



- RE-ADVERTISED -

PEOPLE AND CULTURE MANAGER

Application Information Pack



Applications INVITED

A Message From The Executive Principal



On behalf of our School Board and Executive Principal, we invite applications for the key Senior Leadership role of People and Culture Manager at Leighland Christian School. We are searching for a dynamic committed Christian leader who possesses both the personal qualities and professional experience to contribute to our bold vision - aspiring to be 'a Hope filled Christian community pioneering personalised real-world education.'

Leighland Christian School is a growing K-12 school and is going through an exciting change process following the launch of our new Strategic Plan. [Click here](#) At Leighland Christian School, we offer a comprehensive hands-on curriculum that integrates a biblical worldview and faith-based values and principles with academic rigour. In 1976 Leighland Christian School commenced with just 36 students in Ulverstone. This year, there are 665 students from Kindergarten to Year 12, with campuses in both Ulverstone (Kinder through to Year 12) and Burnie (Kinder through to Year 6).

We are looking for an experienced leader who has a heart for building community, skills in Human Resources, restorative practice and developing school culture.

Thank you for considering Leighland Christian School. We invite you to read the material included in this document carefully as you compile your application.

Steven Davis
Board President

In Christ,
Natasha Mackinnon
Executive Principal



About LEIGHLAND



Burnie Campus

Ulverstone Campus

Vision

A hope filled Christian community pioneering personalised real-world education.

Mission

Christ-centred K-12 education that inspires, nurtures, and equips students to connect learning to life.

Values

Christian to the core;
we lead with innovation,
commit to personalise learning,
embrace partnerships and
seek to serve.

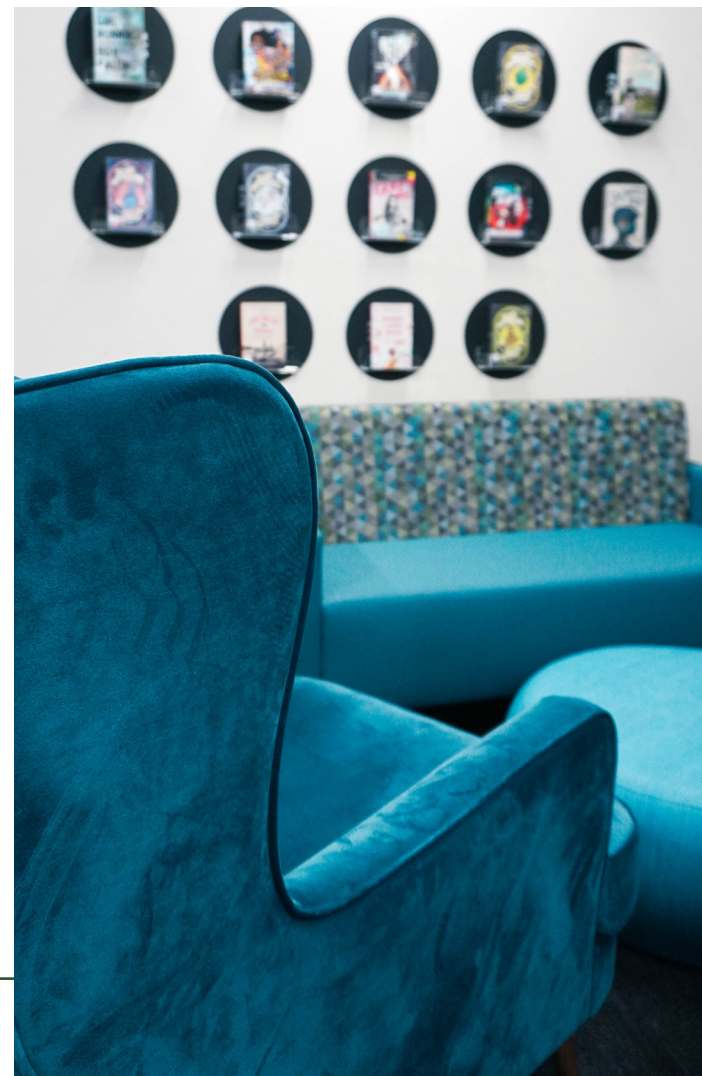
Our STRATEGIC PLAN

Our Strategic Plan has been developed collaboratively by the Leighland Christian School Board, the Executive Principal, Senior Leadership Team, Staff and Association Members of Leighland Christian School.

