



Position Description

# People and Culture Business Partner



## Welcome to our School

Since 1892, when our doors first opened with five staff and 17 students in attendance, Haileybury has been a centre of continual development: learning, teaching and location have all undergone transformative change on our path to become the School we are today.

The School has enrolments exceeding 7,000 across its campuses and operations in Berwick, Brighton, Keysborough, Melbourne City, Haileybury Pangea, Darwin (Northern Territory) and across South East Asia in China, Vietnam, Timor-Leste, Vanuatu and Indonesia.

Haileybury has been endorsed as one of Australia's best schools with multiple awards from the Australian Education Awards including Australian School of the Year, Primary School of the Year and Principal of the Year. In 2025 Haileybury was ranked by NewsCorp Media as the number one coeducational school in Australia. Based on national testing results Haileybury has also been ranked as the number one primary school in Victoria and the number two secondary school.

At Haileybury we use the motto that 'Every student matters every day' and this resonates through everything that we do both in and out of the classroom.

Discover more: [www.haileybury.com.au](http://www.haileybury.com.au)

## Working with us

Haileybury is proudly non-selective when it comes to the students who look to join our outstanding school. We believe in the potential of every child to achieve and contribute.

However, we are by contrast, very selective of staff who wish to work with us, whether they will be guiding our young learners or helping to keep the School operating efficiently and successfully through our Corporate Services department.

Those who join us are passionate about the delivery of innovative academic, co-curricular and pastoral programs that challenge and inspire our students and make a difference in their lives.

As a school we value the linguistic and cultural diversity of our staff and students. Staff are encouraged to contribute experience they may have of working with children from a culturally and/or linguistically diverse background.



## **Our vision**

To be recognised as a great world school.

## **Our mission**

To deliver an exceptional educational experience that fosters the growth of each student through leading teaching and learning programs, a wide array of opportunities, within a culture of high expectations, empowering students to excel.

## **Our Magenta Principles**

Everything that we do is centred around our Magenta principles, striving for and achieving more than expected. Our principles support and shape this in our daily work:

- Every student matters every day
- Every staff member matters every day
- Effective practices support sustainability
- One inclusive community



## Position details

Position title	People & Culture (P&C) Business Partner
Campus location	Keysborough, with regular travel to all other campuses
Reports to	Head of People & Culture
Manages others	Yes – 1 Direct Report
Employment status	Full-time, ongoing
Salary range	\$115,000 - \$125,000 + 12% super

## Responsibilities

At Haileybury, we are leading the way in redefining education through innovation, excellence and a deep commitment to our community.

The People & Culture (P&C) Business Partner plays a pivotal role in nurturing an engaged and high-performing workforce, reflecting our school's unwavering commitment to the belief that every student and staff member matters every day. The P&C Business Partner provides practical, solution-focused support to leaders and manages a broad portfolio of advisory and operational responsibilities while ensuring compliance, consistency and high service standards.

The P&C Business Partner is required to:

- Act as a trusted Business Partner to designated portfolio groups, collaborating closely with their leadership teams to deliver contemporary Human Resources strategies and initiatives aligned with business objectives.
- Provide specialist advice to stakeholders to inform business decisions, drawing on expertise in performance management, workforce planning, talent development, and succession planning, while ensuring alignment with school policies, relevant legislation, applicable modern awards and best practice.
- Take accountability for the seamless coordination and management of staff changes within assigned portfolio/s, including recruitment, contract preparation, onboarding and offboarding support, and changes during employment, supporting and working collaboratively with the aligned P&C Advisors and Administrators.
- With support from the Head of P&C, conduct investigations, disciplinary processes, and grievance resolution in a fair, transparent, and compliant manner.
- Guide leaders in fostering high team engagement, wellbeing, and performance through coaching, goal setting, performance improvement planning, and identifying development opportunities.
- Contribute to and ensure accurate data entry and lifecycle management using HRIS systems (Aurion, Synergetic) and leverage this data and other analytics tools (PowerBI) to generate insights and support data-driven workforce decisions.
- Provide coaching, mentoring, and real-time performance feedback to direct report/s to support their professional development and ensure alignment with team goals and organisational priorities.
- Mentor and support the development of P&C team members, fostering a collaborative, high-performing culture through coaching, knowledge sharing, and capability building.
- Champion and drive contemporary continuous improvement projects across the P&C team, enhancing processes, systems, and service delivery.



- In conjunction with the Head of P&C evolve the Haileybury employee brand and position Haileybury as an employer of choice.
- Provide guidance and training to staff identified for leadership positions within your portfolio/s.
- Collaborate closely with payroll to ensure seamless administrative coordination.
- Other duties as directed from time to time.

It is expected that the incumbent will engage with the School community and participate fully in a range of events and activities.

