The Lakes College

Human Resource Advisor
Invitation from the Principal

On behalf of The Lakes College, I invite applications for the position of Human Resource Advisor.

Excellence in education, innovation in learning and a caring Christian community: The Lakes College is preparing a new generation of global citizens, with a growing tradition of outstanding academic results and a solid grounding in faith.

We have spent the past decade building our vision, to be recognised as a Christian College which helps our students lay the foundations for a bright and successful future. We develop, nurture and recognise individual talents through a flexible and well-rounded curriculum.

Our tailored approach to learning has seen the College emerge as an educational powerhouse. We were ranked in the Top 10 performing Queensland schools for OP 1-15 in 2016 and Top 50 Queensland schools based on NAPLAN results.

Our dedicated staff support differentiation in the curriculum, tailoring each student’s schooling experience according to their aptitude, to ensure the best outcomes for the individual child.

I encourage you to consider joining our dynamic organisation and trust you will enjoy reading more about our College in this information pack.

Kind regards

Simon Armstrong
Principal

Faith • Hope • Love • Courage • Community • Justice
About The Lakes College

Based in the heart of the fast growing North Lakes area of Brisbane, our co-educational College campus is a vibrant and happy place with boundless opportunities. Catering for Prep to Year 12 The Lakes College is an independent school underpinned by the traditions and beliefs of the Uniting Church. The Lakes College opened in 2005 with 88 Prep – Year 3 students, growing to a population of 830 Prep - Year 12 students at the beginning of 2018.

The College’s state of the art facilities coupled with extensive pastoral care equips students for the technological, economic, social and personal impacts of the future. In the past five years we have expanded significantly with a new Food Technology and Visual Arts Centre, a purpose designed Language Centre, a cutting edge Industrial Technology Centre, specialist Secondary facilities and a new Café. The Lakes College is continuing to grow and has big plans for the future in 2018 and beyond with construction already commenced on two new sporting ovals.
Our Vision, Mission and Values

Our Vision

Leaders in inspirational and innovative learning.

Our Mission

The Lakes College provides exceptional student-centred education that develops people of character, who embody Uniting Church values in the community.

Our Values

The College is engaged in the fundamental task of forming and informing young minds and hearts. In promoting the good news of Jesus Christ among students, families and staff members, gospel values are central to all that we seek to do:

- **Faith** - Loving God and our neighbours as ourselves.
- **Hope** - Fostering a positive, optimistic and empowering environment.
- **Love** - Demonstrating support, encouragement and compassion to all.
- **Courage** - Developing resilience and determination to succeed.
- **Community** - Fostering respect and tolerance through working together in service for others.
- **Justice** - Celebrating diversity through demonstrating inclusivity and care for the community.
Governance

The College is governed by The Lakes College Board, whose current members are appointed by the Uniting Church in Australia (Queensland Synod).

The marks of the Christian mission of the Uniting Church underpin our philosophy and all that we aim to achieve. We believe that every person is deserving of respect and kindness and these values build a genuine commitment to our faith, helping to create a caring community like no other.

Leadership

Leading the College are our Senior Executive Team which includes the Principal, Head of Primary, Head of Secondary, Business Manager and College Chaplain.

The College employs 100 staff members across teaching, administration, facilities and College Care.
Our Schools

College Care

Our College Care service provides a safe and happy environment for all students of The Lakes College before and after school hours and during vacation periods. Our underlying philosophy is that this is a ‘home away from home’. College Care provides a balanced programme, at an age appropriate level, focusing on current understandings of the importance of children’s development at all stages of schooling. It includes a wide variety of play, recreational and art and craft activities to meet the needs and interests of the children in accordance with policies of The Lakes College.

Primary School

The Lakes College Primary School is a nurturing and supportive learning environment for students from Prep to Year 6. The foundations for all future learning are formed during these crucial Primary years and our staff strive to make certain these foundations are solid through engaging and interactive learning experiences. Through our 3 B’s – Be Safe, Be Respectful and Be a Learner – we work together to ensure each and every child feels safe enough to take risks as a learner and try new things and valued as a respected member of our community.

