



Position Summary:

Human Resources Manager

Shire Christian School is seeking an experienced Human Resources Manager to support our strategic objectives with best practice in the areas of employment, people and culture.

Position Summary

The HR Manager is a newly created role, tasked with overseeing recruitment, HR administration, compliance and employee relations.

Key Responsibilities

- Strategic Leadership of Workplace Culture
- Recruitment and Onboarding
- Workplace relations compliance and risk management (Including FWA, WWCC, PD, WGEA)
- Workplace Health and Safety (injury reporting/management/return to work)
- HR Administration (record maintenance, leave management & reporting, professional development, performance management)

Reports to

- Business Manager (and Principal)

Key Relationships

- Executive Leadership Team
- Finance Team
- Heads of Faculty

Preferred Qualifications and Experience

- Relevant tertiary qualifications
- Experience in a human resources or industrial relations role preferred

The successful applicant should be a committed Christian actively involved a church community. All employees at Shire Christian are expected to be personally committed to the school's mission, vision and statement of faith with a clear understanding of reformed evangelical theology.

This position is part time (0.6/0.8FTE), and flexible working arrangements can be negotiated.

How to apply

Please use the [support staff application form](#) found on our school's [website](#) and email to principal@shirechristian.nsw.edu.au.

Due date: Open until filled