Our STRATEGIC PLAN

The plan has six key strategic pillars:

1. Be a community with Christ at the heart of all we do, living out the gospel by serving with empathy, compassion, generosity, and grace.
2. Create a culture which facilitates high quality, personalised, real-world learning for all, founded on a Christian worldview, with increasing opportunities for student voice, agency, and engagement.
3. Nurture reflective, engaged, and collaborative staff members as lifelong learners by providing opportunities for innovation in and out of the classroom to ensure high quality student outcomes.
4. Build strong, healthy, and productive partnerships with families, churches, other schools, and the broader community.
5. Plan and actively pursue sustainable enrolment growth without compromise to our core mission.
6. From an engaged Association of committed Christians form an effective, healthy Board, providing leadership to ensure good governance, financial sustainability, and strategic direction.



Our CAMPUSES

Ulverstone



We are a thriving, Kinder to Year 12 school on the scenic North West Coast of Tasmania across the train line from the beautiful beach. We offer a Christ-centered education that inspires, nurtures and equips students to connect learning to life. This means we take every opportunity to provide our students with authentic, real-world learning experiences from which they can take personal meaning. We know that God created each child in His image, and that no two people are the same. Therefore, we seek to provide a variety of learning experiences which can engage our students no matter where they are at – we will meet them where they are!

Through a personalised learning approach, we believe in partnering with parents/guardians as the caregivers, in providing a wholistic experience for our students, where we focus on student

engagement, personal achievement and wellbeing as a priority. Leighland students are engaged in our school community, invested in their learning, and have a personal voice and choice. Our students achieve at their personal best, with point-of-need learning, and we seek to provide opportunities for them to feel connected and supported with a sense of belonging to our school community.

The beach is right on our doorstep, and we utilise God's beautiful outdoor classroom as much as we can! Our students enjoy a hands-on approach to learning, with many students across the school engaging in Design Thinking and Project-Based Learning, with links to local industry. We believe in equipping our students for the unknown future world by immersing them in opportunities to develop their God-given skills in critical thinking, collaboration, communication and problem-solving. Leighland students are innovators, entrepreneurs, lifelong learners and responsible global citizens. We have had great success over the last two years progressing into International tournaments in our Lego League competitions. A highlight for the school indeed!

Underpinning all of this, our school is built on solid biblical threads which encourage our students and staff to love God, celebrate life, imitate humility, ponder Christ's creation, show mercy, transform thinking, and unwrap God's most precious gift for us – our Lord and Saviour Jesus Christ, through which we have eternal life.



Burnie



Welcome to Leighland Christian School, the school of choice on the North West Coast of Tasmania. The Burnie Campus, is a thriving campus of approximately 175 students in 2025; big enough to provide some excellent facilities and learning programs, but small enough to embrace a truly engaged school community.

We are foremost a Christian school that exists in partnership with our parents and guardians to provide a diverse and engaged teaching program, while remaining aligned with the Australian Curriculum. We are known for our committed staff, quality facilities, strong learning programs and intentional pathways to high school as we prepare students for a real-world education.

Our school vision reflects who we are, what we are aiming to achieve and the kind of environment that we are purposefully developing to see students become all they can be, while reaching their potential and developing 21st century skills such as problem solving, critical thinking, communication and risk-taking.

Students engage in a variety of specialist subjects

such as STEM (Science, Technology, Engineering and Mathematics), library, HPE, music, choir, band, and optional instrumental lessons. Students in the music program write a plan for their own learning and set their personal goals so that they have a voice and actively participate in their learning pathways and skill development.

There is an established pathway to transition students to the Ulverstone Campus for High School where they can continue their educational journey with many of their peers, bringing a sense of familiarity when so many other things are changing around them.



We Inspire





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About THE POSITION

The People and Culture Manager will be responsible for the leadership and management of People and Culture services encompassing Human Resources and Policies, and will be a member of the Senior Leadership Team.

This role is responsible for continuing to build a Christ-like culture, initiating a positive culture of using innovative solutions to deal with issues effectively, and contributing to the creation of an environment where all staff have the opportunity to thrive.

Responsible to the Executive Principal, the People and Culture Manager will work closely with other members of the Senior Leadership Team to contribute strategically in non-academic areas, to the vision and growth of the School.

THE ROLE

Position: People and Culture Manager

Reports to: Executive Principal

Time allocation to the role: Full-time (0.8 considered)

Remuneration: Depending on qualifications and experience

Tenure: Ongoing

Works with: Executive Principal; Executive Assistant; Senior Leadership Team; Human Resources Administrator- Direct report; Payroll Manager; Assistant Business Manager/Finance Officer; Daily Organisers; All staff, volunteers and contractors.