Secondary School

Our specialist Secondary years’ learning programs aim to engage each student in learning while challenging them to grow. Students have the opportunity to experience a wide range of subjects that will equip them with the knowledge needed to succeed in life beyond the classroom. To support our students, our vertical house based system of pastoral care focuses on mutual respect, whilst equipping students with the right life and inter-personal skills to enable them to grow as individuals within our Christian community.
Extra Curricular and Sport

Extra-curricular

Our educational philosophy is focused on the whole child – intellectual, cultural, physical, social and spiritual and strives to develop the good, the true and the beautiful in every child. A balanced approach to education through quality curricular and extra-curricular programs provides opportunities for students to grow and explore their potential. We strive to provide a range of co-curricular programs that cater for a variety of talents and interests. Activities vary each term and include a range of sports including netball, tennis, basketball, soccer, athletics and cricket, as well as Art Club, Cooking Club, Craft Club, Chess Club, Choirs, String Ensembles, Performance Band, Dance, Speech and Drama, Musical, Debating, Creative Thinking, Problem Solving, Robotics, Student Council, Chinese Extension lessons and Robotics.

Sport

Sport is an integral part of life at TLC. There is a strong emphasis on personal fitness, participation and teamwork where students are encouraged to reach their potential and contribute to a team, whilst also experiencing enjoyment and success. The College provides a sporting programme with opportunities at Club, Interhouse, Interschool and Representative level throughout the year. At The Lakes College, we provide students with the opportunity to play a variety of sports in a healthy, respectful, safe and competitive environment. At times, there may also exist the opportunity to be involved in a participation based model of sport as we have established teams in soccer, cricket and netball competitions. Other sports available to students include tennis, swimming, basketball, golf and athletics.
Our mission for a future focused education and preparing students for living and working within a global economy is reflected in the opportunities provided for students. Learning a second language is much more than learning simple greetings. We provide real life learning opportunities which enable students to build the capacity for intercultural understanding and the awareness of other cultures. Language learning benefits our young learners’ personal, cognitive, academic, social and cultural development. It ultimately allows them to appreciate the world from other perspectives.

We offer Chinese as a compulsory subject for all students from Prep through to Year 8, and as an elective subject from Year 9. The Lakes College recognises the importance of a language program and this is evident by offering Chinese, Japanese, French and Spanish alternatives to suit student interest.

The College is committed to providing students with a diverse language learning experience. We have established a student exchange programs with I-Shou International School (ISIS) in Taiwan and Beijing Primary School in China, and are committed to academic excellence, collaboration and dedication to fostering international knowledge and connections within our students.
1. POSITION DETAILS:

Position Title: Human Resource Advisor  
Location: The Lakes College  
Classification: Support Staff  
Status: Permanent  
Reports to: Shared Services Manager

2. SCOPE AND AUTHORITY:

The Lakes College is a co-educational Christian school which fosters the strong traditions of quality education provided in Uniting Church schools. The College seeks to produce graduates who are courageous, respectful and compassionate people of influence. The College develops in students an enthusiasm for learning and provides a strong focus on academic achievement across the disciplines. Student’s personal development is nurtured through a pastoral care program, and provides opportunities for spiritual development with a Christian focus designed to develop confidence, resilience, character and a positive attitude to life.

The Principal is responsible to the Board for the direction and management of The Lakes College. Ultimately the responsibility for the leadership and management of the College rests with the Principal.

The Human Resource Advisor is appointed by and acts under the direction of the Principal and will be required to perform additional duties as determined by the Principal. He or she will also work alongside and liaise with executive and administrative staff in the College. Strict compliance with Workplace Health and Safety requirements and directives is a imperative in this position.

3. POSITION SUMMARY:

The Human Resource Advisor reports to the Principal and has a close working relationship with other staff in leadership capacities, including the Head of Primary, Head of Secondary, Chaplain, Business Manager and other operational staff.

