

# HUMAN RESOURCES MANAGER

## Full-time contract

**Start Date:** Term 1, 2022

**Closing Date:** Monday 17<sup>th</sup> January 2022

## About the School

Malek Fahd Islamic School Ltd (MFIS) is a growing Kindergarten to Year 12 Muslim School with over 3000 students across three campuses in the Sydney suburbs of Greenacre, Beaumont Hills, and Hoxton Park.

The vision of the School is that all students of MFIS receive an education that inspires them to achieve their full potential, embrace the future and make positive contributions to the community. The Mission of MFIS is to provide opportunities within an Islamic environment for its students to excel intellectually, physically, emotionally, socially, religiously, morally, and vocationally, and become happy and successful citizens.

## The Role

MFIS is seeking an enthusiastic and dynamic Human Resources Manager to provide comprehensive human resource services at MFIS as we embark on the next phase of the School's exciting strategic journey. The Human Resources Manager will provide essential support to the Principal and Business Manager in managing the human resources, employee-related policies and compliance functions of the school. We provide a professional working environment with ongoing development opportunities.

This role will be based at the Greenacre Campus and may require travel to the other campuses from time to time. The successful applicant will demonstrate a capacity to excel within the philosophy of education in our Islamic school.

To be considered, applicants must possess the following attributes:

- Demonstrated experience in similar roles
- Relevant tertiary qualification in human resources management, employee relations, organisational development or related fields is essential
- Excellent knowledge and understanding of contemporary HR issues, principles, and practices
- Sound knowledge and understanding of IR/ER, Enterprise Agreements, Awards, and other related employment legislation
- Exceptional interpersonal, communication and negotiation skills, with high emotional intelligence and demonstrated ability to build rapport, provide guidance and assistance, interact effectively at all levels
- Highly developed written skills and ability to present information in a logical and clear manner
- Sound analytical and problem-solving skills with a solution's focused and growth mindset
- Possesses sound judgment and a calm and mature disposition and displays empathy, commitment, and resilience
- Be willing to be involved in all aspects of the School's programs
- Be able to work independently but also as part of a dynamic, creative, and collaborative team
- Demonstrate an understanding of and a commitment to following the School's child safety expectations, principles, and policies
- Member of Australian Human Resources Institute (AHRI) – desirable
- Hold an Employee Working With Children Check

## **KEY RESPONSIBILITIES**

### *Recruitment, On-boarding, Retention and Exiting*

- Coordinate all recruitment, selection, on-boarding and induction activities.
- Oversee end of Qualifying Period
- Ensure all exit and stay interview processes are adhered to.
- Manage all exit and separation processes with the Heads of School, Business Manager and Payroll Officer.
- Work with the Payroll Officer on the management of the HR system as appropriate.
- Work with the Payroll Officer on the management of staff files and other staff related matters
- Maintain up to date role descriptions and recruitment procedures.

### *Employee Relations*

- Develop a strong understanding of the industrial instruments under which the School operates.
- Ensure appropriate grievance procedures are in place.
- Assist with workplace investigations as directed by the Principal.
- Provide assistance to the Executive team in Human Resource matters.
- Liaise with employer/employee organisations, industry groups and peers.
- Advise and assist Executive with performance management and professional review matters.
- Oversee and administer extended leave requests

### *Legislation/Compliance*

- Manage all aspects of Work Health and Safety including compliance with legislation, standards for safety management.
- Coordinate and manage Workers Compensation matters, including return to work.
- Complete statutory compliance reporting.
- Develop HR policies and procedures and maintain up-to-date appropriate manuals.
- Keep up to date with relevant Commonwealth and Territory IR/ER legislative changes.
- Develop and manage appropriate responses to the requirements of IR/ER legislation in consultation with the Executive.
- Ensure that risk management procedures are applied in relation to the recruitment, retention and ongoing compliance for all staff.

## **The Application Process**

When preparing your application for our consideration, please include:

- A covering letter addressed to the Principal
- Your Curriculum Vitae (CV) with telephone contact details of three supporting referees
- Current Working with Children Number and expiry date
- Qualifications

Applications close on Monday 17<sup>th</sup> January 2022 and should be addressed to:

Dr Zachariah Matthews  
Principal  
Malek Fahd Islamic School  
T: (02) 8732 7800  
E: principal@mfis.nsw.edu.au