



Title	People and Culture Advisor
Department	People and Culture
Reporting	Director of People and Culture
Location	Senior School, Kew

POSITION DESCRIPTION

Our Intent:

At Xavier College we aspire to form exceptional graduates through inspiring learning experiences and our distinct Jesuit character. The individual is expected to align their actions and leadership with the Intent, our graduate qualities and the Pillars in the Xavier College Strategic Plan **XC150**.

Our Position:

The People and Culture Advisor plays an integral role in delivering operational and strategic people and culture services. The People and Culture Advisor provides support across generalist HR functions, including employee relations, compliance, policy implementation, HR systems management, and employee lifecycle processes. The role works collaboratively with key stakeholders across the College to build capability, ensure HR compliance, and support a positive workplace culture.

The People and Culture Advisor acts as a key contact for employees and managers on people matters and contributes to continuous improvement and HR project initiatives.

In this regard, the People and Culture Advisor offers positive assistance across the school, supporting the characteristics of Jesuit Education through their manner and personal concern for the care of each individual on the campus and across the Xavier Family. The People and Culture Advisor understands their important contribution to the School's Intent and educational mission, and with this, the care and safety of all students in accord with the highest standards of child safety and upholding an exceptional child safe culture at the College.

Core Duties and Responsibilities:

Generalist HR

- Provide guidance and advice to leaders and staff on HR policies, procedures and legislation.
- Assist with the implementation of HR initiatives, programs and frameworks.
- Work closely with Payroll to ensure accurate employee data and contractual alignment.

Recruitment and Onboarding

- Coordinate and manage end-to-end recruitment activities including advertising, interviewing, selection, and onboarding.
- Liaise with external advertising and recruitment agencies as required.
- Maintain the College's recruitment platform, and employment page on the website.

- Prepare employment contracts, onboarding documentation and manage compliance requirements for new staff.

Employee Relations

- Support positive employee relations through advice, coaching and conflict resolution.
- Assist with investigations and performance management processes under direction.
- Interpret and advise on the College Enterprise Agreement, Awards, and relevant legislation.
- Maintain accurate and confidential employee records of HR matters.

Compliance and Reporting

- Ensure compliance with WWCC, VIT, child safety standards and mandatory training requirements.
- Prepare HR reports and contribute to audits and submissions
- Support accurate and timely data entry and reporting in the College HRIS system.

Professional Learning & Events

- Coordinate College staff professional learning registration and administration (internal/external).
- Liaise with providers and College leaders for the efficient delivery of programs.
- Support the planning and delivery of College events, Staff inductions and staff wellbeing initiatives.

Other

- Participate in HR projects and continuous improvement initiatives.
- Undertake other duties as required by the Director of People and Culture.

Selection Criteria:

- Extensive experience in People and Culture in a similar capacity.
- Tertiary qualification in People and Culture desirable
- Experience working in the Education sector highly desirable.
- Good knowledge of Human Resource legislation and regulations, the Educational Services Teaching and General Staff awards and Fair Work Act
- High-level of IT competency, including MS Office Suite essential, Dynamics, Visio and/or Adobe Creative Cloud Suite and competency using Synergetic or similar databases, desirable
- Capacity to identify issues and provide confidential and accurate advice, guidance and direction to staff regarding all HR processes and procedures.
- Event planning and coordination experience
- Exceptional communication skills – written and verbal.
- An approachable demeanor and empathic listening skills
- Ability to multitask and manage conflicting priorities effectively.
- Highly developed time management and organisational skills
- Meticulous attention to detail
- Self-motivated, engaging, displays initiative and resilience under pressure.
- Ability to work effectively in a demanding and changing environment, always exercising strict confidentiality and discretion.
- Confident working autonomously and with diverse teams to produce consistently positive and productive outcomes.
- Immaculate presentation, consistent with the seniority of the position
- A commitment to working in and contributing to the ethos of a Jesuit school.
- Demonstrated ability to act with and foster collaboration and effective teamwork.
- Demonstrated knowledge and adherence to child safety, the Child Safe Standards, any revisions and the provision of an exceptional culture of child safety.
- Well-developed customer service skills coupled with positive communication and interpersonal skills.
- Ability to work in a dynamic environment that requires self-direction, team-orientation and the ability to

effectively handle pressure in a manner consistent with Ignatian values.