About THE POSITION

The main portfolios within the People and Culture Manager role include:

- Embed the School's Vision, Mission and Values
- Lead People & Culture
- Recruitment/Induction/Onboarding/Offboarding
- Provision of Generalist HR Advice
- A part of the Senior Leadership Team
- Personal Professional Growth
- Employee Relations
- Performance Appraisal Processes
- Policy Development, Interpretation and Management
- Remuneration and Payroll
- Learning and Development
- Change Management
- Workcover and Return to Work Management
- HR Projects
- Legislative Compliance
- Staff Wellbeing

RESPONSIBILITIES

1. Embed the School's Vision, Mission and Values

- Committed Christian who values Christian education, demonstrating a passion and commitment to the vision, mission and values of Leighland Christian School.
- Be responsible for continuing a Christ-like culture, tone, and atmosphere together with continual improvement from a Christian perspective.
- Initiate opportunities to create a culture that deals with issues, generates innovative solutions and contributes to a place where all staff can excel and be respected.
- The People and Culture Manager is a strategic member of the Leighland Christian School Senior Leadership Team (SLT) and will contribute strategically to the vision and growth of the school.
- Respect, promote and work within the organisational authority structures of a Parent Governed Christian School, as laid down in the Constitution of Leighland Christian School.

2. Lead People & Culture

- Lead the People & Culture Team that includes the HR Administration in 2025.
- Provide promotion and communication of People and Culture administrative processes within the school and Senior Leadership Team as required.
- Work in close collaboration with the Executive Principal and members of the Senior Leadership Team to ensure a consistent, high-quality service and constantly review the efficacy of various processes and programs.
- Develop and role model a culture that supports staff health and wellbeing, is open to change and supports learning collaboration.
- Provide pastoral care and support to staff on an individual basis.

About THE POSITION

3. Recruitment/Induction/Onboarding/Offboarding

- Collaborate with the Executive Principal and Senior Leadership Team to develop recruitment strategies supporting induction, retention, and career development.
- Oversee and lead the recruitment process, including advertising, shortlisting, interviews, and communication with applicants.
- Oversee and monitor recruitment progress and oversee employment contracts and onboarding paperwork whilst informing the Executive Principal and Senior Leadership Team of the progress.
- Stay informed on contemporary and technological recruitment practices.
- Develop processes for collecting and analysing data which assists in the understanding of staff retention and engagement trends.
- In conjunction with the Executive Principals and Campus Principals, ensure a robust induction framework for teaching and non-teaching staff, reviewed annually.
- Provide new staff profile updates to the staff and school community before their start date.
- Oversee the induction of all new employees, volunteers, and contractors, ensuring leadership involvement.
- Oversee the offboarding process, including department notifications, exit forms, and final pay calculations.
- Conduct exit interviews and ensure the return of all school property before departure

4. Provision of Generalist HR Advice

- Provide advice to the HR Administrator and Payroll Manager:
 - Respond to generalist HR queries from staff, including policies, leave, etc.
 - Provide responsive, sound advice to staff on a wide range of People and Culture (P&C) matters, ensuring that Education Multi Enterprise Agreement (CMEA) policies and procedures are consistently adhered to.
- Oversee the storage of leave records.

5. Employee Relations

- Ensure organisational compliance with all relevant industrial instruments and related employment law.
- Lead the negotiation in consultation with the Executive Principal, Business Manager and IST representative; any possible Enterprise Agreement and other staff industrial matters as required.
- Provide and or seek advice in relation to Industrial Relations matters.
- Respond to staff grievances and complaints in a prompt manner, using established school processes.
- Manage and investigate complaints related to staff matters so that matters are resolved at the lowest possible level, in the best interests of all parties, within a reasonable period of time, having regard to the circumstances.
- Implements the school's policy and procedure on Performance Management.
- Ensure all staff have a position description that accurately reflects their responsibilities.
- Consultation with the school's lawyer in employee relation matters.
- Consultation with the school's lawyer on complaint investigation matters.
- Engage School External Investigator as required

About THE POSITION

6. Policy Development, Interpretation and Management

- Prepare written reports, monitoring, HR data and trends to the Executive Principal and Senior Leadership Team.
- Develop, maintain and implement efficient administrative policies, programs, and procedures relating to People and Culture.
- Develop and maintain all HR policies and procedures in accordance with the relevant legislation and Awards.
- Oversee the management of the Policy Register ensuring all policies are written/reviewed/updated by their due dates
- Write policies as directed by the Executive Principal
- Attend staff meetings as required to communicate policy changes.

7. Remuneration and Payroll

- Provide IR advice to HR Administrator and Payroll Manager and Business Manager as required.
- Check payroll data as required.
- Provide advice in classification/reclassification and review of new or changed positions in line with the CMEA.

