



POSITION DESCRIPTION

1. POSITION TITLE:

People and Culture Manager

Duration of Employment: 12 Month Contract

2. POSITION OBJECTIVES:

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

This is a true Human Resources generalist role where you will have to implement all facets of the Human Resources suite of functions and tasks. The role is expected to work autonomously, providing expert People & Culture advice and support to management and all staff at Gasworks. You will be required to draw on your experience and knowledge to resolve a wide range of Human Resource issues from simple administrative tasks to complex Human Resource cases, whilst also interpreting and applying sensible advice and guidance relating to Human Resources legislation, policies and procedures.

3. POSITION SCHEDULE:

Office based 3 days per week (22.5 hours). Can be spread over 4 or 5 days to accommodate school hours.

4. KEY RESPONSIBILITY AND DUTIES:

- 4.1.1 Design, construct and implement a Gasworks People and Culture Plan to align Human Resource policies, practices and procedures to the organisation's strategy and business direction.
- 4.1.2 Develop, maintain, and implement People and Culture systems, processes, policies that deliver the strategic objectives of Gasworks and maximise organisational effectiveness.

- 4.1.3 Lead effective strategic people management and problem solving across all aspects of the People and Culture function by working with managers.
- 4.1.4 Developing and implementing best practices across the whole employment lifecycle, the role will deliver compliance with all employer obligations (legal and ethical) and a consistently positive employment experience for people throughout the organisation.
- 4.1.5 Provide People and Culture strategic and operational advice to the organisation.
- 4.1.6 Ensure People and Culture initiatives are engaging, collaborative in design and of a high standard to allow Gasworks to attract, retain and build the capabilities of staff.

5. ORGANISATIONAL RELATIONSHIPS:

- 5.1 Reports directly to Director & CEO

5.2 Manages

- 5.2.1 No direct reports

5.3 Internal liaisons

- 5.3.1 Gasworks Arts Park Management Team
- 5.3.2 Gasworks Arts Park staff
- 5.3.3 Casual staff
- 5.3.4 Volunteers
- 5.3.5 Gasworks Arts Park HR Subcommittee of the Board

5.4 External liaisons

- 5.4.1 Relevant Government & Community agencies

6. AREAS OF ACCOUNTABILITY:

6.1 People & Culture Management

- 6.1.1 Review existing, develop, and implement a People & Culture policies that support the strategic objectives of Gasworks
- 6.1.2 Design and implement programs and procedures to build a positive and high performing culture, with values of empowerment, collaboration, creativity, diversity, and excellence.

- 6.1.3 Oversee the current and future People and Culture resource needs of Gasworks and make recommendations to the CEO regarding sourcing strategies and workforce planning needs
- 6.1.4 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 in line with People & Culture policies and procedures
- 6.1.5 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 ensure regulatory compliance
- 6.1.6 Create and implement a learning and development framework to ensure consistency and effectiveness of all levels across the organisation to ensure continual professional development
- 6.1.7 Implement a reward and recognition framework that provides equal opportunity for all employees, recognising individual contributions
- 6.1.8 Ensure legal compliance by monitoring and implementing applicable People and Culture federal and state requirements
- 6.1.9 Oversee WorkCover requirements and the intersection between OH&S
- 6.1.10 Respond to and resolve day to day people and culture enquiries, escalating when appropriate
- 6.1.11 Ensure that the strictest of confidentiality is always maintained throughout the organisation for all People and Culture processes where applicable

6.2 Recruitment

- 6.2.1 Manage the end-to-end recruitment process, to provide consistent practices and achieve superior recruitment and retention outcomes
- 6.2.2 Manage the development, implementation, and ongoing improvements of a high quality Induction and on-boarding program
- 6.2.3 Coordination of Exit Interviews

6.3 Community Liaison

- 6.3.1 Initiate and maintain networking and liaison with relevant volunteer associations
- 6.3.2 People and culture forums and Industrial Relations consultants.
- 6.3.3 Participate in relevant service networks, planning and advocacy groups aimed at meeting the needs of the organisation.

6.4 Other

- 6.4.1 Regular and special reports, as required by the Chief Executive Officer

7. MANAGEMENT SKILLS:

- 7.1 Time management skills.
- 7.2 Project management skills.
- 7.3 The ability to prioritise work, set and meet deadlines.
- 7.4 The ability to deliver updated policies to all levels of internal stakeholders.
- 7.5 The ability to coach others to improve work practices and influence team decision making
- 7.6 Budgeting skills.

8. KEY SELECTION CRITERIA:

- 8.1 Experience in strategic and operational Human Resource management.
- 8.2 Strong interpersonal skills to enable the delivery of independent advice to staff at all levels with kindness, fairness, sensitivity, consideration, tact, and discretion.
- 8.3 Experience as a People and Culture Manager with a true generalist skill set.
- 8.4 High level leadership, management and change management skills.
- 8.5 Experience with designing and delivering updated People and Culture policies and procedures, including learning and development management, employee wellbeing and job design.
- 8.6 Expertise in Employee Relations including dispute resolution.
- 8.7 Ability to identify a gap or trend in People and Culture related matters and then implementing improved processes and policies.

- 8.8 Experience working with or knowledge of the Live Performance Award (LPA) or other Modern Awards.
- 8.9 Previous experience in the not-for-profit sector or an appreciation and understanding of community organisations.

9. QUALIFICATIONS AND EXPERIENCE:

- 9.1 Relevant qualifications in Human Resources from an Australian tertiary institution
- 9.2 Minimum 5 years' Human Resources experience