Presbyterian Ladies' College Melbourne is a leading ELC-Year 12 Christian independent school for girls offering both the VCE and International Baccalaureate. PLC has an outstanding academic tradition, an international focus and strong pastoral and co-curricular programs focusing on encouraging leadership, service and life-long personal development and learning.

**The Role**

PLC is seeking to appoint a professional and experienced Human Resources Services Partner in a full-time, ongoing position.

You will have primary responsibility for proactively partnering with College leaders in areas such as workforce planning, employee relations, performance management, talent attraction and retention, job and organisation design, employee engagement and leadership coaching and mentoring.

Your responsibilities will include:

* working with College leaders as well as teams within the People, Culture & Strategy function to provide daily HR guidance and a seamless HR service experience
* managing the employee lifecycle process from onboarding to exit; facilitating streamlined onboarding, probation, learning, performance management, remuneration, retention and separation programs
* providing proactive and timely solutions for general employee relations concerns and confidential HR matters, preparing documentation for investigations, and making accurate and informed decisions regarding escalation of complex cases to the Director People, Culture & Strategy
* working closely with leaders to develop workforce and succession plans and identifying staffing and training needs
* monitoring key HR metrics, analysing trends and providing HR reports to develop solutions, programs and policies
* providing day-to-day performance management guidance and leading performance management of poor performing employees, including development of Performance Improvement Plans

As a tertiary qualified and experienced Human Resources Partner, you will have working knowledge of current workplace legislation and policy, and an understanding of Awards and Enterprise Agreements. Your highly developed communication, interpersonal and negotiation skills will be essential in the provision of proactive support and guidance to College leaders on HR matters.

*All staff must commit to a culture that supports and embraces Child Safe Standards.*

*You will be required to hold a current Working with Children Check for Employees.*

**How to Apply**

Since 1875 PLC has been committed to educating girls. If you would like to be part of our future, please visit **www.plc.vic.edu.au**under **'Employment'**for a detailed position description and full details on how to apply.

Applications close **Monday 1 February @ 5.00pm.**