8. Performance Appraisal Processes

- Working with the Campus Principals, develop, review, implement, monitor, and maintain records for staff performance appraisals, including goal-setting processes and Annual Review Meetings.
- Conduct annual review meetings, including a review of role descriptions and setting professional learning goals for direct reports.
- Administrate relevant HR software.
- Embed a culture of review, responsibility, and shared accountability to achieve high standards for all.

9. Learning and Development

- Oversee the maintenance of administrative records for all staff Professional Learning.
- Promote the benefits of professional learning in alignment with the schools vision, mission and values to all staff and ensure that their willingness and efforts to learn and improve are recognised.
- Work with staff to identify and prioritise their professional learning needs.
- Work in collaboration with the SLT to identify leadership potential in others and provide opportunities for their development.
- Appreciate and encourage differences, valuing people for their skills, competencies, and contribution to Leighland Christian School's continuing success.

We Serve



About THE POSITION

10. Change Management

- Embed a culture of continuous improvement, ensuring Christian to the core, seeks to serve, research, innovate, inspiration, nurture, and creative characteristics.
- Consider the impact of change on others, providing opportunities for regular feedback so that the school community owns change. Distribute leadership and encourage staff to build consensus across the school community and take individual responsibility for implementing change.
- Support the strategic direction of the school.

11. Workcover and Return to Work Management

- Act as the Executive Principal's representative for all WorkCover claims and regularly update the Executive Principal and the Business Manager on claim status.
- Manage all 'return to work' requirements for staff returning from injury, illness, surgery or extended absences and regularly update the Executive Principal and the Business Manager. This is also inclusive of staff not on WorkCover.

12. HR Projects

- In collaboration with the Executive Principal and the Senior Leadership Team, develop, implement, and manage a broad range of HR projects and initiatives that contribute to the improvement of P&C service delivery across the school.

13. Legislative Compliance

- Understand all applicable awards and agreements and ensure these are interpreted correctly and applied appropriately.
- Ensure at all times that employment standards, legislation and practices associated with the current CMEA, and Fair Work Practices exist and are applied.
- Identify any issues and or contraventions and escalate as required.

14. Staff Wellbeing

- Develop, coordinate and lead a cross-campus Staff Wellbeing Committee.
- Review and implement policies and procedures to support staff wellbeing.
- Provide advice and guidance to staff on how to support their own wellbeing. Increase and promote awareness of appropriate resources internal and external to the school.
- Collaborate with the Staff Wellbeing Committee to coordinate staff wellbeing related initiatives and events.
- Identify areas for improvement and development in the staff wellbeing, in conjunction with the Staff Wellbeing Committee.
- Provide data and reports to the Executive Principal and SLT on staff wellbeing.
- Meet with staff one on one as required to offer support and advice
- Communicate updates to staff on relevant policies including but not limited to; the grievance and complaint policies, staff code of conduct and performance management policies
- Provide annual staff with training in relation to all staff policies pertaining to wellbeing, code of conduct and performance.

About YOU

1

You will be an experienced middle or senior leader.

2

You are transformative and visionary, thinking 'outside the box' to pioneer innovative ideas.

3

You are proactive and value relationships with key stakeholders.

4

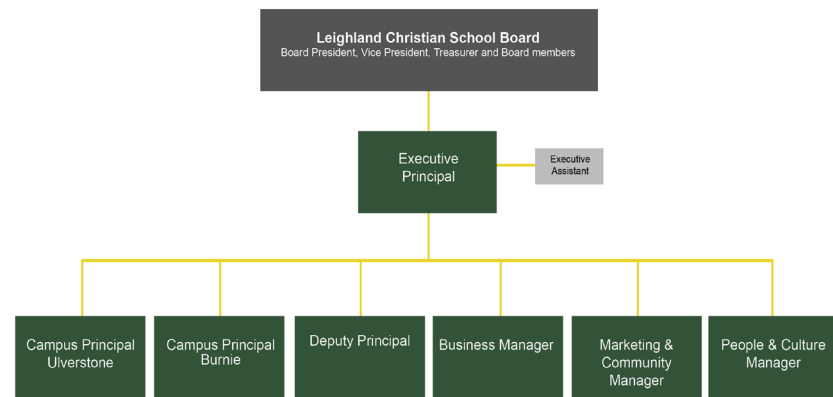
You value the function of the team.



