



POSITION DESCRIPTION

MANAGER - PEOPLE AND CULTURE Full time Flexible EFT

1. PURPOSE OF THE ROLE:

Reporting to the CEO, the Manager - People and Culture is central to providing the leadership for the organisation's people and culture strategies. The purpose of the role is to ensure that we have the right programs and tools in place to help our people bring their best to work and give their best to the community we serve.

KEY RESPONSIBILITIES

The Manager - People and Culture areas of responsibility include:

- Design, construct and implement Anchor's People and Culture Strategy to align Humans Resource policies, practices and programs to the organisation's strategy and business direction.
- Develop, maintain and implement People and Culture systems, processes, policies and infrastructure that deliver the strategic objectives of Anchor
- High level operational, support and advice, partnering with managers across all aspects of the People and Culture function and include leading effective strategic people management and problem solving
- Developing and implementing best practices across the whole employee lifecycle, the role will deliver compliance with all employer obligations (legal and ethical) and a consistently positive employment experience for people throughout the organisation
- Provide People and Culture strategic and operational leadership to the organisation
- Ensure People and Culture initiatives are engaging, collaborative in design and of a high standard to allow Anchor to attract, retain and build the capabilities of staff
- Lead the People and Culture and organisational development agenda during a period of change

2. RELATIONSHIPS

Reports to: Chief Executive Officer

Direct Reports: People & Culture Coordinator

Liaises with: Senior Leadership Team
Relevant government and community agencies
Agency staff

Date of Last Review: February 2020

3. AREAS OF ACCOUNTABILITY:

3.1 People & Culture Management

- Develop and implement a People & Culture Strategic Plan and policies that support the strategic objectives of Anchor
- Design and implement strategies to build a positive and high performing culture, with values of empowerment, diversity and excellence
- Oversee the current and future people and culture resource needs of Anchor and make recommendations to the Leadership Team regarding sourcing strategies and workforce planning needs.
- Coach and support managers and employees on all areas of performance management, performance development, recruitment and retention, engagement, position description development, workforce planning, and succession planning
- Provide advice and recommended action/s related to employee relations, Modern Awards and enterprise agreements and/or legal requirements surrounding Fair Work, to minimise legal risks and ensuring regulatory compliance
- Create and implement a learning and development framework to ensure consistency and effectiveness of all levels across the organisation to ensure continual professional development
- Manage the development, implementation, and ongoing improvements of a high- quality Induction and On boarding program
- Implement a reward and recognition framework that provides equal opportunity for all employees recognising individual contributions
- Manage the end to end recruitment process, to provide consistent practices and achieve superior recruitment and retention outcomes
- Ensure legal compliance by monitoring and implementing applicable People and Culture federal and state requirements
- Oversee WorkCover requirements and the intersection between OH&S
- Respond to and resolve day to day people and culture enquiries, escalating when appropriate
- Ensure that the strictest of confidentiality is always maintained throughout the organisation for all People and Culture processes where applicable

3.2 Community Liaison

- Initiate and maintain networking and liaison with regional and state volunteer associations, people and culture forums and Industrial Relations consultants;
- Participate in relevant service networks, planning and advocacy mechanisms aimed at meeting the needs of the organisation;
- Promote as appropriate the agency's services to service users and other agencies.

3.3 Professional Development

- Meet on a regular basis with the Chief Executive Officer for debriefing and planning.
- Engage in appropriate continuing professional education.
- Participate in training and staff development opportunities as agreed.
- Participate in an annual performance appraisal.

3.4 Other

- Undertake other duties as directed by Chief Executive Officer

4. KEY SELECTION CRITERIA

4.1 Essential Qualifications, Skills and Experience

- What Human Resources related qualifications and years' experience have you had in a similar role, requiring management of all People and Culture related tasks? (Minimum 8 years in senior management position and Post Graduate qualification required)
- What is your experience as a People and Culture Manager with a true generalist skill set?
- Can you provide an example of a time you designed and deliver a People and Culture Strategy for an organisation?
- Can you provide an example of your expertise in ER/IR, learning and development, employee wellbeing and job design?
- Explain how you have identified a gap or trend in a People and Culture related topic and explain your change management or improvement process you implemented?
- Can you explain your communication style used to influence decisions and how this has worked in the past within a management setting?
- Do you have excellent written communication skills, including the ability to prepare written reports, and develop policies?
- What is your working experience or knowledge of the Social, Community, Home Care and Disability Services Award (SCHCADS) or other Modern Awards?

5. TERMS AND CONDITIONS OF EMPLOYMENT

5.1 Employment Contract

This is a 2 year contract, full-time (flexible) position, subject to the following conditions:

- Prior to employment, a successful federal Criminal Records check is to be completed, renewable every three years
- A six month probationary period for all new employees
- Following a review at six months, the incumbent will be required to participate in an annual performance review, which will be linked to the Key Performance Indicators set out for this position
- A current Victorian Driver's Licence
- A current Working With Children card, maintained by the employee
- The willingness to work within the agency's vision, values, philosophy and policies and procedures
- Ongoing funding.

5.2 Remuneration Package

An attractive remuneration package will be negotiated according to skills and experience

Also available to employees:

- An annual amount of \$15,900 tax free salary packaging is available to all full time and part time staff from commencement of employment. This benefit is in addition to the normal before-tax threshold available to all Australian permanent residents. Staff also have access to meal and entertainment salary packaging benefits in addition to the \$15,900 tax free salary packaging.

5.3 Employment Conditions

The position of Manager - People and Culture has

- Four weeks (pro rata) annual leave plus 17.5% loading on this annual leave payment
- Anchor contributes to a registered superannuation fund of the employee's choice, as per the statutory requirements of the Superannuation Guarantee Act;
- Other conditions are as per the "Modern Award": *Social, Community, Home Care and Disability Services Industry Award 2010*;
- Anchor contributes to a registered superannuation fund of the employee's choice, as per the statutory requirements of the Superannuation Guarantee Act.
- All other conditions are as per the Other conditions are as per the "Modern Award": *Social, Community, Home Care and Disability Services Industry Award 2010*;
- Additional benefits which offer enhanced conditions over and above the Modern Award (Personal Leave, Christmas Leave and Study Leave);
- Confidential, free access to external counselling services through Anchor's Employee Assistance Program;
- Supported professional development opportunities, including Core Competency Training.

5.4 Grievance Procedure

In the context of mutual accountability, it is hoped that most issues will be resolved by the parties involved. Where this is not possible the matter may be taken further as outlined in Anchor's *Complaints & Grievance* procedure

5.5 Confidentiality

The employee is required to abide by organisation's Privacy Policy regarding confidentiality and is to sign a Confidentiality Agreement.

5.6 Code of Conduct

The employee is required to abide by the organisation's Code of Conduct policy and procedures regarding confidentiality, conflict of interest, organisational reputation, organisational property and resources, treating others with fairness and respect and child safe practices. A Code of Conduct Agreement is also required to be signed by the employee.

5.7 Child Safe Policy

The employee is required to abide by the Child Safe Policy and requirements in meeting the *Victorian Child Safety Standards*, a legislated amendment under the *Child Safety Act 2005*.

5.8 Occupational Health & Safety

The employee has a Duty of Care to ensure that work is performed in a manner that is not harmful to their own health and safety, and the health and safety of others, as outlined in the Victorian Occupational Health & Safety Act, 2004