The Human Resource Advisor is responsible for providing high quality strategic and operational human resources advice and services to the College. The incumbent will lead the Human Resources function by ensuring appropriate systems are in place to facilitate a fast response to the complexities of staff and management requirements. The role also has a responsibility for developing a positive organisational culture aligned with College values whilst fostering accountability, innovation and continuous improvement.

This fulltime position may require flexible working hours outside normal work hours of 8:00am – 4:00pm.
4. KEY RESPONSIBILITIES:

(i) Human Resources

- Ongoing management of the College’s industrial relations environment including grievance and dispute resolution, legal interpretation and legislative compliance
- Providing relevant information as required on HR and Workplace Relations matters
- Co-ordination of the recruitment process and on-boarding of new staff
- Generation of employment related letters for new and existing staff
- Ensuring all staff have a current position description, updating as required
- Co-ordinating, monitoring and evaluating staff induction, probation procedures and exit interview processes, making recommendations as appropriate
- Monitoring probationary and contract completion dates, advising appropriate personnel of approaching due dates
- Overseeing and maintaining performance management policies and practices that align individual performance/behaviour to College strategic imperatives
- Maintaining personnel record-keeping in accordance with legislative requirements
- Monitoring the record-keeping system for personnel qualifications, notifying staff of impending expirations
- Ensuring accurate information is recorded on the Queensland College of Teachers website and Blue Card authority
- Administering and managing WorkCover matters in conjunction with the WHS Advisor and Business Manager
- Providing data for Census
- Monitoring College policies and procedures, undertaking annual review and update as required
- Undertaking general human resources administrative functions

(ii) Customer Service

- Provide the highest level of service to all members of the College including parents, students and staff
- Positively promote the College both internally and externally at all times
- Maintain confidentiality and handle sensitive matters diplomatically and discretely
- Liaise with and greet staff, members of the community, visitors, associates and VIPs
- Positively promote the College’s image positively on all occasions.

(iii) Statutory Compliance

- Ensure functions adhere to all statutory compliance requirements
- Keep up to date with relevant regulations and ensure that policies and procedures adhere to the relevant regulations
- Develop various professional resources and contacts to gain knowledge of changes in various regulations and legislation.

(iv) Duty of Care

- Contribute to the College’s duty of care for both staff and students by adhering to all requirements relating to the development of an environment which is free from the risk of injury, harm and/or disease as required by the Workplace Health and Safety and Child Protection Acts and relevant College policies and practices.
(v) **Teamwork and Communication**

- Ensure functions adhere to all statutory compliance requirements
- Demonstrate a willingness to work positively within a team as well as having the ability to work independently
- Demonstrate and practice a high level of written, verbal and non-verbal communication skills
- Contribute to the continuous improvement of the Shared Services Department processes in concert with relevant members of the team
- Attend meetings and Chapel services as required
- Recommend improvements in processes, as appropriate to the Shared Services Manager.

5. **PERSONAL CHARACTERISTICS:**

- Supportive of the Uniting Church Christian ethos within the College
- Demonstrates an ability to work to demanding deadlines and to adapt and operate effectively in a dynamic business environment
- Operates effectively in a team environment
- Possesses a systematic approach to work
- Shows a strong commitment to delivering exceptional and professional customer service. Presents a professional, personable and knowledgeable image to prospective and existing parents, students and the wider College community
- Possesses the interpersonal skills appropriate to interviewing and consulting with parents
- Displays enthusiasm and initiative – has a high achievement drive and acts in a self-directed way
- Is diplomatic and tactful and able to maintain confidentiality and monitor level of disclosure on sensitive matters

6. **SELECTION CRITERIA AND COMPETENCIES:**

- A tertiary qualification in an appropriate field such as human resources or business would be beneficial
- A minimum of 5 years experience working in the HR field is mandatory
- Completion of other courses of a short term or specialist nature relevant to this role would be well regarded
- Demonstrated human resource skills or similar experience, preferably within an educational environment
- Advanced use of Microsoft Office suite
- The ability to negotiate solutions with clients
- High level of accuracy and process adherence
- Well-developed organisational and time management skills
- Sound communication and problem solving skills
- The ability to meet deadlines and handle large and complex workloads

NB Applicants are subject to the conditions of The Commission for Children and Young People and Working with Children check.

