



PEOPLE & DEVELOPMENT LEAD - DRAFT POSITION DESCRIPTION

REPORTING TO: People, Engagement & Development Mgr

CAMPUS: Werribee / Melton

TENURE: Permanent Full Time

INTRODUCTION:

Heathdale Christian College is a co-educational, day school with campuses located in Werribee and Melton.

Staff will work and act in accordance with the Biblical principles and beliefs, as set out in the College Statement of Faith and Values. It is an inherent requirement that staff are supportive of and abide by the Christian foundations, Christian ethos, and Christian practice of the College.

POSITION SUMMARY:

The People & Development Lead will collaborate closely with the People, Engagement & Development Manager to uphold the College's commitment to fostering a respectful and God-honouring culture, grounded in Biblical teaching and values across staff and the broader community.

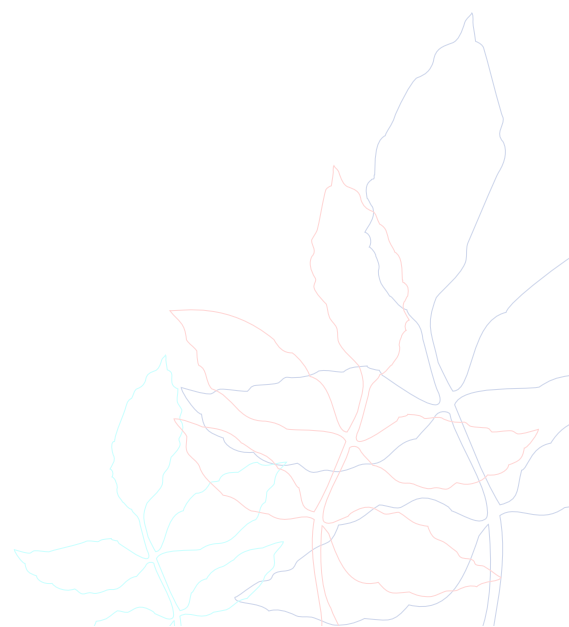
This position is ideal for an experienced HR generalist who excels in fostering a culture of continuous improvement, professional growth, and workplace wellbeing. A strong emphasis on safety, learning, and evidence-based decision-making is essential. The role spans both Melton and Werribee campuses, requiring a collaborative and adaptable approach across locations.

The ideal candidate will demonstrate comprehensive knowledge of HR operations and practices, with the capability to offer expert advice on organisational policies, procedures, employment legislation, employee relations, and industrial matters. Their guidance will reflect alignment with applicable Awards and legal frameworks, ensuring compliance and consistency across the organisation.

KEY RELATIONSHIPS:

- People, Engagement & Development Manager
- Senior Leadership Team
- People & Development Team
- Finance and Payroll
- Staff

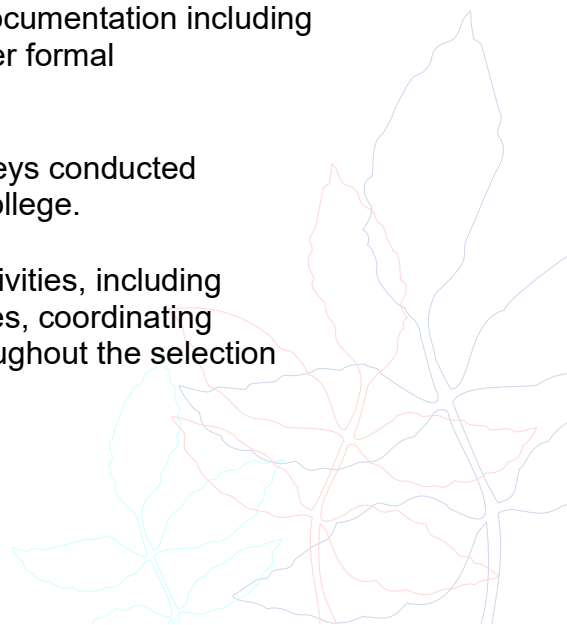
Refer to Attachment A for further information.



