

## People and Culture Advisor

Division:	People and Culture
Award and Classification:	Educational Services (Post-Secondary Education) Award 2020 Level 4 - 5

### Position Objective:

Reporting to the Head of People and Culture, the People and Culture Advisor will support a comprehensive suite of People and Culture (P&C) functions, including policy development, recruitment and onboarding, learning and development, record keeping and compliance, performance planning, management and review, implementation and administration of Human Resource Information Systems, reporting and employee relations.

The People and Culture Advisor will build internal relationships with managers and staff, providing quality services, and accurate and timely advice, guidance and assistance. The role will work closely with the Head of People and Culture to implement strategic and operational initiatives.

### Part A: Organisation

Organisation, Vision, Purpose and Values	
<b>Our Organisation:</b>  commUnity+ is a multidisciplinary organisation located in Melbourne's western suburbs, delivering a range of prevention and early intervention programs and services focused on informing and engaging with our community. This is achieved via Community Education, Legal Services (Brimbank Melton Community Legal Centre), our Neighbourhood House, and Children's Contact Services, as well as a range of community and individual development activities.  Established in 1982, commUnity+ has grown from a residents' action group in Deer Park, to a large community-based organisation that delivers programs from multiple locations in the West, North West and Inner Melbourne. Our Corporate Office is located in Deer Park.  commUnity+ is a company limited by guarantee and is a registered charity endorsed as a Deductible Gift Recipient with the Australian Charities and Not-for-profits Commission.  commUnity+ receives funding from local, state and Commonwealth government departments.  commUnity+ partners with private, community and government agencies to enhance our service delivery, including through allied services, and to increase access for our communities.  Our services are pivotal to building social capital and the agency of people living in Melbourne's western suburbs.	
<b>Our Vision:</b>  Everyone in the West has a safe place where they feel they belong and live the life they choose.	
<b>Our Purpose:</b>  To support, strengthen and enable individuals and diverse communities in the West to flourish.	
<b>Our Values:</b> Responsive: We will listen to our diverse communities, measure impacts and make informed decisions about the services we provide.  Empowering:	

Accountable:	We will respect the strength of our communities and collaborate to deliver holistic services.
Collaborative:	We will be responsible and self-reflective. We will acknowledge and celebrate achievements.
	We work well together and as one team for our community.
<b>Our Services:</b> <ul style="list-style-type: none"> <li>Community Education (RTO) accredited and non-accredited training across a range of Programs</li> <li>Legal Services through the Brimbank Melton Community Legal Centre</li> <li>Family Services including Children's Contact Service and other family support services</li> <li>Neighbourhood House</li> <li>Other community engagement and development projects and activities</li> </ul>	

## Part B: Operational Context

People and Culture
People and Culture manages human resourcing, people development, and wellbeing encompassing talent acquisition, development, retention, employee engagement, performance planning, management and growth.

## Part C: Position Specifications

Relationships		
Division:	People and Culture	
Program/Team:	People and Culture	
Location:	As detailed in Employment Contract and subject to change as per organisational requirements. Currently a hybrid working arrangement.	
Reports to:	Head of People and Culture	
Indirectly Reports to	Chief Executive Officer	
Internal:	All staff members	
External:	Recruitment agents, employer associations, community stakeholders, Universities, volunteers and students	
Dimensions		
Staff / Volunteers Managed or Supervised	Direct	Maximum 2 volunteers
	Indirect	None

## Key Accountabilities

- A. Recruitment and Onboarding** – Coordinate the end-to-end recruitment, selection and onboarding processes.
- B. Human Resource Information System** – Assist with the implementation, maintenance, reporting and administration of the system
- C. HR Administration** – Proactively support P&C functions through efficient administrative processes
- D. Learning and Development** – Assist with the delivery of learning and development programs
- E. Employee Relations and HR Advice** – Providing accurate and timely advice to stakeholders across a range of generalist people issues
- F. Workplace Health and Safety, and Wellbeing** – Assist with the implementation of Workplace Health, Safety and Wellbeing policies, procedures and practices

## Key Tasks

### A. Recruitment and Onboarding

- Assist hiring managers with all aspects of recruitment including development of Position Descriptions, advising on recruitment strategies, advertising of vacancies, shortlisting and interviewing, and ensure fair and responsive recruitment and selection processes are in place.
- Coordinate recruitment and onboarding activities ensuring legislative and policy compliance (e.g. employment checks, work rights).
- Assist Head of P&C in the review and redesign of employee induction and onboarding processes and initial implementation and ongoing coordination of the program.
- Coordinate onboarding of volunteers, students and interns, ensuring a positive experience whilst maintaining legislative and policy compliance.

