



FRASER HIGH SCHOOL
Te Kura Tuarua o Taniwharau

Job Description

Human Resources Manager

PERFORMANCE EXPECTATIONS

DIRECTLY RESPONSIBLE TO:

Principal

RELATING TO:

Internal: Principal, Presiding Member, Executive Team, Business Manager, Staff

External: Ministry of Education, Service Providers, Unions

PURPOSE:

To ensure the efficient and smooth operation of the Human Resource Management

KEY TASK	EXPECTED OUTCOMES	PERFORMANCE INDICATORS
1.1 Recruitment & Onboarding		
<p>1.1.1 On instruction from the Principal, commence the appointment process for teaching and support staff.</p>	<p>In liaison with the Principal or Executive team members:</p> <ul style="list-style-type: none"> ● Position advertised as directed online ● Job description for position to be posted online including any other relevant information ● Applications are managed and prepared for selection and interview process as directed by the interview panel ● Assist with the selection and interview processes where required 	<ul style="list-style-type: none"> ● Positions advertised ● Collate applicants' CVs and ensure the interview panel has access to the applications ● Notify successful short list and those unsuccessful ● Organise interview panel times, venue and meals ● Prepare interview documents ● Store signed interview documents
<p>1.1.2 Teaching and Support staff are started on the appropriate salary and terms and conditions applicable to the relevant collective agreements</p>	<ul style="list-style-type: none"> ● Liaise with the Principal/Business Manager on appropriate salary/hourly rate and terms and conditions applicable to PPTA, NZEI, ACE Collective, Groundsmen, Caretakers and Cleaners Collective or other 	
<p>1.1.3 Ensure all appropriate employment documentation is completed at the time of appointment, signed by the applicant and filed</p>	<ul style="list-style-type: none"> ● Prepare appointment letters, including IEA and job description in preparation for the Principal's approval ● Send all the documentation to the successful applicant in a timely manner. ● Ensure payroll staff have information to complete the onboard process. 	<p>All employees files will be compliant.</p> <p>New staff appointed:</p> <ul style="list-style-type: none"> ● CV ● Police vet - if appropriate ● Signed: employment contract, job description ● EdPay forms completed ● Record of appointment process complete and signed ● Mentors or LOC or LOL informed of their responsibility to induct new staff member

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1.1.4 Implement personnel filing systems that are logical and accessible	<ul style="list-style-type: none"> ● Ensure all personnel files are accurate and up to date ● System flags when individual teacher registration forms and teacher attestation forms and police vets are due for renewal ● File all relevant HR correspondence in individual staff files ● Give advance notice to the executive team of impending milestone reports within HR sector i.e regular Board reports, MU/MAA reviews, collective agreement are due 	<ul style="list-style-type: none"> ● All personnel files are accurate and up to date ● Update records of teacher registration forms and teacher attestation forms and police vets. ● The executive team know of impending milestone reports within HR sector i.e regular Board reports, MU/MAA reviews, collective agreement changes are due
1.1.5 Oversee Day Relief	<ul style="list-style-type: none"> ● Liaise with Payroll staff to ensure all new Day Relief Teachers are provided with the necessary documentation to set up in payroll. ● Liaise with Payroll staff to ensure teachers leave has been signed off by the principal and copied for the Day Relief Manager and Teacher 	<ul style="list-style-type: none"> ● Day relief staff records are sent to Payroll staff
1.1.6 Induction process in place for ALL New Employees	<p>In liaison with appropriate personnel -</p> <ul style="list-style-type: none"> ● Induction Process for appointee to be completed and the relevant acknowledgment are signed and filed on personnel file ● Keep the induction process updated with current legislation and school policies 	<ul style="list-style-type: none"> ● Induction checklist signed off and filed on staff personal files ● All documentation filed
1.1.7 Exit process in place for ALL exiting employees	<p>In liaison with appropriate personnel -</p> <ul style="list-style-type: none"> ● Exit process for each employee who leaves Fraser High School employment is completed 	

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2.1 Manage staff conditions to employment		
2.1.1 Notification to staff of changes to details and employment conditions	<ul style="list-style-type: none"> ● Notify Payroll Staff of staff changes, terminations and appointments, commencement and completion dates for the year, End of Year and Start of Year returns and all other data required ● Send a variation letter to all staff with changes to details/salaries etc. 	
2.1.2 Staff Salary Assistance	<ul style="list-style-type: none"> ● Liaise with Payroll Staff to clarify staff pay concerns, and approved leave requests 	
2.1.3 Manage Staff Leave requirements and Leave Records	<ul style="list-style-type: none"> ● Liaise with Principal leave requirement ensuring requests are aligned with collective agreement. ● Liaise with HR Support to process all staff leave in a timely manner ● Produce copies to Teacher and Day Relief once approved ● Monitor Teachers Internal Cover up to 1 day and report to principal when required 	
2.1.4 Collective agreements or Individual Employment agreements	<ul style="list-style-type: none"> ● Staff may be signatory to NZEI or PPTA, or other relevant Collective Agreement ● Staff have the option of signing an IEA on the same terms and conditions as the PPTA or NZEI Employment Contract or other ● If not a member of a collective agreement, staff have a current IEA on file 	
2.1.5 Police Vet	<ul style="list-style-type: none"> ● Liaise with payroll staff to manage all Police Vetting by ensuring all support staff, adult community tutors, volunteers, sport coaches and managers complete a police vet and renew their police vet every 3 years. 	