KEY RESPONSIBILITIES:

Human Resources

- Provide expert guidance and operational support to the People, Engagement & Development Manager on matters relating to employment relations, recruitment, and workplace legislation including NES, Awards, entitlements, and leave policies.
- Act as a point of contact for staff seeking HR advice to support the People, Engagement & Development Manager, ensuring continuity of service and support.
- Collaborate with the People, Engagement & Development Manager to ensure the organisation remains compliant with all relevant employment laws, policies, and regulatory obligations.
- Assist in the investigation and resolution of escalated grievances, disciplinary matters, and performance management issues under the direction of the People, Engagement & Development Manager, promoting fair and consistent outcomes.
- Provide timely advice and support to managers and employees during periods of organisational change, including restructures, policy updates, and role transitions.
- Contribute to the development, execution, and evaluation of HR strategies and initiatives, supporting continuous improvement in HR processes and service delivery.
- Facilitate First Day Induction sessions for new employees, ensuring a welcoming and informative introduction to the organisation's culture, policies, and expectations.
- As required, coordinate with leaders to plan and host welcome afternoon teas at both campuses, fostering connection and inclusion for new starters throughout their first year.
- As required, prepare and manage HR-related documentation including employment contracts, variation letters, and other formal correspondence as required.
- Assist in the annual compliance audits and surveys conducted regularly within the team and on behalf of the College.
- As required, assist in end-to-end recruitment activities, including drafting job advertisements, screening candidates, coordinating interviews, and supporting hiring managers throughout the selection process.





Staff Development

- Support the design and implementation of a comprehensive training calendar aligned with organisational learning and development needs.
- Identify gaps and contribute to the creation of procedural manuals, user guides, and training materials for HR systems and processes.
- Partner with the People & Development Administrator to manage all logistical aspects of training sessions including registrations, venue setup and pack-down, catering, trainee materials, and equipment.
- Oversee the coordination of annual online learning requirements, ensuring timely updates and creation of new courses in the learning management system.
- Generate and distribute regular reports to leadership teams, tracking staff progress and completion of mandatory training modules.
- Assist staff in the development and implementation of Professional Growth Plans, fostering a culture of continuous learning and career development.

Health & Safety

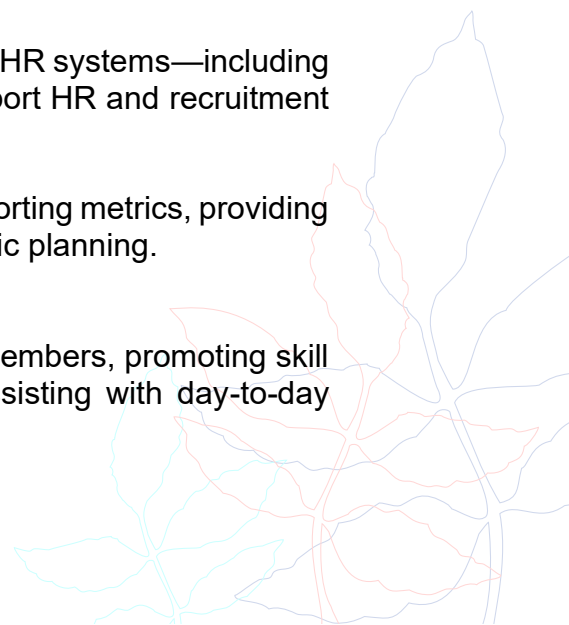
- Manage WorkCover claims for the college, liaising with insurers, payroll, and maintaining accurate records throughout the lifecycle of each case.
- Provide compassionate and consistent support to staff who have sustained injuries, including regular check-ins and coordination of recovery plans.
- Escalate complex or major claims to the People, Engagement & Development Manager for further action and oversight.
- Deliver administrative support to the People & Development Team and contribute to Occupational Health & Safety initiatives that promote a safe and compliant work environment.

System Knowledge

- Demonstrate competence in using the College's HR systems—including Aurion, CompliLearn, and On Location—to support HR and recruitment processes effectively.
- Assist in the development and delivery of HR reporting metrics, providing insights that inform decision-making and strategic planning.

Team Leadership & Collaboration

Provide guidance and mentorship to HR team members, promoting skill development and professional growth while assisting with day-to-day operations and responsibilities.





- Collaborate with cross-functional leaders to align HR initiatives with broader organisational priorities.
- As required, represent the HR function in leadership forums and strategic planning sessions.

CHILD SAFETY:

The College has a zero tolerance of child abuse.

This position is responsible for taking all practical measures to ensure that Heathdale Christian College's Child Protection and Safety Policy, Procedure and Code of Conduct are implemented effectively, ensuring that a strong and sustainable child protection culture is maintained within the College.

We have established a series of Child Safety Policies, Procedures and a Code of Conduct for all employees, volunteers and contractors working with our students. This is aimed to protect children from abuse and embed a culture of child safety in the school environment.

For more information, please refer to the College website at <https://www.heathdale.vic.edu.au/about/policies/>.

