



**BRINDABELLA  
CHRISTIAN  
COLLEGE**

**HUMAN RESOURCE MANAGER**

**APPLICANT RECRUITMENT INFORMATION PACK**



**Information Pack – July 2019**

Approved by Board July 2019

## INTRODUCTION TO BRINDABELLA CHRISTIAN COLLEGE, CANBERRA

### **VISION STATEMENT**

The vision of Brindabella Christian College is to advance a community of Wisdom, Integrity, Service and Excellence, in and through Christian Education.

### **BACKGROUND**

Brindabella Christian College is a growing, non-denominational, co-educational Early Learning to Year 12 Christian School in the North of Canberra. It enjoys a reputation of being 'student centered', with excellence in pastoral care. In 2012 the College extended its offer to include Early Learning Centres (ELC) to Year 12 and in 2014 commenced a second campus. It is one of a few 'mid fee' independent schools in Canberra offering a fully integrated educational program.

For almost forty years Brindabella Christian College, formerly O'Connor Christian School has provided a holistic approach to education based on Christian values and beliefs. Beginning with 2 teachers and 29 students in 1980, Brindabella Christian College now covers two campuses in Charnwood and Lyneham with over 170 staff and close to 1000 students.

Preparing young people in a changing world which can be volatile, uncertain, complex and ambiguous, demands that the significant adults in a young person's life lead and learn alongside them with purpose, compassion and humility. The College seeks to actively influence the lives of a greater number of young people. It believes that the most authentic way of achieving access to those students is through offering high quality Christian education. This is the core business of Brindabella Christian College.

The College supports Christian families and those sympathetic to the Christian worldview to raise their children in a safe and caring environment. The school aims to partner with parents in the education of their children, supported by Christian staff.

The College is a member of Christian Schools Australia, and the Association of Independent Schools, ACT. The Lyneham campus caters for children from 3 years of age through to Year 12 and, the Charnwood Campus caters for babies and children aged 6 months of age to Year 5 (Year 6 in 2020).

### **VALUES**

As a Christian school we value –

*Wisdom, Integrity, Service, and Excellence*

## MISSION

Brindabella Christian College will achieve its vision by:

- Offering a ‘high quality education’ with a Christian world view that encompasses traditional Academic, Arts and Culture, Languages (Mandarin), Sport, Social and Spiritual development
- Immersing God into the daily life of all students from ELC – Year 12
- Attracting, retaining and developing Christian staff of the highest calibre
- Increasing access to its model of Christian education through expansion of its geographic footprint and offer across Canberra
- Positively influencing the lives of others through education and community building

## IMMUTABLE TENETS

Underpinning the Vision, Mission and Values are a set of tenets which Brindabella Christian College holds as sacrosanct. These are central to the identity and tradition of the school and will not be compromised under any circumstance. These include:

- Christian education where God is present in the daily life and work of the College
- Upholding of traditional, conservative Biblical values
- Co-education from Early Learning to Year 12
- Service to others
- Non selective entry
- Individual focus on each student achieving their personal best
- Strong community connection.

## OPERATIONAL PHILOSOPHY OF THE SCHOOL

The core work of Brindabella Christian College is to provide to students a high-quality education through a Biblical worldview, from the infant developmental stage to the completion of the secondary (College) years.

In order to achieve this, the College has reviewed and improved academic programs, made changes to the organisational structure including staff appraisal and review, improved staff professional development, maintained pastoral care for students, and aims to employ high quality staff to support the teaching and Christian philosophies of Brindabella Christian College and its future growth.

## GOVERNANCE

Brindabella Christian College is governed by the Board of Directors. The Directors are responsible for setting the strategic view, the schools’ policies, philosophy of the school, implementation and regulatory compliance.

Five committees are operated by the Board –

- Executive
- Finance Committee

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- Governance and Risk Committee
  - Futures and Resource Planning Committee
  - Education Committee

The Board appoints the Principal and the Business Manager, who assume overall responsibility for the day-to-day operation and management of the School.

The desire of the Board and the Principal is to appoint a Human Resource Manager for Brindabella Christian College. The position will be located at the Lyneham Campus but there will be a requirement to work at the Charnwood Campus from time to time as required. The Human Resource Manager is responsible to the College Business Manager.

## **HUMAN RESOURCE MANAGER**

**Lyneham Campus** – The position of Human Resource Manager is a full-time on-going position.

Responsible to: The position of Human Resource Manager works collaboratively with, and is directly responsible to, the College Business Manager.

Probation period: This position has a six (6) month probation period.

Commencement date: As soon as possible

## **PURPOSE**

The purpose of this role is to work at the Brindabella Christian College Lyneham Campus in Canberra, with the Management and staff, in assisting and deploying the HR functions of the school. Brindabella has approximately 170 staff across two campuses and the aim of this role is to assist and support management and staff in improving HR practices.

## **EXPECTATIONS**

The Human Resource Manager will support the vision of Brindabella Christian College through the following and it is expected that staff members will:

- hold Christ as the centre of their lives and work practices
- be role models for students, parents, each other, wider community
- behave professionally and respectfully at all times
- be good team members - put others before themselves - see the needs of the whole school – be willing to contribute to all aspects of school life – see themselves as part of a community - adopt the servant model of work
- be teachable
- be caring of children
- graciously accept the fact that the needs of the school may take precedence over their own individual need
- be prepared to accept the authority of and be loyal to those in authority
- meet all the commitments required by the school (e.g. staff meetings, professional development, devotions, other duties, etc)
- deal openly, honestly and appropriately with difficulties (such as illness, frustration, stress, inadequacy)

- be participating members of a Christian fellowship/church.