All employees recognise and accept that multi-skilling is an essential component of employment with The Lakes College and that they may be required to undertake duties that are outside their normal position description but within their skills, competency and capability.

Given the dynamic environment in which the College operates, the Principal may alter the roles and responsibilities of this position at his discretion in order to most effectively serve the needs of the College.
HOW TO APPLY

Step 1: Position Description

Review the position description included in this pack.

Step 2: Compile your application paperwork

✓ Cover letter outlining
  - What you feel you bring to the position and expect to accomplish from the role
  - Respond to the “Key Responsibilities” detailed in the position description (no more than 4 pages please)
  - Availability to commence
  - Any College connections you have, prior or existing
✓ Resume, ensuring the following information is included:
  - Title, full name and contact details including postal address, email address, telephone number(s) for both during and after work hours
  - Educational qualifications relevant to the duties and selection criteria for the position (title of qualification, subjects/majors studied, institution, proportion of qualification completed)
  - Relevant recent work history (most recent jobs should be listed first), including names and addresses of employers, position/s held, length of time in each position, major duties, responsibilities and achievements
  - Membership of relevant professional associations (if applicable)
  - Relevant extra curricular activities and achievements (eg voluntary or community work)
  - Contact details for at least three (3) immediate supervisors who can comment on your suitability for the position, preferably your current or most recent supervisor
✓ Proof of Blue Card.

Step 3: Submit your application

Please submit your completed application via the Seek advertisement by 4:00pm on the closing date. www.seek.com.au (search for “The Lakes College” or select the “Apply Now” button on the Employment page of the TLC website)

Late applications may not be accepted.

What Happens Next?

1. All applicants will receive an email acknowledging receipt of their submission
2. Short-listing will be undertaken (approximately 1 to 3 weeks)
3. If successful, candidates will be invited to proceed to the next stage of the recruitment process
4. Unsuccessful candidates will be advised by email.

The College reserves the right to make an appointment by invitation.

The preferred candidate may be asked to undertake a psychometric assessment and/or medical. The candidate must satisfy child protection legislation and will be subject to employment screening.

Have A Query?

Human Resources (07) 3491 5504 or employment@thelakes.qld.edu.au
Submitting Your Resume & The Privacy Act

In applying for a vacancy at The Lakes College you:

- will be providing the College with personal information. This information will only be used for the purpose of assessing your application
- agree that we may store this information for up to 12 months
- acknowledge future vacancies of a temporary, full-time and part-time nature may also be filled through this recruitment process
- may seek, in writing, to access personal information held about you if you are unsuccessful in your application. Please note, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
- understand when applying for positions within TLC your resume and details may be shared with an external recruitment agency that may be assisting the organisation in recruitment and selection processes and/or outcomes
- understand pre-employment screening, including criminal history and discipline history checks, may be undertaken on persons recommended for employment
- will actively participate in a working environment supporting quality human resource management practices including employment equity, anti-discrimination, occupational health and safety and ethical behaviour
- may be required to disclose any current pre-existing illness or injury which may impact on your ability to perform the role.

If providing another person's personal information (eg. for the purpose of a referee or reference check) you are encouraged to inform them:

- you are disclosing that information to the College and for purpose of that disclosure
- they can access that information if they wish
- the College does not usually disclose the information to third parties
- we may store their information for up to 12 months.

The Lakes College:

- will not disclose personal information provided to a third party without your written consent
- are required to collect information regarding whether you are or have been subject of an Apprehended Violence Order and certain criminal offences under Child Protection Law, for applicants who are not teachers
- may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.

For a copy of the College’s Privacy Policy please make this request in writing to The Lakes College HR Department, PO Box 888, North Lakes QLD 4509 or employment@thelakes.qld.edu.au.

The Lakes College

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