

Human Resources & Compliance Manager

Title	Human Resources & Compliance Manager
Classification	Full Time – Ongoing
Category	Category C – Level 5
Hours	8:00am to 4:00pm
Key Reports	Principal Business Manager Vice Principal Staff & Operations
Award	Catholic Education Multi-Enterprise Agreement 2022
Membership	Support Staff

Purpose of the Position

The Human Resources and Compliance Manager supports the effective day-to-day operation of the College by overseeing key human resources processes, coordinating compliance obligations, and ensuring the consistent implementation of College and MACS policies, procedures, and employment standards.

Working closely with the Principal, Business Manager, and Vice Principal Staff & Operations, the Human Resources and Compliance Manager ensures that HR and compliance operations are well-organised, proactive, and aligned with College priorities, the Catholic Education Multi-Enterprise Agreement (CEMEA), and the governance requirements of Melbourne Archdiocese Catholic Schools (MACS). The role is pivotal in contextualising and embedding MACS policies, including child safety, employment, governance and operational frameworks into the daily practices and procedures of the College.

This role contributes to the smooth and efficient running of College operations by supporting recruitment and onboarding, maintaining accurate and confidential employment records, facilitating performance and development processes, monitoring compliance with legislative and MACS requirements, and assisting leaders with workforce planning, staff wellbeing initiatives, and policy implementation.

The Human Resources and Compliance Manager presents a professional, discreet, and service-oriented profile on behalf of the College and upholds the Catholic values of Live Fully, Act Justly through high standards of integrity, communication, confidentiality, and collaboration. The role plays a central part in fostering a positive, compliant, and engaged workplace culture that supports high-quality teaching, learning, and staff experience.

Key Contacts

- Principal
- Business Manager
- Vice Principal Staff & Operations
- Executive Assistant to the Vice Principal Staff & Operations

 10-28 College St
Caroline Springs
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 (03) 9217 8000
 enquiries@crccs.vic.edu.au
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Key Roles and Responsibilities

The responsibilities below reflect the general expectations of the Human Resources & Compliance Manager. In collaboration with the key reports, the Human Resources & Compliance Manager will:

Human Resources

- Oversee the end-to-end recruitment and onboarding process, ensuring compliance with MACS policies, CEMEA, and child-safe requirements.
- Maintain accurate and confidential HR records, contracts, position descriptions, and employee files in alignment with legislation and MACS expectations.
- Support workforce planning initiatives, including staffing projections, fraction management, and annual staffing cycles.
- Assist leaders with performance and development processes, including ARM documentation, feedback cycles, and employee relations matters.
- Create position descriptions for new roles, including undertaking regular review cycles for existing positions.
- Coordinate Staff & Operations systems (e.g., PassTab & EMS360) such as Working with Children Checks, VIT registrations, first aid qualifications, professional learning records, and employment screening.

Compliance, Policy & Governance

- Assist the Vice Principal Staff & Operations with producing training schedules for and monitoring of all mandatory training, MACS modules, and role-specific compliance requirements.
- Monitor and ensure College-wide compliance with MACS governance, employment, child safety, risk, and operational policies.
- Contextualise MACS policies for the College by developing College-specific procedures, templates, and communications.
- Maintain the College Compliance Registers (e.g., complaints register, conflict of interest register, responsible persons documentation), ensuring all legislative, MACS, and operational obligations are tracked and fulfilled.
- Support the Principal in meeting compliance reporting obligations to MACS and external bodies.
- Oversee internal audits and ensure readiness for MACS or regulatory audits and reviews.
- Ensure all staff remain compliant with induction modules, mandatory reporting requirements, and annual declarations (e.g., Child Safety, Conflict of Interest).
- Maintain and oversee the CompliSpace (or equivalent) system for policy storage and retrieval.
- Monitor review cycles for policies, and make suggestions for edits where applicable, including publishing these to all required platforms (e.g., CompliSpace and the College website).

Employee Wellbeing, Support & Engagement

- Support leadership in managing complex HR matters, including producing documentation for performance improvement plans, return-to-work processes, and employee wellbeing initiatives.
- Liaise with external providers such as WorkCover, EAP, OH&S advisors, and MACS People & Culture.
- Support staff wellbeing strategies and ensure compliance with psychological health, safety, and workload considerations.
- Promote a positive, service-oriented staff culture grounded in Catholic values and professional respect.

Administration, Systems & Reporting

- Maintain HRIS systems (e.g., BambooHR, CompliSpace) to ensure accurate data and workflow integrity.
- Coordinate compliance reporting to MACS, the Principal and the Vice Principal Staff & Operations.
- Develop and manage HR and compliance documentation, including procedures, letters, templates, and briefing notes.
- In collaboration with the Vice Principal Staff & Operations, support College-wide communication of HR processes, updates, and compliance requirements.

