



The Scots College

Sydney Australia

Role Description – Human Resources Business Partner

"In seeking to serve God faithfully, the Scots College exists to inspire boys to learn, lead and serve as they strive for excellence together"

Scots to the Fore: Brave Hearts, Bold Minds – Our Strategic Intent 2016 – 2025

1. **Position Title:** Human Resources Business Partner – People and Culture
2. **Role Purpose:** To provide an efficient and effective partnership in consultation with College Leaders on human resource-related issues.
3. **Location:** Senior School, Bellevue Hill
4. **Responsible to:** Director of People and Culture, College Leaders
5. **Key Accountabilities:** The HR Business Partner must work effectively and collaboratively with assigned College Leadership roles across various departments at the College. A close functional relationship with the Director of People and Culture will be maintained as well as close relations with the Office of the Principal as well as Payroll and Finance teams at the College.
6. **Key Tasks and Expected Outcomes:**
 - Dealing with teaching and non-teaching HR matters across various College departments on a daily basis.
 - A solid understanding of people administration and be able to handle multiple HR activities.
 - Must have a positive and high energy approach and demonstrate prioritisation skills.
 - Must be professional in presentation, be business smart and ready to provide sound support to the College Leaders in relations to HR matters whilst retaining a direct reporting line to the Director of People and Culture.

Position Responsibilities	Core Activities	Key Performance Indicators
<p>People and Culture Business Partnering</p>	<ul style="list-style-type: none"> • Support the College transformation by driving the People and Culture function to a Business Partner Model. • Establish sound relationships with College Leaders and engage with key stakeholders within the College. • Provide HR advice, direction and consultation to the College Leaders across all areas of HR including performance management, recruitment and retention, engagement and remuneration reviews. • Actively promote a positive and consultative HR style to the College. • Actively empower and train College Leaders on people related process and compliance. • Participate and contribute as a change champion within the College in line with the strategic direction and relevant change strategies. • Demonstrated strengths in Employee Relations and Industrial Relations 	<ul style="list-style-type: none"> • Established relationships with College Leaders and Stakeholders. • Strategic HR advice and pro-active issue resolution. • All College Leaders to have a strategic People plan per annum. • Sound Employee Relations practice and outcomes. • Impact and value-based measures as opposed to activity-based measures.
<p>Recruitment and On-Boarding</p>	<ul style="list-style-type: none"> • Lead the Recruitment Process with College Leaders • Lead and execute advertisements through relevant media including the College intranet, recruitment websites and newspapers. • Organising and managing applications including resumes, creating interview guides and liaising with relevant managers where required. • Support the interview and selection process to determine candidate culture and character fit for the College. • Execute and ensure staff on boarding and induction to the College. • Grow and maintain a teaching and non-teaching talent pool for the future. 	<ul style="list-style-type: none"> • Adherence to policy • Strategic Recruitment Management and timely replacements of known or planned turnover. • Existing and available talent pools. • Sound on boarding and Induction of new staff.

	<ul style="list-style-type: none"> • Innovate and devise strategies for future recruitment of talent. • Processing Visa's and liaising directly with the Department of Immigration where necessary. • Creating, updating and formatting employee role descriptions. 	
Learning and Development	<ul style="list-style-type: none"> • Assisting with the development and improvement of the College New Staff Induction Day held in January each year and the New Staff Mid-Year Induction held at the beginning of Term 3 each year. • Collaborate with the Research and Development Office on building talent development initiatives and partnerships. 	<ul style="list-style-type: none"> • Clear People and Succession plans to groom talent in various Departments. • Execution of Leadership development for College Leadership Roles.
Workforce Analytics and Planning	<ul style="list-style-type: none"> • Pro-active strategic understanding, presentation and interpretation of Workforce Data and reporting. • Contribute, compile and submit Council Reports, Annual Equal Opportunity for Women in the Workplace Agency Report (EOWA) and others. 	<ul style="list-style-type: none"> • Impact and value-based measures as opposed to activity-based measures. • Accurate Reporting and Compliance.
Culture and Technology Projects	<ul style="list-style-type: none"> • Participate and support the College Culture and Employee Value Proposition. • Support the implementation of a future HRIS Technology for the College and drive related change efforts to drive uptake and adoption. • Identify process gaps and implement improved processes to improve compliance. • Oversee and drive the staff Health and Wellbeing program. • Assisting in the development and implementation of new Policies and Procedures as required. • Be open to getting involved in a variety of other People and Culture projects as they arise. 	<ul style="list-style-type: none"> • Demonstrated understanding of College Culture and Value Proposition. • Achieve 80 percent of people interactions handled by staff and College Leadership. • End to end integrated processes based on the employee lifecycle.
General	<ul style="list-style-type: none"> • Reporting and draft presentations for the Principal regarding new staff information and profiles. 	

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| | <ul style="list-style-type: none">• Attending to all HR correspondence both internal and external.• Generally, adopt a supportive role in relation to College interface with parents and visitors. | |
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7. Essential Selection Criteria

- Positively support the Christian values of the College
- discretion and the ability to maintain confidentiality at all times
- dedication to the College and motivation to do a great job
- flexibility, maturity, forward thinking and organised
- the ability to work effectively at short notice and under time pressure
- strong organisational skills
- a pro-active approach
- must be able to take direction well and also be capable of working autonomously
- an exceptionally high level of customer service.