### B. Human Resource Information System (HRIS)

- Translate Staff Policies and procedures to process maps/workflow diagrams to assist with the HRIS implementation.
- Work with Head of P&C and HRIS Implementation Consultant on efficient and accurate data migration, workflow creation, module implementation, testing and going live with the system modules.
- Provide ongoing user training and support to commUnity+ staff
- Provide regular HR reports to Management for effective and timely decision making
- Establish effective processes for ongoing administration and maintenance of the HRIS, data and employee records.

### C. HR Administration

- Ensure HR practices are compliant with relevant legislative requirements and organizational policies and values
- Proactively support all other P&C functions, initiatives and projects
- Assist with the preparation and processing of employment contracts, contract variations and extensions, and other employee correspondence
- Establish, organise and supervise the maintenance of employment records, ensuring completeness, accuracy, and confidentiality
- Undertake regular internal audits to ensure compliance and completeness of records.

- Carry out any lawful, safe and reasonable instruction that is consistent with the contract of employment and the person specification requirements for this Position.

#### **D. Learning and Development**

- Assist Head of P&C with training need identification, development of team/individual training plans, and coordination of L&D activities.
- Manage the administration of Learning Management System and ongoing user support.
- Assist with eLearning design, development, review and deployment using various available resources.
- Ensure the timely coordination and follow up of compliance training.
- Assist with the coordination of Trainee/Apprenticeship programs where applicable.
- Assist with the coordination of Annual Staff Survey and other purpose based pulse checks, compilation and analysis of results, focus group discussions and action planning.
- Assist with the coordination of staff engagement activities

#### **E. Employee Relations and HR Advice**

- Provide timely and accurate advice in relation to Award and Agreement interpretation and implementation to line managers, employees and in-house payroll staff, seeking guidance where required.
- Work with Head of P&C to introduce, review, revise and update staff policies and procedures to ensure they remain effective and relevant.
- Effectively deal with stakeholder relationships and expectations.
- Refer complex employee relations matters to Head of P&C and work together for resolution.

#### **F. Workplace Health and Safety, and Wellbeing**

- Work with Head of P&C in developing a Wellbeing Philosophy for commUnity+ and implementation of the program.
- Assist Chief Operating Officer in the implementation of Workplace Health and Safety initiatives across commUnity+.
- Assist with the any return-to-work coordination.

### **Part D: Person Specification**

Key Selection Criteria	
Essential:	<ul style="list-style-type: none"> <li>• 2-3 years demonstrated experience in a HR generalist role with a good knowledge of contemporary HR Best practice with experience in review and redesign of policies and procedures</li> <li>• Sound understanding of employment legislation and Award interpretation with proven ability to provide HR advice on employee and industrial relations matters or the confidence to research issues and obtain advice where necessary</li> <li>• Experience in working with integrated Human Resource Information Systems (implementation experience would be advantageous)</li> <li>• Knowledge and understanding of WHS legislation and standards coupled with a good understanding of employee wellbeing practices</li> <li>• Capacity to work autonomously with minimal supervision and the ability to see things through to completion with a high degree of attention to detail</li> </ul>

	<ul style="list-style-type: none"> <li>• High level of computer literacy and competency specially in MS Office suite (experience in the use of tools used for developing process maps, building elearning material would be advantageous)</li> <li>• Proven ability to work collaboratively with senior management and other staff to establish and maintain healthy working relationships</li> <li>• Excellent organisation and time management skills and experience working under pressure and organising work priorities to meet strict deadlines, often with short turn-around times</li> <li>• Highly developed communication (written and verbal) and interpersonal skills.</li> </ul>
Desirable:	<ul style="list-style-type: none"> <li>• Problem solving skills with a proactive approach to quickly identify problems and implement improvements.</li> </ul>
<b>Qualifications</b>	
Essential:	<ul style="list-style-type: none"> <li>• A Tertiary qualification in Human Resources, Workplace Health and Safety or related discipline.</li> </ul>
<b>Other Requirements</b>	
Essential	<ul style="list-style-type: none"> <li>• Current Working with Children Check, and ongoing validity.</li> <li>• Current Criminal Records Check, and ongoing validity.</li> </ul>
Desirable:	<ul style="list-style-type: none"> <li>• A current Driver's License and the ability to travel between offices</li> </ul>

## Part E: Declaration

My position description has been explained in detail and I understand that this position description is an indication of the duties and responsibilities that I may be required to undertake. From time to time, there maybe other reasonable duties within my skills and experience that I may be requested to undertake. I hereby accept the accountabilities and authority as outlined.			
Employee	Name:	Signature:	Date:    /    /
Manager	Name:	Signature:	Date:    /    /