KEY TASK	EXPECTED OUTCOMES	PERFORMANCE INDICATORS
3.1 Oversee Annual payroll processes		
3.1.1 Oversee the Start of Year Payroll (SOY)	<ul style="list-style-type: none"> ● Confirm teaching staff returning to Fraser for the following year and give details to payroll staff to action. ● Confirm the teacher's details including units, with the Principal and liaise with payroll staff for a variation letter for the Principal's signature, if required. ● Confirm support staff details for the following year, including hours, SOY & EOY dates, salaries/increments. Liaise with payroll staff for a confirmation letter to each support staff member. 	
3.1.2 Oversee the End of Year Payroll (EOY)	<ul style="list-style-type: none"> ● Confirm fixed term staff who will be leaving at the end of each year and any other terminations that may occur. Give details to payroll staff to action. 	
4.1 Manage the delivery of Support Staff Services		
4.1.1 Support Staff function effectively	<ul style="list-style-type: none"> ● Monitor services provided by Support Staff with LOC/TIC as necessary ● Liaise with staff and address concerns as necessary, involving Business Manager / Principal as necessary 	
4.1.2 Pressure points are identified and remedied	<ul style="list-style-type: none"> ● At key times, use discretionary hours to relieve bottlenecks and pressure points, ie, end of term, report times, sickness, absences ● Redeploy staff as short term remedy for pressure points ● Inform the Principal/Business Manager of concerns in a timely manner 	

KEY TASK	EXPECTED OUTCOMES	PERFORMANCE INDICATORS
5.1 Manage Professional Growth		
5.1.1 Teachers are provided the necessary documentation for their professional growth cycle - working with the Professional Learning Team	<ul style="list-style-type: none"> ● Ensure that teaching staff are provided copies of the relevant professional growth cycle documents required to be held on their file 	
5.1.2 Support Staff are appraised annually	<ul style="list-style-type: none"> ● Develop and maintain an annual appraisal process for all Support Staff ● Confirm that Support Staff appraisals, using the agreed process, have been completed and filed by mid-November each year 	
5.1.3 Support Staff receive appropriate professional development	<ul style="list-style-type: none"> ● In consultation with the Business Manager, ensure the annual budget includes provision for professional development for all Support Staff ● As a result of ongoing appraisal, ensure Support Staff professional development needs are met ● For individual Support Staff members requiring professional development to improve their performance, arrange for the appropriate support and training ● Encourage all Support Staff to belong to the appropriate professional organisation, and attend local and regional meetings and courses ● Assist Business Manager/executive team/professional learning team with Professional Development Programmes as requested 	

KEY TASK	EXPECTED OUTCOMES	PERFORMANCE INDICATORS
6.1 Manage Personnel Matters		
6.1. HR Advice to Staff	<ul style="list-style-type: none"> ● Liaise with all staff, unions and other agencies with terms and conditions applicable to their collective agreement ● Provide advice to All Staff as requested ensuring it meets the required legislative regulations and appropriate collective agreement. Research as requested to provide the correct information required ● Act as a support for all staff in work issues as requested ● Sounding board for staff with work related issues. Will escalate issues to appropriate staff members when requested. 	
6.1.2 HR Projects	<ul style="list-style-type: none"> ● Drive HR initiatives that have been highlighted or directed by Principal as requested ● Provide recommendations or actions for consideration 	
6.1.3 HR Disputes	<ul style="list-style-type: none"> ● Liaise and manage, in consultation with the Principal and/or the Board of Trustees' Presiding member, any disputes that may arise ● Liaise and manage, in consultation with the Principal and/or the Board of Trustees' Presiding member, any conflict resolution ● Liaise and manage, in consultation with the Principal and/or the Board of Trustees' Presiding member, any disciplinary actions ● Ensure fair process and research of all disputes are managed with mana and manaaki 	
7.1 Professional Responsibilities		
7.1.1 To abide by the School Charter, Policies, and Procedures.	<ul style="list-style-type: none"> ● Has a sound understanding of the school charter, policies and procedures 	

KEY TASK	EXPECTED OUTCOMES	PERFORMANCE INDICATORS
7.1.2 Te Tiriti o Waitangi	<ul style="list-style-type: none"> • Has a sound understanding of Te Tiriti o Waitangi principles and values, and their relevance to learning and education, in relation to equity, participation, protection, and partnerships. 	

EMPLOYEE SIGNATURE: _____ DATE: _____

PRINCIPAL SIGNATURE: _____ DATE: _____