

# Pymble Ladies' College

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## POSITION DESCRIPTION

**Title:** Human Resources Business Partner

**Date Updated:** May 2025

**Reports to:** Head of Human Resources & General Counsel

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## COLLEGE VALUES



Pymble Ladies' College has five core values which guide our behaviour and interactions with one another and affirm our commitment to the Christian heritage of Pymble Ladies' College and our identity as a school of the Uniting Church school in Australia. All roles, policies and procedures are underpinned by these values, and the expectation that students, staff, and the wider College community alike live our values every day.

**CARE** – I am kind to myself and others

**COURAGE** – I am open to new experiences to learn and grow

**RESPONSIBILITY** – I take ownership of my actions

**RESPECT** – I value diversity, my worth and the worth of others

**INTEGRITY** – I do the right thing, even when no one is watching

## **The Human Resources Function at Pymble**

The purpose of the Human Resources (HR) Function is to help ensure that each member of our *Pymble* staff feels known, engaged, developed, and supported. We partner with leaders to help grow and sustain high performing teams. By attracting, engaging, developing, and retaining the very best staff, we deliver excellence in educational outcomes for our students.

We help our *Pymble* people flourish in their careers and recognise and celebrate their achievements – big and small. We work with leaders to provide compassionate and practical support to staff who may struggle with personal/family/health challenges.

### **Our Team**

The Human Resources Team is responsible for managing the employee life cycle, including recruitment (talent acquisition) and onboarding, administering staff benefits and recognition programs, employee relations, employer brand and EVP, organisational design and restructures, diversity and inclusion, staff wellbeing, workers compensation, remuneration and benefits. We collaborate with the Professional Learning team to deliver learning and development programs and the Finance team in relation to our payroll processes.

The HR team is led by the Chief People and Culture Officer (CPCO) who is a member of the Senior Executive Team and reports directly to the Principal Dr Kate Hadwen. The team comprises the following roles:

- Head of Human Resources & General Counsel who reports to the CPCO.
- Talent Acquisition Manager who reports to the Chief People and Culture Officer.
- HR Project Manager who reports to the Chief People and Culture Officer.
- 2 x HR Business Partners who report to the Head of HR & General Counsel.
- HR Adviser (HRIS) who reports to Head of HR & General Counsel.
- HR Adviser Co-curricular who reports to Head of HR & General Counsel (contract).

### **POSITION SUMMARY**

Our HR Business Partners (HRBPs) are responsible for a range of HR duties and responsibilities, partnering with assigned client groups across the College as trusted advisors and coaches.

The HRBPs build relationships, working closely with their client groups to help ensure appropriate structures and roles are in place, market competitive remuneration and benefits , professional development plans are developed and that individuals and teams are performing to a high level and consistent with our College values.

Our HRBPs may also hold specialist responsibilities on behalf of the team and collaborate on key HR projects across the College with the CPCO as required.

## Role Accountabilities

### 1. Client Partnering

Build and maintain trusted relationships with members of the senior executive team, line managers, and staff within assigned portfolios, becoming the subject matter expert on your client groups' HR needs.

Be a visible and accessible partner, proactively spending time with your client groups, including regularly attending leadership meetings on a regular basis. Act as a conduit between your client group's leaders and the HR team to promote events, staff benefits, engagement initiatives, and communicate professional learning opportunities.

#### 1.1 *Culture & Engagement*

- Be a role model for the College's values of Responsibility, Courage, Care, Integrity, and Respect. Champion the values, including proactively identifying and sharing examples to be celebrated and concerns to be raised.
- Work with leaders to derive insights from the Pymble People staff engagement survey and develop tailored action plans. Coach leaders and line managers on implementing practical and impactful plans from the survey,

#### 1.2 *Workforce Planning & Resourcing*

- Develop an understanding of the resourcing needs of client group based on staff demographics, seasonal variation, assessment of retention risk, turnover trends, extended leave and key growth projects.
- Monitor approved FTE/Headcount for client portfolios, proactively flagging variations from budget with managers. Make recommendations relating to, and support the implementation of, retention plans as required.

#### 1.3 *Organisational & Job Design*

- Provide advice and recommendations, including contributions to the development of business cases as required, regarding organisational design, which align to the delivery of the College's strategic goals. Consult with leaders to ensure position descriptions which provide role clarity and articulate clear responsibilities and accountabilities.

#### 1.4 *Employee Relations*

- Develop and maintain a working knowledge of the industrial instruments (enterprise agreements and awards) relevant to client groups and provide advice to leaders, line managers, and staff as required. Act as first point of contact for questions of interpretation.
- Conduct objective and thorough workplace investigations in relation to incidents or complaints where there is a potential breach of policy, College values or a potential child protection matter.
- Prepare reports and making recommendations regarding disciplinary or other corrective action as required for the review of the Senior Human Resources Business Partner and/or Chief People and Culture Officer.

- Lead Performance Management and Improvement processes as required, including providing advice, coaching, and recommendations to leaders and managers regarding approach, process, best practice.
- Comply with and apply the College's grievance handling and reporting procedures, act as the guide to leaders and managers of fair and due process, as well as adherence to other College policies, relevant legislation, and best practice
- Implement agreed recommendations, including drafting records of conversation, disciplinary letters, and other documents in relation to incidents and investigations at the direction of your manager and/or Chief People & Culture Officer.

#### *1.5 High Performing & Values Driven Teams*

- Work with leaders and line managers to address performance concerns proactively and consistently, coaching them to foster a culture of accountability and regular feedback. Identify, recommend, design, and deliver team training, initiatives, and other interventions to support the development of high performing teams, including coaching managers and/or staff members, or facilitating sessions.

#### *1.6 Policy & Compliance*

- Act as the first point of contact for policy enquiries by staff in your client groups. Provide advice and coaching to line managers on the consistent interpretation and implementation of College policies.

## **2. Specialist Responsibilities**

There are several areas where members of the Human Resources team may take on in addition to their HRBP work. These will be assigned in consultation with your manager and Chief People and Culture Officer, and may include areas such as:

#### **Workers Compensation & Injury Management**

- Initiating the College's workers compensation and injury management processes, including welfare checks with the injured or ill staff member.
- Proactively work with our Insurer and rehab consultants to prepare rehabilitation and return to work plans in consultation with the staff member and their manager.

#### **Learning & Development**

- Seek expressions of interest from staff regarding learning priorities and make recommendations for programs, courses, and training events. In collaboration with the Professional Learning team and external consultants prepare recommendations and proposals for learning and development programs.

## **3. Risk and Compliance**

Report directly to the Principal on any matters relating to child protection. Consistently adhere to College policies and procedures, importantly the Risk Management, WHS, Child Protection and our emergency response practices.

## **PERSONAL CAPABILITIES**

- Support the ethos and values of the College.
- Tertiary qualifications in Human Resources or related discipline.
- Prior experience in HR of at least 3 years. Previous experience within a School, Business or Professional Services organisation would be highly regarded, but is not essential.
- Working knowledge or demonstrated ability to quickly build an understanding of awards, enterprise agreements and other industrial instruments desirable.
- Intellectual curiosity, with demonstrated learning agility, willingness to further develop HR skills and knowledge.
- Excellent interpersonal and stakeholder management skills.
- An ability to work at pace, be agile and manage multiple tasks and personal productivity to meet deadlines.
- Strong communication skills, both written, verbal, and presentation/facilitation skills.
- Intermediate to advanced Microsoft office suite.
- A passion for continuous improvement of systems and processes.
- Willingness and ability to travel to our Vision Valley campus as required.