



Director of Human Resources

Overview of Carey

The Carey Group is a community of organisations that serve and minister to the community around us and beyond, as part of the ministry of Carey Baptist Church. Carey was established as a church plant in 1996, and since that time has grown to be two campuses, with schools, a cafe and community centre, an early years child education and care service and many other activities and ministries on the campuses and beyond.

Carey is a community of faith on mission in the world. As such, how we live and serve together matters. Mission, faith and relationships are three words that are used to describe Carey. The gospel is the foundation from which we serve, in an environment that respects the diversity of our students, their families and the broader community. We believe that we earn the right to speak by seeking to serve out of our values of kindness, courage, respect, humility and integrity.

- **Kindness:** a concern for others, which compels us to act for their good.
- **Courage:** the willingness to act well in the face of uncertainty and fear, and a willingness not to settle for mediocrity.
- **Respect:** sensing and honouring the God-given worth in another. We recognise the value of those we serve and that they deserve our best.
- **Humility:** embracing a clear perspective for one's place with God and others and seeking to benefit others above ourselves.
- **Integrity:** being honest and consistently living out our moral principles, whether seen or unseen.

Overview of the role of Director Human Resources

Reporting to the CEO, the Director of Human Resources will be part of the Carey Group Executive and will work closely with Carey Group senior leadership teams on operational, technical and strategic human resources management. The purpose will be to support the ongoing development of an engaged, flourishing and high performing culture and to assist in achieving the mission and vision of Carey.

In order to support and enable the organisational mission, its service platforms and business operations, the Director of Human Resources is a key leader in the Carey Group. This is an important role that contributes to the development of organisational culture and the achievement of the Carey vision. A commitment to the values and ethos of Christian education and leadership is essential.

Roles and Responsibilities

1. Culture and leadership development

- As a member of the Carey Group Executive, lead the development and implementation of people and culture related plans, policies, strategies and key projects for the Group to support the Carey values and mission and to develop an engaged and positive working environment that aligns with our values and our mission.
- Oversee organisational development strategies within the organisation focusing on leadership, team building and the measurement of outcomes through the bi-annual employee engagement survey.
- Develop, implement and report on strategic and operational plans relating to people and culture including budgetary and other resource requirements.
- Oversee and contribute to building partnerships with supervisors (at all levels) to coach, mentor and positively influence employee relations and business unit outcomes.
- Lead the implementation and delivery of a Workplace Gender Equality Strategy.
- Hearing and helping to resolve employee grievances; and supporting employees and supervisors.
- Develop a workforce planning strategy that supports the current and future business and missional needs through the development, engagement, motivation and preservation of our people, current and future.

2. Systems and compliance

- Enhance the organisation's human resources capabilities by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices. Working with senior leaders to ensure integrity and consistent application.
- Oversee the effective and efficient management of the functional areas of work health and safety (in conjunction with Finance), injury management, return to work, employee relations, recruitment, payroll, learning and development and organisational development.
- Oversee the identification and appropriate management of human resource related business risks across all functional areas.
- Maintain the workforce structure by updating job requirements and job descriptions for all positions.
- Support Carey Group staff by establishing a recruiting, testing and interviewing program; advising managers on candidate selection; conducting and analysing exit interviews; and recommending changes.
- Help to welcome new staff and prepare them for their roles by establishing and/or conducting orientation/induction and training programs.
- Advise and support in the development and implementation of effective support, development and accountability process.

- Implement, maintain and review payroll processing systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, taxes and other deductions.
- Prepare and maintain accurate records and reports of payroll transactions.
- Facilitate audits by providing records and documentation to auditors.
- Ensure legal compliance and pursuit of best practice (labour relations and payroll) throughout human resource management.
- Cultivate professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.

3. Industrial Relations

- Provide specialist advice, guidance and support regarding current industrial Award/EBA provisions, legislative matters, and change management processes relating to structural reforms.
- Oversee and provide considered guidance and support to deliver individual and broad employee relations outcomes including disciplinary matters and investigations.
- Represent Council/Board in discussions or negotiations with Unions or legal representation.
- Ensure legal compliance by monitoring and implementing applicable human resource federal and state requirements i.e. worker's compensation, occupational health and safety etc., conducting enquiries, maintaining records, and representing the organisation at hearings relating to HR matters.
- Help to facilitate management and employee relations by addressing complaints, grievances or other issues.

4. Reporting and Governance

- Attend and participate in Board, Council and Committee meetings as required.
- Providing appropriate reports and information for Governance reporting.

5. Other Duties

And other duties as required by Director of Ministries / CEO.

Human Resources Manager Qualifications / Skills:

- High level leadership skills and capacity
- Excellent communication skills
- An understanding of the love of God as expressed in the Bible
- The ability to articulate how the directions in the Bible to love one another might be inculcated into the human resource practices in an organisation designed to serve a community
- Excellent active listening, negotiation and presentation skills

- Competence to build and effectively manage interpersonal relationships at all levels of the organisation
- Ability to architect strategy around people and culture
- In-depth knowledge of employment law and Human Resources best practices
- Human resources management
- Advanced IT skills and capabilities in the HR area
- Knowledge of Human Resources systems and databases
- A strong understanding of support and accountability practices and their relationship to culture and performance
- Understanding of compensation and wage structures
- Understanding of obligations and opportunities for supporting diversity
- People oriented
- Outcomes driven
- An understanding of and experience in demonstrating and implementing the principles of servant leadership in an organisation
- Demonstrable experience with human resources metrics

Education, Experience, and Licensing Requirements:

1. Bachelor's degree from college or university
2. 5+ years of experience in human resource management roles
3. 3+ years of Labour Relations and Employee Relations experience would be desirable
4. AHRI or equivalent certification preferred
5. A current 'Working with Children Check' (or eligible to obtain one)
6. 'WA National Police Clearance' (or eligible to obtain one)