



## **Human Resources Manager**

**Full-Time,  
Start date negotiable  
Location- Joondalup, WA**

### **Job Description and Application Requirements**

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#### **About Alta-1 College**

Alta-1 College WA is an independent Christian, co-educational, CARE (Curriculum and Reengagement in Education) School of 800 students located in various locations across Western Australia. The College caters for students between 12 and 18 years of age and provides students a pathway to complete secondary education.

The College intentionally works with disengaged and disadvantaged young people who are considered educationally, behaviourally and socio-emotionally at-risk.

Alta-1 College was started in Western Australia in 2004 and is now a multi-campus school with nearly all Alta-1 campuses deliberately utilising the premises of an existing church community. In May 2015 Alta-1 College QLD was established and currently services 50 students. Alta-1 College Western Australia has 19 campuses spread throughout the Perth metropolitan area, Great Southern and, recently, the Kimberley.

#### **The Opportunity**

Alta-1 College is the largest CARE school in Australia. The dynamic rapid growth of the College has recently required an organisational restructure resulting in significant new positions. This is an outstanding opportunity for an experienced Christian professional to devote both their passion and skills to a new season of growth and success in changing lives.

#### **Primary Role**

The primary role of the Human Resources Manager within Alta-1 College is to work closely with the senior management team on strategic and operational human resource management, to support organisational business and people requirements and the development of a caring, fulfilling and high performing culture.

Reporting to the Director of Corporate Services, the Human Resources Manager will support the Senior Leadership Team with all aspects of Human Resources Management.

## **Responsibilities of the Role**

Matters the Human Resources Manager is responsible for include:

- a) assist with strategic workforce planning;
- b) recruitment, selection and induction of employees and volunteers;
- c) maintain employment contracts and position descriptions for all staff
- d) oversee professional development plans;
- e) develop and roll out internal training;
- f) evaluate and implement human resource systems;
- g) maintain human resources policies and procedures;
- h) work with the senior management team to support a consistent application of policies and procedures;
- i) coach and assist the Senior Leadership Team in performance management processes;
- j) maintain college EBA's and interpret award entitlements terms and conditions;
- k) maintain EAP and ensure staff utilisation where applicable
- l) administration of workers' compensation claims and return to work co-ordination;
- m) manage workplace health and safety obligations;
- n) interacting with payroll as necessary and appropriate;
- o) manage termination and resignations;
- p) ensuring compliance requirements are met within the context of the College's compliance framework and employment legislation;
- q) proactive cooperation and teamwork across Alta-1; and
- r) other matters as required by Alta-1 from time to time.

The measures of good practice for the Human Resources Manager within Alta-1 College include the following:

### **Leadership and Management**

- Facilitates the development of a culture that promotes Christian beliefs, values and behaviours in all aspects of the school.
- Communicates and actively promotes the Alta-1 vision, maintaining the developmental direction of the College within the Alta-1 System boundaries.
- Establishes and models exemplary standards of Christian professional conduct.
- Actively collaborates with the Senior Leadership Team.
- Other duties as required by the Director of Corporate Services or Executive Officer.

### **Workforce Planning and Recruitment**

- Participates in HR planning and budgeting
- Develops recruitment, selection and induction procedures
- Supports the Senior Leadership Team with the recruitment, selection and induction of employees and volunteers
- Oversees the direct recruitment process
- Supports the Senior Leadership Team with probation period processes and procedures
- Manages the induction process for of all employees and volunteers,
- Maintains employment contracts and position descriptions for all staff
- Maintains the Employee handbook.
- Interact with payroll as necessary and appropriate.
- Assist the Senior Leadership Team with the onboarding of new staff.
- Initiates the onboarding process with payroll and admin staff to ensure new employees are effectively resourced for their role.

### **Professional Development and Performance Management**

- Develops and maintains professional development and performance processes and procedures
- Assists the Senior Leadership Team with employment conflict and grievances and facilitates mediation meetings as required.
- Effective handling of employee performance issues or concerns
- Maintains whole college training using Bridge and other systems as required.
- Develop and roll out internal training on company policies/procedure legal compliance and other matters as required.
- Ensures that each staff member has an approved professional development plan, linked to the performance management process
- Oversees the EAP in consultation with the Director of Wellbeing

### **Compliance**

- Establishes and maintains a suite of HR policies and procedures
- Maintains the College EBAs and stays abreast of award conditions and changes
- Evaluates current systems and software requirements, providing recommendations to the Director of Corporate Services.
- Provides ongoing coaching, training and support to the Senior Leadership Team on HR legal obligations and requirements e.g., Equal Opportunity legislation
- Oversees Work Health Safety Obligations across the Region and College as one reporting entity
- Maintains workplace incident reports
- Administers workers' compensation claims and co-ordinates return to work plans in consultation with insurers
- Ensures that workspaces are evaluated and adjusted as required for staff with medical conditions or requirements
- Maintains Working with Children Checks, police clearances, Blue Card (as required) and driver's licences registers for employees and volunteers
  
- Community Liaison Promotes a positive Alta-1, school and College image to all stakeholders.
- Initiates and fosters relationships with personnel from relevant stakeholders.
- Ensuring all staff complaints and grievances are appropriately managed within the College's Policies and Procedures.

### **Extra Curricular Involvement**

- Participates in professional development activities according to interest and professional improvement, as negotiated with the Director of Corporate Services.
- Participates in relevant extra-curricular activities of the school.

### **Key Performance Indicators (KPIs)**

The Director of Corporate Services will develop a range of documented KPIs covering significant elements of the above measures

### **Reporting Relationship**

The position reports to the Director of Corporate Services and works closely with other members of the Senior Leadership Team

## **External Relations**

Public relations (e.g. contact with the media, police) and contact with general external agencies is the responsibility of the Executive Officer.

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## **Essential Selection Criteria**

1. A personal faith and commitment to the Lord Jesus Christ.
2. Previous significant Human Resources Management experience including industrial negotiations.
3. Demonstrated passion for supporting individuals and groups at risk.
4. Demonstrated effective interpersonal communication and conflict resolution skills, relevant for managing relationships with staff and external agencies.
5. Experience in evaluating and implementing HR policies, systems and process.
6. Demonstrated commitment to the Mission and Values of Alta-1 and to the promotion and implementation of the Alta-1 System.
7. A lifestyle consistent with the Alta-1 Christian Discipleship Policy or its equivalent, including regular church attendance.
8. A current Working with Children Check.
9. A valid Class C Driver's Licence.

## **Desirable Selection Criteria**

1. Previous HR systems experience
2. Previous payroll system experience
3. School environment experience
4. Formal qualifications in management or any of the above.

## **How to Apply**

Applications **must** include a cover letter, a statement addressing the essential selection, a current resume and a written reference from your pastor.

Alta-1 offers attractive remuneration and salary packaging opportunities.

Applications will be received by email and must be addressed to:

Mr David Geldart  
Alta-1 College  
[HR@alta-1.wa.edu.au](mailto:HR@alta-1.wa.edu.au)

***Previous applicants need not apply.***