

Position Description

Deputy Human Resources Director

Nature of the Role

The Deputy HR Director is accountable for management and delivery of HR Services for Wesley College. The incumbent will lead and manage the HR Operations, OH&S and Payroll teams. This position reports to the Director of Human Resources, Wesley College.

The appointee will have a leading role in articulating the values and culture of the College and will be able to demonstrate an empathy with these.

Dimensions of the Role

The Deputy HR Director leads the delivery of HR services across the College. This key leadership position will review and deliver all operational HR activities as well as contribute to the development of HR Strategies. Areas of responsibility span the entire employee lifecycle including recruitment and induction, performance management and development, remuneration and benefits, renewal and retention.

Main Responsibilities

- Ensure delivery of quality HR services to all staff and team leaders across the College
- HR Partner to Elsternwick Campus, Clunes, Wesley College Institute and the Business Directorate
- Lead and manage the HR Team including Payroll
- Review and implement all HR processes and make improvements where appropriate
- Develop, review and implement all staff related College policies
- Embed the upgraded HRIS and Employee Self Serve modules and drive increased usage by all staff
- Accountable for all recruitment, induction and retention activity across the College
- Ensure delivery of all HR compliance activities including statutory reporting and required training across the College
- Support development and delivery of organisation design, leadership development and culture and engagement activities
- Contribute to the development of Wesley College HR Strategy

Reporting Relationships

Reporting to the Deputy Director of Human Resources are:

- OHS Co-ordinator
- HR Co-ordinator
- Payroll Team

Critical Collegial relationships are with:

- College Executive
- Heads of Schools
- Heads of Learning
- College and Campus Heads of Professional Development
- Director of Wesley Global
- Head of Infrastructure and Planning
- Associate Director – Finance and Reporting
- Head of Information Management and Technology Services

Knowledge and Experience

- Significant experience leading an HR Operations team delivering high quality HR Services to a broad range of staff and leaders
- Demonstrable experience in leading delivery of all HR processes including but not limited to recruitment, employee relations, remuneration and payroll
- Proven experience leading and developing a team of HR Professionals, experience in the education sector strongly preferred
- Experience in upgrading/implementing HR systems and leading associated change programs
- Strong interpersonal skills with ability to build and maintain relationships throughout the organisation
- Proven ability to manage ambiguity and support others through change
- Tertiary qualifications in Human Resources or a business related discipline essential, post graduate qualifications ideal

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