Compliance Requirements:

- Working With Children Check 'E' card.
- Australian Childhood Foundation "Safeguarding Children" and all child safety requirements.
- DET Mandatory Reporting and Other Obligations Training (annual update)
- Australian Jesuits Code of Conduct and acceptance of the Code (on appointment)
- First Aid accreditation including CPR, Anaphylaxis, Asthma Management.

Other Duties:

The nature of the position is such that the People and Culture Advisor may be required to be available outside normal school hours and be available to attend College events as might be relevant.

Terms and Conditions:

Reporting Line: Director of People and Culture

All staff are responsible to the Principal and Rector

Tenure: As per contract

Location: Senior School, Kew

All other terms and conditions as per the Xavier College Enterprise Agreement 2023.

Positions at Xavier College

Our Attitudes and Habits as Educators at Xavier

In alignment with the Ignatian profile of an educator in a Jesuit school, Xavier College has identified complimentary attitudes and habits that are essential attributes for educators at Xavier. The College recognises the power and critical need for individuality and diverse gifts among its members, as well as the similar requirement for an alignment in attitude and habit that are necessary for effective teamwork and alignment.

As a significant leader at the College, these attitudes and habits should be:

- consistently demonstrated and modelled in all areas of endeavour
- used to positively inform the consistent practice and standards of all educators at the College.

An educator at Xavier College:

- clearly models the Xavier ASPIRE Graduate qualities through teaching and personal actions
- demonstrably values competence and skill in the art of teaching or area of service/work, performing at or beyond a 'highly accomplished' level in the national teaching and leadership standards
- demonstrates active reflection in personal practice by engaging in and being responsive to professional feedback and conversations that are performance and growth oriented
- values all aspects of the role equally, seeking to meaningfully attend to tasks through competent commitment that attests to quality outcomes and performance
- conducts themselves with a clear intent to model and uphold Gospel values and Ignatius' understanding of generosity
- values solving problems more than identifying them, and the collaborative and creative generation of thoughtful ideas, thereby positively contributing to all areas of College life
- seeks alignment and collaboration in professional activities, through respectful and empathic conversation and the desire to act for and with others
- is honest, trustworthy and companionable, acting with integrity in supporting others and treating all with respect
- works to identify and develop the inner potential, capacity and self-worth of every student and colleague
- understands and fosters the strategic vision of the College, as well as the holistic view of education in a Jesuit school.

Positions at Xavier College

Our Xavier Leadership Traits

Our Intent at Xavier, highlighted in our Strategic Plan, is developed through seven Pillars: Our Jesuit Identity, Our Inspiring Learning, Our Student Life, Our Xavier Family, Our Professional Expertise, Our Operational Excellence, and Our Global Engagement. Each have core Values and Priorities that direct and drive our ongoing actions. It is essential that these actions demonstrate alignment across the College, and that individual actions similarly align with values and priorities and identified actions across each of the Pillars. This is essential for leaders at the College, and that they speak purposefully and powerfully to these key pillars of action through their lived experience.

As a member of staff of the College should consistently display effective leadership traits.

At Xavier, we have identified 7 traits:

- **Through Christ and Ignatius**
Christ-centred and driven for the Ignatian ideals of competence, conscience, compassion and commitment.
- **Aspire high and dig deep**
Leading high standards and aspirational for the magis, self and team
- **Lead for person, team and mission**
Distributive in leadership and respectful custodian of the tension between 'cura personalis' and 'cura apostolica'
- **Host conversations with candour**
Collaborative and collegial, ensuring candour in quality conversations
- **Swim well in your lane and be adept at understanding your ripples**
Undertake the things within your purview well, but understand and be attentive to the impacts that your actions have on others
- **Attend to process, solutions and outcomes**
Attentive to process, solutions and outcomes
- **Pursue the possible**
Agents of growth, fostering a community that supports ideas, innovation, divergent thinking and the pursuit of the possible