



## Position Description

# Human Resources Manager

### Campus Mission and Vision

The vision for the Mueller Campus was birthed by Mueller Community Church in the 1980's. The Church had a great desire to be more effective in their outreach and service to the local community in felt needs such as Christian education, aged care, and social welfare.

We exist to present the good news of Jesus Christ and his gift of salvation to people from every stage of life within our community. An effective and sustainable campus is achieved through a collaborative approach where ministry leaders and governing bodies partner together in unity under the Lordship of Christ.

<b>Position</b>	Human Resources Manager
<b>Employment Type</b>	Full time
<b>Position Reports to</b>	Executive Director

<b>General Description of the Position</b>	<p>The Human Resources Manager plays a vital role in providing high quality expertise to approximately <u>500 staff members across 3 different legal entities</u> on the Mueller Campus. As part of the Corporate Services Team, this full-time position reports to the Executive Director and requires close working relationships with the leaders of each of the ministries listed below.</p> <ol style="list-style-type: none"> <li>1. <b>Mueller Community Church</b> including the Mueller College Early Learning Centre, Outside Schools Hour Care, and the Peninsula Palms Retirement Village (103 independent living units).</li> <li>2. <b>Mueller College Limited</b> (1800 students from Prep to Year 12).</li> <li>3. <b>Peninsula Palms Aged and Community Services Ltd</b> (Residential Aged Care Facility with 50-65 Beds).</li> </ol> <p>Key areas of responsibility include executing the human resources strategy particularly as it relates to recruiting, retention, and workforce planning. This includes collaborating with stakeholders to understand the skills and competencies required for job openings. Managing all the logistics of advertising vacant positions, screening candidates, scheduling interviews, and</p>
--	---

	<p>performing reference/qualification checks is an essential part of the role. There is also a necessity to cover and support Payroll Officers as needed. Understanding each of the campus ministries and how they interrelate is a key factor to achieving success.</p>
<p><b>Specific Duties and Responsibilities</b></p>	<p><b>I. Human Resources</b></p> <ul style="list-style-type: none"> <li>• Work directly with the heads of each ministry in the areas of workforce planning, employee induction and policy interpretation.</li> <li>• Manage staff recruitment processes including:             <ol style="list-style-type: none"> <li>i. Posting job advertisements.</li> <li>ii. Liaising with all applicants and communicating at each stage of the hiring process.</li> <li>iii. Short listing candidates through resume screening including conducting phone/video screens and interviews.</li> <li>iv. Performing reference and qualification checks.</li> <li>v. Issuing employment contracts and variations to contracts.</li> <li>vi. Maintaining accuracy and compliance of employee records and information.</li> </ol> </li> <li>• Prepare various documents including position descriptions, contracts, job advertisements and employee letters.</li> <li>• Maintain knowledge of best practices, regulatory changes, employment law, and new technologies in human resources.</li> <li>• Assist with determining suitable salaries and remuneration.</li> <li>• Analyse trends and benchmarking comparisons in compensation and benefits.</li> <li>• Ensure secure and accurate record-keeping of employee information in digital format according to policy and legal requirements.</li> <li>• Follow up on probationary dates for new employees with reports being kept on file when received from supervisors.</li> <li>• Conduct exit interviews as required.</li> <li>• Update staff handbooks as required.</li> <li>• Coordinate Police Check compliance for all entities.</li> <li>• Assist with management of AIA income protection plan as required.</li> <li>• Assist with with WorkCover Queensland issues as required.</li> <li>• Provide constructive and timely performance evaluations as required.</li> <li>• Provide support with employee disciplinary meetings, grievances, terminations, and investigations of</li> </ul>

	<p>employees in accordance with company policy as required.</p> <ul style="list-style-type: none"> <li>• Assist in performance management processes as required.</li> <li>• Administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations as required.</li> <li>• Assist with performance reviews and professional development of staff as required.</li> <li>• Develop training and development programs as required.</li> </ul> <p><b>II. Payroll</b> – Assist with payroll processing and provide regular backup for all payroll processes including:</p> <ul style="list-style-type: none"> <li>• Coverage for fortnightly payroll runs. This entails the processing of timesheets, leave applications, terminations and superannuation.</li> <li>• Checking the pay run to ensure all data is complete and processed accurately.</li> <li>• Costing of pay run.</li> <li>• Issuing statements of service and separation certificates.</li> <li>• Responding to queries.</li> <li>• Assisting with Commonwealth Census reporting.</li> </ul> <p><b>III. Statutory Compliance &amp; Policy</b></p> <ul style="list-style-type: none"> <li>• Strict compliance with National Employment Standards (NES), Work Health and Safety Standards (WHS), and State and Federal anti-discrimination requirements and directives are imperative in this role.</li> <li>• Assist with responsibilities and procedures relating to obligations under the Working with Children (Risk Management and Screening) Act 2000 (Qld) and other Child Protection legislation and subsequent revisions.</li> <li>• Adhere to the Aged Care Code of Conduct.</li> <li>• Ensure active compliance with all relevant legislation and regulations.</li> </ul>
<p><b>Personal Characteristics</b></p>	<ul style="list-style-type: none"> <li>• Christian commitment, wisdom, vision, passion, and integrity.</li> <li>• Strong collaboration, communication, negotiation, and interpersonal skills are essential in this highly people-focused role.</li> <li>• Ability to drive a positive organisational culture whilst fostering an environment of accountability, innovation, and continuous improvement.</li> </ul>

	<ul style="list-style-type: none"> <li>• Possess up to date understanding of Modern Industry Awards, current pay rates and industry trends.</li> <li>• Approach work in a systematic and organised fashion.</li> <li>• Ability to navigate the differences that exist between each industry group represented on the Campus.</li> <li>• Ability to maintain confidentiality and monitor levels of disclosure on sensitive matters.</li> </ul>
<p><b>Essential Qualifications, Skills and/or experience</b></p>	<ul style="list-style-type: none"> <li>• A minimum Bachelor’s degree in Human Resources or related field required.</li> <li>• A minimum of 5 years human resource management experience.</li> <li>• Christian commitment, wisdom, vision, passion and integrity.</li> <li>• Professional and well-developed report writing skills.</li> <li>• Strong interpersonal skills with demonstrated experience of working collaboratively and influencing across multiple stakeholder groups.</li> <li>• High level of accuracy and process adherence.</li> <li>• Well-developed organisational and time management skills.</li> <li>• Problem-solving and decision-making aptitude.</li> <li>• Proficient with Microsoft Office Suite or related software.</li> </ul>
<p><b>Remuneration</b></p>	<p>Remuneration is commensurate with experience and qualifications.</p>

All employees are subject to the conditions of The Commission for Children and Young People and Working with Children check.

All employees recognise and accept that multi-skilling is an essential component of employment and that they may be required to undertake duties that are outside their normal position description but within their skills, competency and capability.

Given the dynamic environment in which the Campus operates, the Executive Director may reasonably alter the roles and responsibilities of this position at his discretion in order to most effectively serve the needs of the ministries.