsletter and Board Reports.
- Support the implementation of policy and procedures in relation to any grievance procedures.

5. Support the HR Life Cycle

- Manage recruitment and pre-employment screening processes including preparing position descriptions, placing advertisements, receiving job applications, communicating with applicants, coordinating interviews, issuing appointment letters, responding to unsuccessful applicants.
- Co-ordinate mentoring and growth opportunities.
- Support the Principal and School Management around processes for succession planning, exit and termination if required.

Human Resources Officer (part-time)

Position Description and Information for Candidates

6. Support Professional Development

- Administer and support a program of professional development for staff.
- Assist with the organisation of Professional Development Days.
- Work in conjunction with the Compliance Health & Safety Officer on compliance and administrative matters and on compulsory training for Child Safety, WHS, Fire Warden Training, First Aid etc.
- Attend appropriate professional learning opportunities.
- Develop and assist the Business Manager in overseeing Budgets for staff training and development, staff amenities.

Secondary Responsibilities:

7. General:

- Assist with general office duties, including answering phones from time to time as required.
- Undertake projects and other reasonable tasks from time to time at the direction of the Principal and/or Business Manager.

Work Health and Safety

- Comply with the requirements of all applicable Work Health and Safety legislation and Fahan School Work Health and Safety policies and procedures.
- Work closely with the Compliance, Health and Safety Officer to provide support and leadership in risk management and mitigation.

Code Of Conduct

- Abide by Fahan School's Code of Conduct in the performance of all duties.
- Exercise discretion and maintain the confidence of the Fahan School Community concerning the activities of the School.

Child Safety

- Adhere to [Fahan School's Child Safe Policy](#).

Human Resources Officer (part-time)

Position Description and Information for Candidates

Essential Requirements

1. Tertiary qualifications and/or demonstrated knowledge and experience in a similar role.
2. Valid Tasmanian Working with Vulnerable Persons registration
3. Satisfy requirements of a National Police Check
4. Permanent Australian residency
5. Current Driver's Licence

Additional Information

This is a part-time position, initially three days per week, with scope for growth. Working days are negotiable.

Applicants are to submit their CV with a letter addressing the essential criteria together with a completed Application Form for non-teaching role to employment@fahan.tas.edu.au by 4:00pm Friday 11 October 2019.

Please direct any enquiries to Richard Colquhoun, Business Manager - colquhounr@fahan.tas.edu.au