OTHER DUTIES:

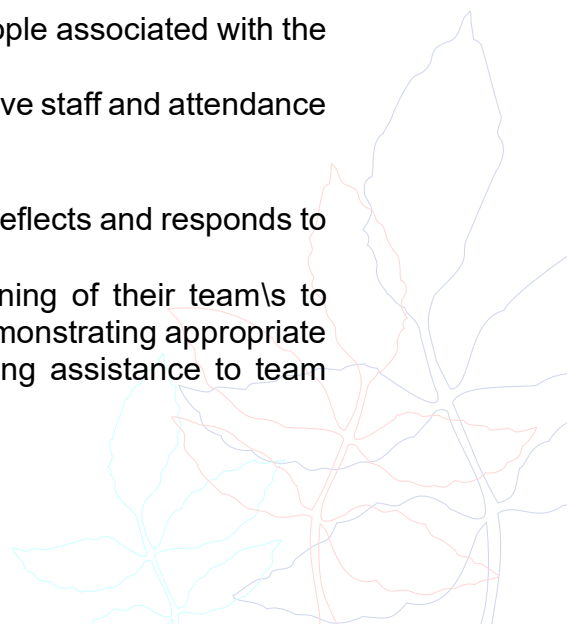
Any other assigned duties may be directed by the People, Engagement & Development Manager or their nominee as required and in consultation.

Display and can perform the tasks which are essential to perform job productively and to the required professional standard. The ability to work effectively in a team, ensuring safety and good work practices.

COLLEGE EXPECTATIONS:

All staff are expected to:

- Perform their responsibilities in a manner which reflects the College's mission, objectives, and philosophy. In particular, staff are expected to role model an active Christian faith that will be demonstrated in part by an active involvement in the wider Christian Church.
- Be Christian role models and examples to all people associated with the College.
- Participate in leading College devotions that involve staff and attendance at the staff spiritual enrichment days.
- Support the College's guidelines and policies.
- Perform your responsibilities in a manner which reflects and responds to continuous improvement.
- Contribute to the efficient and effective functioning of their team's to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team





members if required and undertaking other key responsibilities or activities as directed by one's supervisor.

- Perform your responsibilities in a manner which reflects the College's zero tolerance for child abuse and in accordance with the College's Child Safety policies.
- Familiarise themselves and comply with the relevant College policies including Occupational Health and Safety.

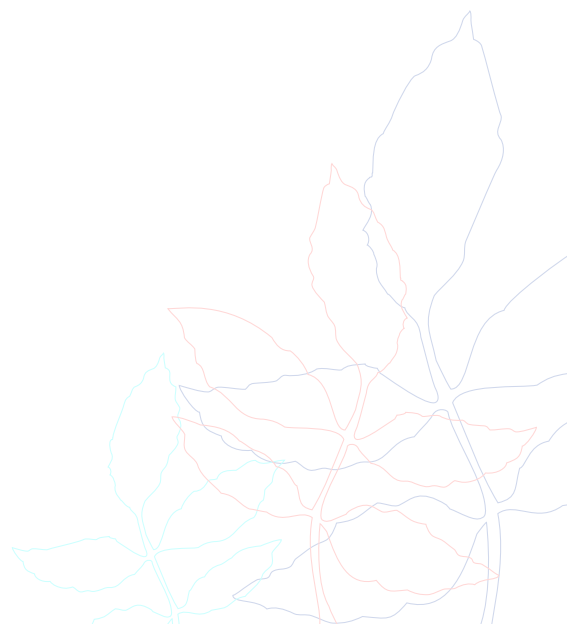
REMUNERATION:

The salary will reflect both qualification and experience.

Annual performance and salary reviews will be conducted by the People, Engagement & Development Manager.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- Minimum of a Degree in Human Resources or equivalent work experience
- Desirable to have several years of operational HR working knowledge
- Excellent written and verbal communication skills with the ability to communicate sensitively and respectfully with a variety of stakeholders
- High attention to detail
- Demonstrated ability to work independently as well as part of a team
- Valid WWCC 'E' & Police Check



ATTACHMENT 'A'

Key Relationships defined:

WITH	PURPOSE	FORM
People, Engagement & Development Manager	Work closely with the People, Engagement & Development Manager to understand the needs & requirements of the team's requirements	Meeting regularly. Meetings will be organised as required.
Senior Leadership	Work closely with the relevant Senior Leaders in each of the recruitment processes	Meeting on an 'as needs basis
People & Development Team	As required, work closely with the relevant People & Development Team to assist in the HR functions and team success	Meeting on an 'as needs basis
Finance and Payroll	As required, work closely with Finance and Payroll personal to ensure accuracy of changes and payroll for our staff. Especially with WorkCover requirements	As required
Staff	As required liaise and respond to staff queries	As required