



Position Description

Position Title	HR Manager
Position reports to	Executive Principal
Tenure	Permanent
Position Description Date	June 2026

About St Margaret's

St Margaret's College offers a unique education for girls from Year 0 through to Year 13 for boarding and day girls. We have a dual pathway with NCEA and the International Baccalaureate Diploma programme and a strong emphasis on wellbeing and pastoral care as well as academic success. With a commitment to holistic education, balancing academic excellence with a multitude of co-curricular opportunities, St Margaret's College encourages students and staff to discover their passions and be the very best they can be.

A St Margaret's College education is founded on Anglican values with a focus on service and wellbeing and offered within a modern school environment promoting diversity, innovation, and sustainability. Each student is set up for success, joining a global alumni network of wāhine toa with the courage to embrace change, the confidence to lead, the desire to learn, and the drive to make a positive impact on the world.

Our vision

To create empathetic, confident and connected global citizens who value personal excellence and strive to make a positive difference.

Our purpose

Empowering girls to learn, live and lead.

Our Values

Integrity – Kia pono, Excellence – Kia kairangi, Resilience – Kia manawaroa, Equality – Kia tōkeke, Higher purpose - Te uptake

Purpose of Role

This role is responsible for leading and delivering the College's human resources function, providing strategic and operational HR advice to the Executive Principal and leadership team, ensuring employment compliance and risk management, and supporting a positive, high-performing workplace culture aligned with the College's values and strategic objectives.

Direct Reports: Yes



Key Accountabilities

Key Responsibility	Key Accountabilities
<p>Strategy & Business Planning</p> <p>Contribute to the development of strategic growth plans and initiatives, in line with St Margaret's vision and values</p>	<ul style="list-style-type: none"> • Develop and lead delivery of the HR and organisation development strategy ensuring that it is aligned to the overall school priorities • Develop leadership and culture consistent with core values and support the achievement of strategic goals and objectives • Report on progress against strategy as required
<p>HR Governance, Compliance and Risk Management</p> <p>Provide strategic oversight and operational management of employment-related compliance, governance and risk across the College</p>	<ul style="list-style-type: none"> • Ensure the College complies with all employment legislation, privacy obligations and workplace policies • Monitor legislative changes and proactively advise the Executive Principal and leadership team on impacts and required actions • Lead employment-related risk management and ensure robust systems, processes and controls are in place • Conduct regular reviews and audits of HR policies, procedures and employment practices to ensure compliance and best practice • Manage employment investigations, disciplinary processes, personal grievances and other complex employment matters • Act as Privacy Officer for the College and oversee compliance with privacy obligations • Prepare reports, recommendations and risk assessments for the Executive Principal and Board as required • Maintain accurate employment records and ensure documentation meets legislative requirements
<p>Human Resource Management</p> <p>Lead and deliver all aspects of the College's human resources function, ensuring effective people practices, legislative compliance, organisational capability and employment risk management across the College</p>	<ul style="list-style-type: none"> • Principal HR adviser to the Executive Principal, leadership team and managers on people, culture, organisational and employment matters • Provide expert advice and recommendations on employment legislation, policy interpretation, workforce planning and organisational change • Support leaders to manage complex people matters with confidence, consistency and fairness • Provide timely, practical and risk-based advice to support effective decision-making • Ensure systems and processes (including recruitment and onboarding) are managed and reviewed regularly to maintain legislative compliance
<p>HR Operations Management</p> <p>Oversee and continuously</p>	<ul style="list-style-type: none"> • Lead and manage the effective delivery of HR operational processes across the employee lifecycle, ensuring accurate, compliant, and timely administration from recruitment and appointment