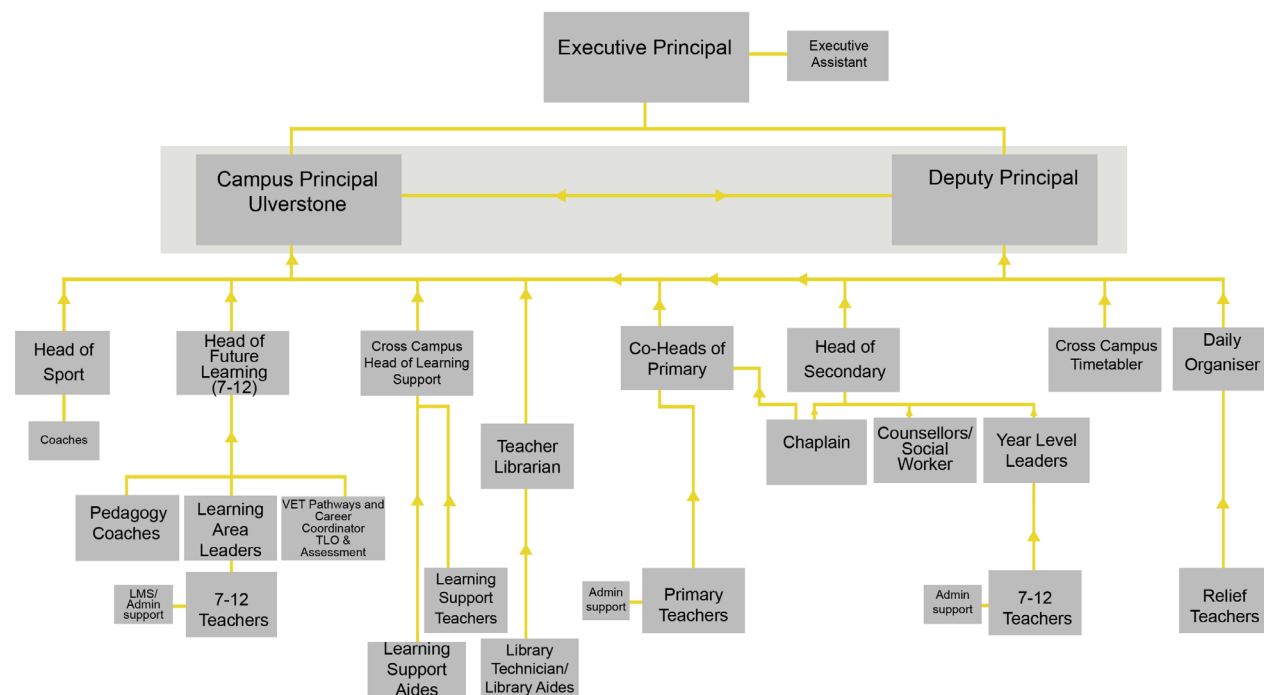
About THE TEAM

How TO APPLY

THE SENIOR LEADERSHIP TEAM



ORGANISATIONAL CHART - ULVERSTONE



In the selection of a People and Culture Manager, Leighland Christian School is seeking to appoint a strategic leader and administrator of the highest calibre who can build honest and authentic relationships with staff across the whole school, with a strong commitment to deliver exceptional standards and service.

Candidate Statement

Applications for the role should include a Candidate Statement: A brief statement of application (no more than two pages) outlining what the candidate feels they will bring to this position and what they would expect to accomplish in the role.

Referees

Please provide full contact details of three referees. One of these needs to be your current Pastor/Minister.

Referees will be contacted only after prior consultation with the candidate.

Response to Key Selection Criteria

1. Commitment to Christian Values and Education and Leighland's vision, mission and values.
2. Human Resources Leadership and generalist experience including proficiency in Industrial Relations and Workplace Investigations.
3. Strong Communication, Organisational, and Leadership Skills.

To apply

Please apply via our website: www.leighland.tas.edu.au
You will receive an email acknowledgment confirming receipt of your application.

Applications close COB Friday 21 March 2025.

We will be assessing applications as they are submitted; therefore, if you are shortlisted, you may be called for an interview before the advertised closing date.

Curriculum Vitae Including:

- Full name, home address, email address, and phone number.
- Positions held, including dates, scope of responsibilities and achievements.
- Details of education and qualifications.
- Any other relevant information, such as professional and community activities.

Relocation expenses will be covered for suitable applicants.

Queries may be directed to Ashleigh Hamilton, Human Resources Administrator on (03) 6425 0999 or by emailing humanresources@leighland.tas.edu.au

Leighland Christian School is a child safe employer and is committed to the welfare of children and their protection. All potential employees and volunteers will be required to comply with the school's Child Safe Policy and Code of Conduct.





www.leighland.tas.edu.au

