



## Loyola College

### Position Description DEPUTY PRINCIPAL: STAFF & COMPLIANCE

The Deputy Principal Staff and Compliance reports to the principal and is responsible for the development and administration of all policies and procedures relating to human resources and compliance. Human Resource requirements include recruitment and selection, training and development and the evaluation and management of teaching and support staff. Compliance requirements include ensuring the school is fulfilling its duties relevant to legislation pertaining to compliance at a local, State and Federal level.

The Deputy Principal Staff and Compliance will initiate and promote effective staff wellbeing strategies according to the Mission and organisational goals of the College, with a view to supporting the development of the whole staff. The Deputy Principal Staff and Compliance will contribute strategically to build strong workplace relationships.

The Deputy Principal Staff and Compliance is a member of the College Consult as well as of the following committees:

- College Leadership
- Professional Development Committee
- Ignatian ethos and identity committee and Information
- Communication and Technology Committee (ICT).

The Deputy Principal Staff and Compliance is chair of the following committees:

- Industrial Consultative Committee (ICC)
- Occupational Health and Safety Committee (OHS)
- Staff Wellbeing Committee
- Teaching Staff Meeting.

The Deputy Principal Staff and Compliance also represents the College at the ACS Deputy Principals' meetings.

The Deputy Principal Staff and Compliance will meet weekly with the College Principal as part of his/her role. The broad areas of responsibility for this position are:

- Development of new policies related to staff.
- Professional and General Staff Wellbeing Programs
- Provision of assistance to the College Principal
- Registration of Teachers/Coaches, Provisional and Renewal
- Industrial Relations
- Occupational Health and Safety
- Recruitment
- Contracts
- Staff Induction & Exit processes.
- Role Descriptions
- Performance Management
- Leadership Reviews
- Employment related policy development
- Staff support
- Grievance procedures

- Compliance and administrative matters
- Implementation and maintenance of staff information on Synergetic/CEVN/OSR
- Staff Handbook

### **Promote the College philosophy in particular, the charism of St Ignatius of Loyola**

- As a member of the College Consult, the Deputy Principal is responsible for promoting the philosophy of the College.
- The living of the charism of St Ignatius of Loyola is an integral part of college life. The Deputy Principal promotes this charism in all aspects of college life.

### **Recruitment and Selection:**

- Prepare and maintain up-to-date position descriptions.
- Perform background and reference checks on applicants.
- Coordinate interview panels, in conjunction with the Principal's Personal Assistant.
- Conduct prospective staff interviews in conjunction with the Principal and/or other staff as required.
- Communicate with all applicants regarding outcomes in a timely manner.
- Preparation of contracts for all staff in liaison with the Principal's PA.
- Coordinate the appointment of Casual Relief Teachers and ensure their information is forwarded to the Operations Team.

### **Staff Orientation and Induction:**

- In consultation with Consult, oversee the induction of all new staff.
- Consult with relevant staff regarding computer, workspace, key, and uniform allocation for new staff.
- Develop, co-ordinate and conduct inductions for all
  - volunteers in conjunction with the Community Liaison,
  - contractors in conjunction with the Property Manager,
  - coaches in conjunction with the Head of Sport and
  - sessional Music staff, in conjunction with the Head of Music.

### **Human Resource Management and Administration:**

- Advise the Principal and oversee Human Resources improvement projects and activities.
- Liaise with relevant organisations to keep abreast of trends and developments in Human Resource management.
- Innovate and streamline all administrative processes and records relating to Human Resources management.
- In consultation with the Principal, Deputy Principals and College Daily Organiser/Timetabler, stay well-informed of staffing requirements for the year ahead.
- Coordinate written documentation and correspondence for all staffing changes and time fraction alterations.
- In consultation with the Principal, Principal's Personal Assistant and Payroll coordinate and manage long service leave, parental leave, annual leave, leave without pay and extended sick leave requests.
- Monitor staff absences and develop strategies to maximise staff attendance.
- Monitor tenure periods and contract expiration dates including updates to the Principal each term.
- In consultation with the Business Manager, maintain Catholic Education of Victoria Network (CEVN) Online Staffing Records & Personnel Records including Leave.
- Ensure the proper administration, filing and safekeeping of all HR records and reports, as required by law and best practice.
- Produce confidential reports, including management of departure notifications, checklists for all incoming and departing staff and Workplace Gender Equality Administration reports, as required.

- Conduct, document and record exit interviews for departing staff who request an interview.
- Deliver feedback to unsuccessful applicants for leadership positions.
- Ensure the completion of the College exit form and return/retention of all College property, including intellectual property, when staff exit the College.
- Allocate individual teacher's total school load (oversee Co-Curriculum).
- Allocate Collegial colleagues (buddies) for new staff in consultation with the Teacher Formation Coordinator.

### **Performance Evaluation and Management**

- Coordinate and conduct Annual Review Meetings for selected staff.
- Provide training to staff in Positions of leadership on the conduct and process of Annual Review Meetings.
- Develop and implement procedures for the Annual Review of staff in Positions of Leadership (POL's) within the College.
- In consultation with the Principal, coordinate and provide support for reviews of the Assistant Principals.
- In collaboration with the Principal and Leadership Team, develop and implement appropriate recognition and acknowledgement processes for all staff.