<p>improve HR operational processes, systems, and employment practices, ensuring a seamless, compliant, and positive employee experience throughout the employment lifecycle while supporting effective workforce management across the College</p>	<p>through to onboarding, employment changes, and separation</p> <ul style="list-style-type: none"> • Maintain and continuously improve HR systems, documentation, processes, and workflows to support an efficient, consistent, and positive employee experience • Coordinate annual employment review processes, including staffing letters, remuneration reviews, contract renewals, and workforce planning activities. • Oversee internal recruitment administration and vacancy management processes, ensuring alignment with College policies, employment obligations, and best practice • Develop, review, and maintain recruitment and employment resources, including templates, interview guides, reference checking frameworks, and operational procedures • Manage the annual co-curricular employment process, ensuring guidelines, documentation, timelines, and associated employment arrangements are reviewed, communicated, and implemented effectively each year
<p>Employee Management and Employment Relations</p> <p>Provide effective leadership and guidance to appropriate employees</p>	<ul style="list-style-type: none"> • Provide advice on staff conduct matters and employment-related disputes for the school • Establish and maintain effective working relationships with staff at all levels • Work with key staff to identify HR solutions, retention plans and to help build a committed, positive culture • Lead employment bargaining with members of the leadership team • Maintain the relationship with the ISEA union representative and engage as required
<p>Leadership influence and capability building</p> <p>Strengthening leadership effectiveness across the College through advice, coaching, guidance, and support</p>	<ul style="list-style-type: none"> • Lead, support, and performance manage own team direct reports • Foster a culture of accountability, collaboration and continuous improvement • Ensure staff are informed, supported, and actively engaged in the life of the School • Attend weekly Leadership team meetings and Executive Leadership team as required • Develop leadership capability across the College through coaching, mentoring, guidance, and the delivery of professional development programmes and workshops • Support leaders to effectively manage performance, development, engagement and wellbeing within their teams • Influence and support positive organisational culture through trusted relationships and expert advice



Being part of the St Margaret's team	<ul style="list-style-type: none">• Actively, collaboratively and positively participate as a member of the team• The Executive Principal is kept informed and up to date on all tasks and issues• Ensure all incidents, injuries and near misses are reported into PeopleSafe• Understand and adhere to all St Margaret's College procedures, policies, guidelines, and standards of integrity and conduct• Provide support for other duties as reasonably required by the Executive Principal
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Functional Relationships

- Executive Leadership team
- Leadership team
- Head of Senior School, Middle School, Junior School and Preschool
- Deputy Heads of Senior School & Middle School
- Heads of Faculty
- Support staff managers
- All school staff

Knowledge, Skills and Qualification:

- HR qualification or relevant experience
- Must have previous experience in HR leadership roles, ideally in a stand-alone HRBP or HR Manager role
- Current knowledge of all employment related legislation
- Experienced in the full employee lifecycle, including Employment Relation, union negotiations, policy, recruitment, selection and onboarding, culture and development

Key Attributes

- Ability to align people practices with organisational goals and priorities
- Anticipates future workforce and organisational needs
- Builds credibility and trust with the Executive Principal, leadership team, and staff
- Provides sound, practical, and balanced advice
- Demonstrates professionalism, discretion, and good judgement
- Strong knowledge of employment legislation and best practice
- Confident managing complex employee relations matters, investigations, disciplinary processes, and workplace conflict
- Comfortable working autonomously and managing competing priorities
- Strong attention to detail and commitment to compliance
- Ensures policies, procedures, and employment practices remain current and compliant
- Able to influence outcomes without direct authority and handles ambiguity and changing priorities effectively
- Approachable, collaborative, and able to navigate sensitive situations
- Remains calm and professional when managing challenging situations
- Communicates clearly, professionally, and confidently
- Skilled in difficult conversations and conflict resolution
- Able to tailor communication to different audiences
- High levels of integrity and confidentiality



SMC's Core Behaviours

Teamwork

- identifies opportunities and takes action to build operational relationships between the school, departments, or teams to help achieve shared goals

Results focused

- sets challenging goals for self and understands performance expectations

Effective Communication

- understands and communicates with a strong emphasis on confidentiality and professionalism

Team player

- understands the bridge between compliancy and commercial operations and implements these through knowledge and influence.

Resilience

- able to think logically and multi-task in time-critical and stressful situations