Qualifications & Requirements

- Tertiary qualifications in Human Resources, Business Administration, Industrial Relations, Compliance, or a related discipline.
- Demonstrated experience working in HR or compliance roles within a school, Catholic education, or another regulated sector (e.g., government, healthcare, not-for-profit).
- Strong understanding of, or the ability to quickly learn and apply:
 - Catholic Education Multi-Enterprise Agreement (CEMEA)
 - MACS governance and policy frameworks
 - Victorian Child Safe Standards and mandatory reporting requirements
- Training or certification in Workplace Health & Safety, Risk Management (desirable)
- Experience in developing or implementing governance frameworks in line with MACS or similar authorities.
- A current Working With Children Check (WWCC) and National Police Check (or willingness to obtain).
- Demonstrated discretion, confidentiality, and professionalism in handling sensitive information.
- Strong digital literacy, including advanced use of Microsoft 365 tools (Word, Excel, SharePoint, Teams).

Desirable Attributes

- Knowledge of school operations, staffing structures, compliance calendars, and HR cycles in education.
- Experience using HR and compliance systems, particularly:
 - BambooHR (HRIS, onboarding, workflows, document management)
 - CompliSpace (governance, assurance tasks, policies, risk and compliance management)
- Experience supporting leaders in employee relations, performance processes, and wellbeing initiatives.
- Demonstrated ability to collaborate effectively with executive staff (Principal, Business Manager, Vice Principal Staff & Operations).
- A service-focused approach with a strong commitment to staff support and organisational improvement.

Child Safety

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Have a clear understanding of Ministerial Order 870 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Provide students with a child-safe environment
- Uphold a zero-tolerance attitude towards child abuse
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment

Key Selection Criteria

- 1. Demonstrated experience in Human Resources management within a complex or regulated environment, including recruitment, onboarding, employee relations, record management, and HRIS systems such as BambooHR.**

Applicants should demonstrate ability to:

- Manage end-to-end recruitment, onboarding, induction, and exit workflows.
- Maintain accurate and secure employee records using HRIS platforms (e.g., **BambooHR**).
- Support leaders with performance development processes and employee relations matters.
- Track staff qualifications, registrations, WWCC/VIT, and other screening requirements.
- Integrate HR processes with payroll and operational systems where required.

- 2. Strong knowledge of employment legislation, industrial relations, and HR compliance requirements, with the ability to apply and interpret the Catholic Education Multi-Enterprise Agreement (CEMEA).**

Applicants should demonstrate ability to:

- Interpret and advise on staff entitlements, leave provisions, and workload arrangements.
- Apply CEMEA conditions accurately to operational scenarios, including staff fractions and remuneration.
- Navigate complex employment matters with procedural fairness.
- Understand obligations relating to WHS, leave, return-to-work, and staff wellbeing.

- 3. Proven capability to interpret, contextualise, and implement governance and compliance frameworks, including MACS policies, Child Safety Standards, and the use of compliance platforms such as CompliSpace.**

Applicants should demonstrate ability to:

- Translate MACS policies into locally relevant procedures and operational guidelines.
- Maintain compliance registers via platforms such as CompliSpace, ensuring timely completion.
- Manage child safety obligations, including monitoring annual declarations and training compliance.
- Prepare for and support internal and external audits or reviews.
- Produce compliance reporting for MACS, the Principal, Business Manager, and VP Staff & Operations.

4. High-level organisational and administrative skills, with the capacity to manage competing priorities, maintain accurate records, produce high-quality documentation, and ensure timely fulfilment of regulatory requirements.

Applicants should demonstrate ability to:

- Maintain staff HR and compliance records across BambooHR, CompliSpace, Synergetic and other internal systems.
- Coordinate cyclical compliance tasks (VIT, WWCC, First Aid, child safety training, mandatory modules).
- Develop documents, procedures, letters, templates, and audit-ready records.
- Prioritise workloads effectively in a fast-paced school environment.
- Demonstrate exceptional attention to detail and accuracy.

5. Excellent interpersonal and communication skills, with the ability to build positive working relationships, handle sensitive and confidential information with discretion, and provide clear, professional advice to staff and leadership.

Applicants should demonstrate ability to:

- Communicate complex HR and policy matters clearly to staff and leaders.
- Build strong, trusting relationships across the College.
- Manage sensitive or confidential conversations professionally.
- Prepare polished correspondence, reports, and briefing papers.
- Support staff wellbeing and provide guidance on appropriate processes.

6. Commitment to fostering a positive, safe, and professional workplace culture, upholding Catholic values and contributing actively to the College community through integrity, collaboration, and service.

Applicants should demonstrate ability to:

- Uphold the Catholic ethos and the College values of *Live Fully, Act Justly*.
- Promote a culture centred on safety, respect, and professional standards.
- Engage collaboratively with the Principal, Business Manager, VP Staff & Operations, MACS, and external partners.
- Contribute to whole-school wellbeing, child safety, and staff engagement initiatives.
- Demonstrate reliability, ethical conduct, and a commitment to continuous improvement.



Melbourne Archdiocese
Catholic Schools



CATHOLIC REGIONAL COLLEGE
CAROLINE SPRINGS

Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the Principal may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.

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