### **Industrial and Employee Relationships:**

- Maintain up-to-date knowledge of State and Federal legislative changes particularly in relation to Industrial Relations and Award changes, brief members of the Leadership Team and communicate such changes to all staff as appropriate.
- Oversee the development, review and implementation of college policies and procedures relating to complaints procedures and other industrial matters.
- Provide support and advice to the Principal, Business Manager and Consult on matters associated with the Victorian Catholic Education Multi Enterprise Agreement (VCEMEA) and employment contracts.
- In consultation with the Principal, coordinate and oversee processes and associated documentation in relation to the performance management of staff, conduct related issues, consultation about change, dispute resolution and grievance procedures.
- Assist and support staff in working through issues associated with industrial relations.
- Liaise with the College Accountant regarding Workcover administration.
- Function as Equal Opportunity Officer for the College
- Liaise on behalf of the College with IEU and other representative groups.
- Oversee all remuneration changes and communicate changes to Payroll.

### **Compliance:**

- Collaborate with members of Consult to review and document College processes as evidence of compliance.
- Stay abreast of legal and regulatory changes that affect the College and ensure that policies and procedures are compliant with current legislation, especially the Child Safety Standards in consultation with the Deputy Principal Students.
- Lead the introduction (and eventual management) of a governance, risk, and compliance program to ensure that all compliance policies and practices are up to date, known and embedded in school culture.
- Oversee the responsibility for all HR compliance issues including VIT registration, WWCC currency and National Police Record Checks (as appropriate) with the Principal's Personal Assistant, Property Manager, Community Liaison and College Accountant
- Oversight of all employee data held on college systems and CEVN.
- Compliance Audits.

- Safe Work Method Statements.
- Risk Assessments and Controls.
- Complete audit of VRQA Minimum Standards and College review
- Ensure Evacuation/Lock Down Emergency Management Plan for the school.
- Liaise with the Principal/Business Manager to ensure that the College complies with regulatory requirements regarding the provision of a safe workplace and professional work environment.
- Chair the OH&S Committee and ensure meetings are regularly scheduled (one per term).

### **Staff Management and Wellbeing**

- Organise and facilitate the agenda for Teaching Staff Meetings
- Co-ordinate and organize Pre- Service Teachers, including:
  - Liaise with tertiary institutions regarding the placement of student teachers.
  - Organise Loyola staff to supervise student teachers during their rounds.
  - Organise orientation program, school tour and accommodation for pre-service teachers and monitor the progress of student teachers on their placements.
- Maintain the Staff, Pre-Service Teacher, Casual Relief Teacher, and New Teacher Handbooks
- Promote and encourage staff wellbeing in the performance of their professional duties, e.g., punctuality, professional dress, office locations, quality teaching.
- Monitor staff professional standards.
- Provide avenues of support for staff, pastoral, spiritual and personal
- Initiate staff wellbeing programs and/or opportunities
- Chair the Staff Wellbeing committee.
- Support staff to deal constructively/positively with changing College/educational demands.
- Promote collegiality.
- Foster and promote professional dialogue amongst teachers.
- Continue to build leadership capacity and assist the facilitation of a College Leadership Professional Learning program.
- Work closely with the Professional Development Coordinator to build capacity in staff.
- Cover for the Deputy Staff and Community Engagement when he/she is unable to take absentee phone calls.

### **Provision of assistance to the College Principal**

- Assist the Principal with new staffing appointments.
- Be involved with the Annual Review meetings of staff.
- Advise the Principal on industrial matters as required.
- Collaborate with the Principal in relation to college strategic planning and implementation of the College strategic plan.
- Prepare an annual college magazine report.
- Delegate for the Principal when required.

### **Special Projects**

Take on portfolios or projects at the request of the principal.

These projects may be short term or ongoing depending on the nature of the assignment.

### **Time Allocation**

This position attracts a time allocation of thirty periods per 10- day cycle.

### **Annual Report to the Principal**

Provide an annual written report to the Principal in August of each year to address the following areas: achievements, progress on goals for the year, any issues or concerns and recommendations for the following year.

**Period of Appointment and Formal Review**

Three year appointment with a review in the second year.

**Remuneration**

Deputy Principal Category B Level 6  
(CEMEA 2022)

**Other**

- The Deputy Principal – Staff and Compliance may be required to attend planning meetings during holidays or work for short periods on weekends.
- Attendance at respective House Mass, House Eisteddfod, House Public Speaking, House Swimming, Awards night, Saturday duty, Partnership with Parents, Information Evenings, Orientation Evenings, Activities week events and others as requested by the principal.
- Perform other such duties as required by the College Principal.

**Child Safety**

- Be familiar with and comply with the College's Commitment to Child Safety, Child Safety Policy, Safeguarding Children and Young People – Code of Conduct and any other policies or procedures relating to child safety.