## Key Selection Criteria

### Required

- Demonstrated ability to build trusted relationships and partner effectively with leaders to deliver contemporary solutions aligned with organisational goals and priorities.
- Strong P&C generalist skills and a deep understanding of core P&C specialisations such as employee relations, workforce planning and talent management.
- Up-to-date knowledge of Australian employment legislation, industrial instruments, and contemporary workforce trends, with the ability to apply this insight to support compliance and innovation.
- Proven experience interpreting and applying awards, enterprise agreements, and employment legislation to provide clear, practical advice to leaders and employees.
- Strong attention to detail and a hands-on commitment to delivering efficient, high-quality P&C processes and administrative practices.
- Demonstrated ability to manage competing priorities and multiple workstreams simultaneously, exercising sound judgement to meet deadlines, respond to emerging issues, and maintain high-quality outcomes in a fast-paced environment.
- Able to demonstrate confidence and effectiveness when working in complex, uncertain or evolving environments; adapting quickly to changing circumstances, priorities and information.
- Demonstrated ability to collaborate and consult effectively with subject matter experts across the organisation to obtain relevant information, integrate specialist advice, and inform sound, timely people and workforce decisions.
- Demonstrated ability to quickly learn and navigate HR systems, identify opportunities for process improvement, and ensure data integrity and accuracy.
- Proven experience managing and supervising a direct report through clear expectations, regular feedback, and effective performance and development support.
- Demonstrated ability to mentor and support the development of P&C team members, fostering a collaborative, high-performing culture through coaching, capability building, and knowledge sharing.
- Build credibility as trusted advisor to senior leaders, leveraging strong interpersonal and communication skills to influence, negotiate, and build consensus
- Proven ability to develop clear, compelling proposals and business cases that support decision-making at various levels of the organisation.
- Demonstrated ability to drive change within an organisation and deliver innovative solutions

### Desirable

- Previous experience working within, or a strong working knowledge of an education setting.



## Personal qualities

- Highly organised with a 'can do' attitude to all projects.
- High level discretion with an understanding of how to influence effectively and at times.
- High emotional intelligence with an ability to lead others to empower and achieve individually and as part of a cohesive and collaborative team.
- Ability to stay calm and focused under pressure.
- Enthusiastic and conscientious.
- Ability to collaborate and consult to obtain relevant information from subject matter experts.

## Academic qualifications

- Tertiary qualification in Human Resources; Industrial Relations; Business Management or a related discipline

## Inherent qualities

### Cognitive demands

- Ability to work with individuals and groups of staff and to handle multiple (sometimes competing) demands from them and from colleagues in a semi-structured environment.
- Ability to carry out high-level responsibilities and effectively interact and communicate with students.
- Ability to make high-level decisions and/or be involved in high-level decision making.
- Ability to be resilient when dealing with staff and students.

### Physical demands

- Ability to sit at a desk or computer terminal for long periods which could lead to headaches or eyestrain.
- Ability to lift/carry parcels of up to 5 kgs for short distances.

### Environmental demands

- Ability to work in environments of variable noise levels, temperatures and weather conditions
- Ability to assess whether Personal Protective Equipment (PPE) is required for particular activities and wear as appropriate.

## General information

- All staff who do not hold VIT registration will need to hold a current Working With Children Check (Employee) and Nationally Coordinated Criminal History Check Certificate (NCCHC).
- All staff are recommended to be fully vaccinated against Covid-19 and any other viruses where possible.
- All staff are expected to support the vision and ethos of the School.
- Haileybury promotes the safety and well-being of children from culturally and/or linguistically diverse backgrounds.
- This position is full-time, Monday to Friday at Haileybury's Keysborough campus. This position requires flexibility to operate outside the standard hours when the situation requires.
- This position may be required to travel to other Victorian based campuses from time to time.
- Staff must ensure that all decisions, pertaining to their role at Haileybury, are made in line with legislation and Haileybury's Policies and Procedures as set out in the Staff Manual.



## Commitment to child safety

Haileybury is a child safe organisation which welcomes all children, young people and their families. Haileybury is committed to the safety and wellbeing of all children, including those under the care and supervision of the school. The school recognises the importance of, and its responsibility for, ensuring a safe and supportive environment which respects the rights of children and fosters their enrichment and wellbeing.

Haileybury's approach to creating and maintaining a child safe environment is guided by the core belief that every student matters every day. The school's mission 'to develop high-achieving students who are connected globally, to each other and to the communities in which they live and serve', can only be achieved if its students are safe, feel safe and are empowered to participate in decisions which affect their lives.

We are committed to providing environments where our students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives. Our child safe policies, processes and codes are inclusive of the needs of all children and students including Aboriginal students and their families.

Haileybury has zero tolerance for child abuse in any form and takes proactive steps to identify and manage any risks of harm to students in our school environments. When child safety or wellbeing concerns are raised or identified, we treat these seriously and respond promptly and thoroughly.

We promote respectful relationships between students and adults, and between students and their peers. These relationships are based on respect, honesty, kindness, trust and empathy.

Particular attention is given to the child safety needs of Aboriginal students, those from culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex, queer or asexual (LGBTIQA+) and other students experiencing risk or vulnerability.

Haileybury's robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out Working with Children, police records and reference checks to ensure that we are recruiting the right people.

## Further information

Further information about this position is available from [peopleandculture@haileybury.com.au](mailto:peopleandculture@haileybury.com.au)

This position description was prepared by: *Head of People & Culture, March 2026*