### **Appraisal/Review Conditions**

The Human Resource Manager will be required to undertake a performance appraisal at the end of the probation period and annually as required thereafter.

### **Variable Duties/Hours:**

It is expected that the Human Resource Manager may at times and if reasonable be called upon to provide HR support outside of normal hours.

### **Salary and Leave Entitlements:**

Leave: Four weeks paid annual leave.

## **SELECTION CRITERIA**

Applicants for the position of Human Resource Manager must be able to demonstrate high-level performance against the following essential and desirable criteria:

### **ESSENTIAL SELECTION CRITERIA/REQUIREMENTS**

#### **QUALIFICATIONS, KNOWLEDGE, SKILLS AND EXPERIENCE**

- At least three (3) years proven experience in a HR management role
- Prior experience in managing end-to-end recruitment in accordance with targeted selection recruitment methodology
- Completed or working towards a tertiary qualification in Business, Human Resource Management or Industrial Relations
- Understanding of employment legislation, HR principles and best practices
- Excellent computer skills including advanced skills in Office computing applications such as Word, Excel, PowerPoint, and Outlook (Database)
- Strong organisational skills, and the ability to successfully complete several tasks concurrently
- Experience in writing HR policies and procedures
- Demonstrated ability to work collaboratively with management and staff
- Sound written and oral communication, interpersonal and customer service skills
- Current Working with Vulnerable People Clearance (WWVP) Clearance / Working with Children Check (WVC) and National Police Clearance or ability to gain prior to commencement of employment
- Current Drivers Licence suitable for the ACT

#### **FAITH BASIS OF EMPLOYMENT**

- Demonstrated ability to ensure that the Biblical World view is integrated into the HR practices based on the infallible Word of God
- Act consistently with the Christian content within both the 'Faith Basis of Employment' and 'Lifestyle and Intention to Continue' statements within the College letter of offer and the Multi-Enterprise Agreement (these documents are available from the College's website)

### **DESIRABLE**

- Experience working in a school environment
- Experience in auditing policies, procedures and systems
- Current approved First Aid Certificate

### **KEY RESULT AREAS FOR HUMAN RESOURCES MANAGER**

For the information of applicants the key result areas of the role are included below. It is especially important for the successful appointee to have a strong willingness to work together with the Management and staff of Brindabella to build confidence in HR practices.

### **KEY RESPONSIBILITIES**

The role of the Human Resource Manager, is to provide assistance and support to the BCC Management and staff across a range of functions. Key responsibilities include:

- Provide end to end recruitment (e.g. advertising, short-listing, organising and contributing to interviews, reference checking, paperwork, general admin support etc.)
- Work collaboratively with management to develop and implement new HR initiatives / projects (e.g. work collaboratively with management to schedule Performance Appraisals for all staff, maintain and ensure rigorous review of all employment documentation.)
- Maintain a current and accurate organisational chart
- Ensure there is a thorough process of Induction & On boarding of staff
- General HR administration (e.g. filing, scanning, reporting, drafting documents, maintaining, org charts, etc)
- Work collaboratively with management to develop and deploy HR support services
- Report as required to Brindabella Management and Board.
- Work collaboratively with Board, management and staff to improve HR support and services
- Ensure personnel files are current, well organised and accurately reflect best practice

## GENERAL RESPONSIBILITIES AND OTHER DUTIES

- Conform with and uphold all health and safety policies and procedures of Brindabella College, and take all reasonable care that their actions or omissions do not impact on the health and safety of others in the College
- Where required, attend and fully engage in all staff meetings, and team meetings.
- Any other duties required from time to time as agreed to by the Management of Brindabella.

## TERMS OF APPOINTMENT

The remuneration package includes an annual salary commensurate with the applicant's qualifications and experience.

There will be regular appraisal of performance based on agreed criteria. After the probationary period the position will be an ongoing salaried position.

It is envisaged that the appointee will be able to take up the position in September 2019 or as soon as possible.

The School reserves the right to fill the position by invitation or to re-advertise the position.

## APPLICATIONS

Applicants for the position of Human Resource Manager, Brindabella Christian College are required to include in their application the following:

1. Full name
2. Academic and professional qualifications
3. Religious affiliation and any church activities
4. Broad details of past and current positions specifically related to the advertised position
5. Address all stated essential selection criteria (listed on page 4 & 5 of this information package including Qualifications, Knowledge/Skills/Experience and Faith Basis of Employment)
6. Other activities, interests and pursuits
7. The names, addresses and telephone numbers of three (3) referees from whom the selection panel may seek confidential information

## SPECIFIC POSITION ENQUIRIES (NOT LODGEMENT) TO:

Mr Brendon Major, Business Manager, Brindabella Christian College Phone: +61 (2) 6247 4644

## LODGEMENT OF APPLICATIONS

Applications should be marked **CONFIDENTIAL** and addressed to:

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Business Manager  
Brindabella Christian College  
c/- *Progressive Training* (WA) Pty Ltd  
PO Box 1854  
GERALDTON WA 6530

Applications can be posted as per the address above or lodged electronically by email to:  
[admin@progressivetraining.com.au](mailto:admin@progressivetraining.com.au)

**CLOSING DATE**

Applications must be received in full before 5.00pm Western Standard Time on Friday 23<sup>rd</sup> August 2019. Interviews are expected to be held shortly thereafter.