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## Position Vacant

### HUMAN RESOURCES ADVISER

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Cranbrook School is seeking a part-time Human Resources Adviser, based at the Senior School campus at Bellevue Hill.

#### ABOUT THE POSITION

The Human Resources Adviser works as a collaborative member of the Legal, Compliance and HR team and assists with the delivery of operational human resource support across the School.

This role could be structured as full-time or part time (0.8 FTE) role. You will receive four weeks of annual leave per year; additional time off in school holidays is also negotiable.

Responsibilities include coordination and administration of recruitment processes, and probation and annual appraisal processes; conduct of induction and exit processes; contributing to the development of policies, procedures and training programs; assisting with the maintenance of staff records; managing the professional learning program for support and operational staff; supporting senior management with the implementation of workplace change; provision of relevant compliance and management reporting and statistical analysis; assisting managers with performance and conduct management and improvement; contributing to the development and implementation of strategies that promote staff wellbeing and a high performance and supportive workplace culture; conducting investigation and mediations; and undertaking human resources related projects.

#### ABOUT YOU

You are a collaborative, service oriented and personable team player, with a genuine interest in people and who acts with integrity and honesty at all times.

With a minimum of three years' experience in a human resources role, including experience in recruitment, you are professional, possess exceptional interpersonal skills and have the ability to influence and negotiate. You have a sound knowledge of industrial and employee relations, including the Fair Work Act, National Employment Standards, WGEA legislation and Award and Enterprise Agreement interpretation.

You can think clearly and remain calm under pressure. You have a good sense of humour and a common sense approach to problem solving.

#### SELECTION CRITERIA

- A minimum of three years' experience in a human resources role
- Relevant qualifications in a human resource management discipline
- Well-developed knowledge of the application of contemporary human resources procedures and practices
- Highly developed interpersonal skills with the ability to develop and maintain constructive working relationships at all levels across diverse groups of staff
- Excellent oral and written communication skills
- Proficient computer literacy skills within a Microsoft Office environment
- Ability to work independently and as part of a team
- High level organisational and time management skills with the ability to work to tight deadlines and under pressure.
- A firm commitment to safeguarding and promoting the welfare of children
- A demonstrated understanding of child safety and appropriate behaviours when engaging with children.

Experience in an independent school setting will be highly regarded.

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#### HOW TO APPLY

Applications should include a resume and a cover letter addressing the selection criteria and reasons for your interest in the position. Applications should be submitted via email to [recruitment@cranbrook.nsw.edu.au](mailto:recruitment@cranbrook.nsw.edu.au). Details of at least three referees will be requested from the successful applicant.

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#### ABOUT CRANBROOK SCHOOL

Cranbrook is an Anglican, independent day and boarding school, Pre-school to Year 12.

Our vision is to be a world class school which encourages and enables all of our students to explore, enjoy and fulfil their potential. We lead our students to discover and make the most of their talents, to thrive in, and love the pursuit of, excellence. As a school we energise the educational environment by offering a rich and distinctive schooling both within and beyond the curriculum and give powerful pastoral support. Cranbrook builds resilience and confidence so that each student can face the challenges of the twenty-first century with personal confidence, intellectual versatility, academic hunger and optimism.

Cranbrook is an International Baccalaureate (IB) World School, and is accredited as an IB Continuum School, offering the PYP, MYP and IB Diploma Programme.

Cranbrook School is a child safe organisation. We actively promote the safety and wellbeing of all students and are committed to protecting our students from abuse and harm.

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#### WORKING WITH CHILDREN CHECK, VACCINATION AND WORKING RIGHTS

The successful applicant for this position will be required to hold a current NSW Working with Children Check clearance and be fully vaccinated with a COVID-19 vaccine.

Applicants must be an Australian citizen or permanent resident or hold a visa with appropriate working rights.