



Moriah College

בית ספר הר המוריה

Moriah College invites outstanding individuals to apply for the position of:

**HUMAN RESOURCES OPERATIONS MANAGER
January 2020 Commencement**

An exciting opportunity has recently become available for an astute and highly professional Human Resources professional to join our growing HR Team. This key position reports to the College Human Resources Manager and would be suitable for an experienced and qualified HR professional with a keen interest to join a dynamic organisation.

This is a highly visible role, working in a diverse organisational structure, managing the daily HR operations of the College and its related entities.

The successful candidate will primarily be responsible for managing all operational and transactional aspects of the HR function. In addition, she / he will effectively manage key relationships with internal and external stakeholders including regulatory educational bodies and institutions to provide a high level of customer service to College staff as well as to provide outstanding HR support and advice on all matters pertaining to the employee lifecycle.

To be considered for this position, you will:

- Be a motivated professional who fundamentally understands the value that the HR function adds to an organisation
- Have at least 5 – 7 years of relevant experience in HR management with specialist knowledge in employee relations and managing end-to-end HR processes and procedures
- Possess a high level of integrity, self-awareness and care for people, with a decisive and responsive approach to all matters
- Be able to easily establish rapport and maintain co-operative working relationships with leaders and staff
- Have strong communication and interpersonal skills with a proven ability to connect and build meaningful, trusting and collaborative relationships
- Be able to work in a fast-paced environment and be adaptable under pressure
- Be adept at problem-solving, including being able to identify issues and resolve issues in a timely matter
- Have strong computer literacy skills including experience in working with HR databases

All appointments will be based on merit selection without reference to the religion of applicants.

An empathy with the ethos of our Modern Orthodox Jewish Day School is essential. Any offer of employment will be subject to background checks and child protection screening.

APPLICATION PROCESS:

To apply for this position, you will need to be an Australian Citizen/Australian Resident/have a current Australian Work Visa.

For a confidential conversation regarding this position, please contact Lauren Koseff, College Human Resources Manager on +61 2 9375 1817. Visit www.moriah.nsw.edu.au for an Employment Application Form. The completed Application Form together with a letter of application, CV and two referees should be forwarded to jobs@moriah.nsw.edu.au

NO AGENCIES PLEASE