

Position Title	People and Culture Manager
Division	Corporate Services
Classification	SCHADS Award Level 6 Pay Point 1-3
Employment Status	Full-Time or Part-Time [0.8 EFT]
Reports to	Director Corporate Services
Direct Reports	Administration Officer
Location	Wodonga, Wangaratta, Bendigo, Ballarat, or Thomastown Travel will be required.

ABOUT US

Community Accessibility was founded in 1998 and is a not-for-profit organisation that provides transport services, community activities and home-based care to enable the elderly and people with disabilities to maintain their independence and community inclusion.

Community Accessibility has seven main offices, which are in Wodonga, Wangaratta, Shepparton, Ballarat, Bendigo, and Thomastown, and provides NDIS and Aged Care services throughout regional Victoria. Currently, there are more than 190 staff and 200 volunteers that make up the Community Accessibility team.

Community Accessibility works in partnership with clients, carers and other professionals providing, high quality and flexible services. Through leadership, and a dedicated team of staff and volunteers, we promote social well-being and independence.

ABOUT THE ROLE

The primary function of the People and Culture Manager is to position Community Accessibility an employer of choice and ensure that HR, learning, and workplace culture align to achieve this.

The role will be responsible for providing HR advice, guidance and support to meet the needs of the organisations, as well as, ensuring that the organisations HR Framework is compliant with relevant legislation.

KEY RESPONSIBILITIES

- Develop and implement a People and Culture Strategy to align Human Resource policies and practices that supports the organisations strategy and business direction.
- Develop, maintain, and implement a compliant HR Framework including policies, procedures, processes to support the strategic objectives.
- Interpret, apply, and advise on compliance regarding award entitlements, terms and conditions, and organisation employment conditions, Fair Work Act and related legislation.
- Manage compliance requirements regarding NDIS Practice Standards and Aged Care Quality Standards including ensuring that all pre-employment compliance obligations are met prior to commencement and are maintained.

- Ensure best practices are implemented across the whole employee lifecycle, ensuring compliance with all employer obligations (legal and ethical) and a consistently positive employment experience for people throughout the organisation.
- Manage the development, implementation, and ongoing improvements of a high-quality induction and on boarding program (including probation reviews) for employees and volunteers.
- Manage the administration of any Workcover claims and return to work coordination for relevant employees.
- Coach and support the managers through the performance development and review process cycle including monitoring, management of unsatisfactory performance, performance improvement plans and development needs analysis.
- Ensure that the strictest of confidentiality is always maintained throughout the organisation for all People and Culture processes where applicable
- Develop and manage an annual training program to support employee professional development and growth.
- Prepare People and Culture Reports as and when required.
- Work in a safe manner, adhering to all occupational health and safety (OH&S) requirements and report all hazards and incidents through the organisation's OH&S processes.
- Comply with organisational policies and procedures including the Code of Conduct and instrument of delegation.
- Other duties as directed.

KEY SELECTION CRITERIA

Knowledge and Skills

- Demonstrated experience in human resource management at a senior level in a medium to large enterprise.
- Demonstrated experience in developing an organisational people and culture strategy.
- Demonstrated experience in developing compliant HR Frameworks.
- Demonstrated experience in successful end-to-end recruitment documentation and processes, such as attraction, retention and exiting.
- Demonstrated experience in coaching others to manage unsatisfactory performance processes.
- Ability to develop strong professional relationships with all internal / external stakeholders.
- Excellent written and verbal communication skills including the ability to prepare reports, policies and procedures and communicate these to employees.
- Proficient in use of HR Platforms and computing skills including MS Office.

Personal Attributes

- **Resilience** – Maintain a positive attitude and consistently deliver quality work in the face of challenging situations.
- **Flexibility and adaptability** - Adjust approach in line with changing priorities, is open to acquiring and developing skills and knowledge, adapt to new ways of working.
- **Respect** – treat all people with respect and dignity and recognise the value of every person.

Leadership Capabilities

- **Leader mindsets** - Exemplify behaviours that engage, motivate, and inspire employees. Effectively manage difficult situations and maintain a positive organisational culture.
- **People** - Collaborate at all levels. Foster talent and build capability. Champion diversity and equality
- **Performance** - Drive organisational and system performance to deliver better outcomes for vulnerable Victorians and adopt a continuous improvement approach.

QUALIFICATIONS AND EXPERIENCE

Mandatory:

- Tertiary qualifications in Human Resources or equivalent experience.
- Minimum four years' experience in generalist human resource's role.
- Knowledge of HR legislation and regulations including but not limited to Modern Awards, NES, Fair Work Act, OHS Act and HR practices.
- Current Drivers Licence.

Desirable:

- Previous experience working within the disability and aged care sectors.
- Knowledge of the SCHADS Award.

EMPLOYMENT CONDITIONS

- Applicants must be an Australian Citizen, Permanent Resident or hold a valid work permit or visa necessary for the nature of the position.
- All new appointments will be subject to a NDIS clearance, Working with Children Check clearance and a Qualification Check where there is a requirement for a mandatory qualification.
- All new employees will be subject to a probation period of six months.
- Employees are covered by the SCHADS Award. The collection and handling of applications and personal information will be consistent with the requirements of the *Privacy and Data Protection Act 2014*.

As the occupant of the position, I have noted the role and responsibilities as detailed in this document.

Employees Signature:

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Date

Managers Signature:.....

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Date