



## POSITION INFORMATION

# ■ People and Compliance Manager

215-233 Fosters Road, Northgate SA 5085

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A Reception to Year 12 Christian School

 DISCOVER JESUS  DISPLAY LOVE  DEVELOP SELF

## POSITION OVERVIEW

Date created:	29/11/2022
<b>Position Title:</b>	<b>People and Compliance Manager</b>
School Area:	Administration
Accountable to:	The Principal
Line Manager	Business Manager
<b>Commencing:</b>	<b>January 2023</b>
<b>Type:</b>	<b>Permanent, 3-Year Tenure</b>
	Full-time 38 hours per week with 4 weeks annual leave, part-time will be considered
Salary:	Commensurate with qualifications & experience

## BRIEF DESCRIPTION, GENERAL TO ROLE

### Personal Requirements:

We are seeking an individual who is organised and methodical, with high attention to detail, and is able to work humbly and collaboratively as part of a team. The successful applicant will need to demonstrate a sincere commitment to Jesus Christ and the philosophy of Christian Education. Applicants will also demonstrate an active involvement in their local church and align themselves with the College's core beliefs. They will have excellent interpersonal, conflict resolution, and communication skills.

### Application Process:

An application form, obtainable by calling (08) 8261 3377 must be submitted in order to be considered. Please observe the application process as stated on the Role and Personnel Specifications, which must include a cover letter. Please note, the successful applicant is required to adhere to the College's COVID-19 vaccination policy.

### Qualifications and Requirements:

- Relevant tertiary qualifications or extensive experience
- Police Check
- Working With Children Check
- Current RRHAN-EC certificate
- Protective Practices online course completion (can be completed prior to commencement of employment)

**Applications Close: 4pm, Tuesday December 13, 2022.**

## DETAILS SPECIFIC TO TEACHING POSITION(S)

**In this newly created role, the People and Compliance Manager will provide direct support to the Senior Leadership Team, Business Manager and other relevant staff, in relation to human resource management, compliance, risk management, policies and procedures and associated matters.**

The People and Compliance Manager will report directly to the Business Manager and is ultimately accountable to the Principal.

### About the Role

The main areas of focus for this position are:

- **Human Resource Management**
  - Recruitment and induction of all new staff
  - Management of position descriptions, staff records and up-to-date clearances
  - Staff policies, procedures, industrial related matters and performance management processes
- **Risk and Compliance**
  - Oversee Work Health and Safety and Child Protection compliance
  - Manage Critical Incident and Emergency Plans
  - Maintain compliance according to SA Registration Standards
  - Oversee risk management and strategies
- **Policies and Procedures**
  - Manage and maintain policies
  - Facilitate staff training on policies and procedures to ensure compliance
  - Manage the annual Parent/Student Agreement Forms

### Essential Skills and Experience

- High-level skills in literacy, numeracy, ICT, administration and organisation.
- Experience and/or knowledge of policy and procedures
- Experience and/or knowledge of Human Resource management
- Experience in a Christian school setting is desirable

# A great team builds a great school

**We believe that excellence in education begins with a great team of support staff.**

**We are looking for passionate, qualified personnel to join our vibrant school community.** You will need to demonstrate a sincere commitment to Jesus Christ, the philosophy of Christian Education, and be actively involved in your local church.

An application form, obtainable by calling (08) 8261 3377, must be submitted in order to be considered for any advertised position.

Please note that employment for all non-teaching positions require the applicant to hold a current Working with Children Check, and complete the RRHAN-EC training (Responding to the Risk of Harm, Abuse and Neglect – Education and Care training) and Protective Practices for Education training, prior to commencing employment. All employees are required to adhere to the College's policy regarding COVID-19 vaccinations.

## About Cedar College

**A ministry of CityReach Baptist Church > Oakden.**

Cedar College is an R-12 co-educational Christian school situated in the suburb of Northgate, South Australia, 8 km north-east of the Adelaide CBD. Encompassing both Primary School and High School, Cedar College caters for students from Reception (Foundation) through to Year 12.

Cedar College was officially opened in February 1997 with just 34 students. A distinctly Christian school, Cedar College seeks to provide a Christ-centred and caring environment.

Today Cedar College has over 870 students and is still growing in both numbers and facilities. The most notable recent additions are the Creative Arts Centre, the two-storey Resource Centre and Administration Block, and the Cedar College Sports Centre.

### Our Name

The name 'Cedar College' is derived from Psalm 92 v 12 which outlines the growth of a righteous person, pictured as a cedar tree, growing to become strong and vital and leading a fruit-bearing life.

### Our Purpose

The purpose of Cedar College is to prepare students for real life as they discover Jesus, display love and develop self.

### Our Goals

**Discover Jesus.** We believe that real life is found in knowing Jesus Christ, and we regularly encourage our students to discover Jesus for themselves.

**Display Love.** Our students are challenged to display honesty, compassion, truth and love, within the school community and also around the world.

**Develop Self.** We value high standards in education. Our students are challenged to reach their full potential, through access to high quality education. Students are treated as unique individuals and guided personally towards their future goals and aspirations

### One School, three Departments

Cedar College is divided into three departments – Primary School (Reception to Year 6), Middle School (Year 7 to Year 9) and Senior School (Year 10 to Year 12). These departments allow students to develop academically and socially at an appropriate level and provides a facility that offers a complete education from Reception through to Year 12.

