



## POSITION DESCRIPTION

<b>Position Title:</b>	People & Culture Manager		
<b>Department:</b>	People & Culture	<b>Assessed:</b>	
<b>Position Reports to</b> (position title):	Managing Director		
<b>Direct Reports</b> (position titles):	People & Culture Officer Rostering Officer Administration Officer		

### Key relationships

#### Internal

- Managing Director
- Senior Leadership Team
- Service Managers
- All staff

#### External

- Industrial relations advisors
- Employee assistance advisors
- Workers' compensation insurers
- Industrial associations and representatives

### Qualifications and experience

1. Tertiary qualifications in human resources (or equivalent) with at least five years of relevant experience delivering human resources solutions.
2. Detailed knowledge of the Fair Work Act and other relevant industrial instruments.
3. Outstanding communication and interpersonal skills.
4. Demonstrated ability to handle sensitive information confidentially.
5. Strong organisational skills and the ability to manage varied deadlines and competing demands.
6. The ability to collaborate effectively with staff at all levels of an organisation to achieve and deliver results.
7. A valid Working With Children Check (Blue Card), Yellow Card, Open Drivers Licence, and National Police Clearance (less than 12 months old).

### Role responsibilities

1. Assist in the development of Company Values and establishment of appropriate behaviours.

2. Drive the development, management and review of HR policies, processes and procedures.
3. Provide expert workplace relations advice, guidance and end-to-end hands-on case management on all people-related matters.
4. Manage the full recruitment life cycle from drafting advertisements to probations.
5. Manage and drive the staff 'onboarding' induction process in liaison with other staff, as required.
6. Drive the identification and implementation of HR strategies, including employee wellbeing.
7. Support staff in achieving best professional practice in pastoral care, mediation, disciplinary action, and informal and formal grievances.
8. Timely and accurate contract management and execution for all staff.
9. Development and management of position descriptions and the performance review process.
10. Oversight of day-to-day HR issues, including staff queries, remuneration changes and FTE calculations.
11. Support line managers to prepare and manage performance management processes and documentation.
12. Oversight of the staff exit process.
13. Manage leave processes and large accrued balances to ensure they are appropriately controlled.
14. Oversee all Workers' Compensation matters, including RTW coordination, to ensure a safe working environment.
15. Provide staffing forecasts and statistics.
16. Manage the preparation of the annual HR Budget and the actual spending against the budget.
17. Attend weekly senior management and management meetings and provide information on all People & Culture matters, including recruitment, staff management, leave matters and workers compensation.
18. Chair the Consultative Committee(s) to resolve interpretation and related matters.
19. Prepare accurate and timely returns to all relevant Government and regulatory authorities.
20. Other duties as directed by the Managing Director.

### Terms of appointment

Appointment period: Permanent

FTE: Full-time (1.0 FTE).

<b>Prepared by:</b>	<b>Peter Norrie</b>
<b>Position Title:</b>	<b>People &amp; Culture Manager</b>
<b>Date:</b>	<b>8 April 2024</b>
<b>Approved by:</b>	<b>Ryan Dempsey</b>
<b>Position Title:</b>	<b>Managing Director</b>
<b>Date:</b>	<b>9 April 2024</b>