



HUMAN RESOURCES MANAGER

JOB & PERSON SPECIFICATION

NOVEMBER 2025

Human Resources Manager



Position Description

Title of Position:	Human Resources Manager
Tenure:	Permanent – Full Time
Hours of Work:	5 days per week – 48 weeks per year 37.5 hours per week
Additional:	Flexibility of working hours and days will be required during peak workload periods.
Location:	St Michael's College Secondary Campus, Henley Beach with time spent at the Primary Campus, Beverley
Responsible to:	Business Manager and works closely with Principal, Deputy Principal – Staff and Strategy and Deputy Principal Head of Campus
Direct Reports:	Human Resources Payroll Officer, Human Resources Coordinator, Front Office Admin Team Henley Campus
Key Relationships:	Internal: Principal, Deputy Principals, Business Manager, Leadership Teams and Staff External Stakeholders: Catholic Education South Australia (CESA), ACCESS Programs

PURPOSE

St Michael's College is a Catholic co-educational college in the Lasallian tradition which is committed to the human and Christian education of the young, especially the poor, through: Community, Challenge and Choice.

Community

We are an inclusive and respectful community where each individual is known, valued and cared for enabling them to feel confident to explore their curiosities, flourish and fully realise their potential.

Challenge

Individual growth is achieved through engagement, opportunity and recognition, underpinned by a positive learning culture that is authentic, challenging and supportive.

Choice

Through a quality Lasallian education, inspired by the Gospel and a concern for social justice, students are empowered to better choose who they become as people, learners, and leaders in the world.

POSITION OBJECTIVE

The role of the Human Resources Manager is to provide strategic HR leadership to support workforce capability, succession planning, and organisational culture in alignment with the College's Strategic Directions. The HR Manager plays a critical role in managing the human resources and payroll functions of St Michael's College and offers excellent support to staff in line with the College's Catholic Lasallian ethos.

The Human Resources Manager will deliver efficient strategic and operational HR activities including recruitment and employment processes, industrial relations services, workers compensation and return to work support, professional development and performance management.

The Human Resources manager is responsible for the oversight of payroll, staff entitlements, superannuation and statutory obligations and for the (management of the Front Office Administration staff at the Henley Campus

KEY RESPONSIBILITIES

Duties include, but not limited to:

- Assist College Leadership to manage the human resources function for school activities including policy development, recruitment, industrial relations, workers compensation and return to work, employee induction, professional development and performance reviews.
- Collaborate with the Leadership Team to identify, develop and implement solutions across a range of human resource functions including workforce planning, managing performance, industrial relations, organisational restructuring, employee relations and training and development in line with the Enterprise Agreement and legislative requirements.
- Coordinate end to end recruitment activities including preparing job advertisements, developing Position Information Documents (PIDs), interviewing and panel arrangements, undertaking referee, registration, security clearance and other applicable checks, employment contracts and staff exit interviews, as required.
- Provide advice and support to Leadership in managing staff issues including excessive absence, under-performance, breach of policies and misconduct and ensure the principles of natural justice and due diligence are applied, as required, consistent with Enterprise Agreement, Staff Misconduct flow chart and legislative requirements.
- Provide professional Human Resources advice to staff including interpretation of St Michael's College, SACCS and CESA policies, procedures, and other applicable employment legislation.
- Contribute to review and update of policies Position Information Documents (PIDs) as required to remain consistent with the South Australia Catholic Schools Enterprise Agreement provisions and aligned with College needs and practices.
- Manage and maintain currency and accuracy of employee records on matters such as salary, superannuation, leave, training, performance and misconduct matters, and prepare associated management reports and letters according to policy and legal requirements.
- Oversee onboarding, including induction planning and documentation for new and relief staff. Plan, support and deliver induction training for new staff in conjunction with the Leadership Team. Coordinate performance management reviews ensuring documentation is prepared, completed and filed accordingly.
- Promote and coordinate staff wellbeing initiatives and programs, promote the Employee Assistance Program, and any required training and/or professional learning opportunities for non-teaching staff.
- Positively participate and engage in any required training and development and regular professional review processes.
- Perform other duties as required, as directed by the Principal (or delegate).

PERSONAL SPECIFICATIONS

- A strong Human Resources generalist background and demonstrated expertise and practical experience in managing strategic and operational human resource activities, compatible with working in a Catholic school environment to actively support the Catholic faith and the College's Vision and Mission and Strategic Directions.
- Strong proficiency across Human Resources disciplines such as recruitment, employee/industrial relations, and workforce planning, complemented by a solid knowledge of contemporary human resource practices, standards, and statutory requirements.
- High level of confidentiality, trust, integrity, and work ethic combined with ability to self-reflect and self-manage, as well as positively contribute and work in support of the Leadership Team.
- Exceptional interpersonal and communication skills and proven ability to develop a strong positive rapport with others to build credible, trusting and respectful relationships.
- Ability to generate and develop complex ideas and exercise substantial autonomy in decision-making and significant and independent professional judgement based on extensive experience and an advanced level of expertise.
- Develop, lead, implement and embed programs and initiatives to achieve positive staff engagement and meet required outcomes.
- Ability to adjust rapidly to new situations and to coach and influence others to adapt to change.
- Proactive, resilient, accountable for own actions and able to work productively and collaboratively in a complex environment with others and provide guidance and support.
- Support Leadership to effectively manage staff matters and actively support, model and promote the use of restorative practices and processes in dealing with others.
- High-level administration and organisational capabilities to successfully manage overall planning of work of significant complexity.
- High level proficiency in MS Teams and MS Office and ability to efficiently navigate databases and HRIS systems.
- Demonstrate an active commitment to ongoing professional learning and timely completion of required training, and participate in professional (and other) reviews, as applicable.

QUALIFICATIONS AND EXPERIENCE

Essential

- A tertiary qualification of Certificate IV or higher in Human Resources (or comparable experience)
- Minimum 5 years' experience in a similar HR or office environment; experience in the education or not-for-profit sector is desirable. Familiarity with employment legislation such as the Fair Work Act and Awards interpretation
- Current or able to achieve an acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Current or able to ascertain valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate
- Current and valid Australian Driver's License

Desirable

- Experience working in an education environment and with enterprise agreements and unions is highly desirable. Change management experience will be highly regarded.

WORKPLACE HEALTH & SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must: -

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.

- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.
(Reference: Division 4, Section 28 – SA WHS Act 2012)

PROFESSIONAL EXPECTATIONS

- Adherence to and modelling at all times of the St Michael's College [Community Charter](#), and [SACCS Code of Conduct](#). These codes outline the standards for appropriate ethical and professional behaviour and interactions. .
- Demonstrate understanding and implementation of the Mission and Vision of St Michael's College as a Catholic school in the Lasallian tradition.
- Enhance the College's relationship with external stakeholders through positive interactions and communication.
- Maintain professional and courteous relationships with internal and external providers and clients.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

Position Description Review: 31st October 2025



HOW TO APPLY

Applications including a cover letter and CV should be addressed to Andrew Reed and Justin Hinora.
Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call (08) 8100 8849.

Please Note

Your application will be automatically acknowledged by a return email.