

Position Description

OVERVIEW

Title	People and Culture Manager
Department	People and Culture
Reports To	General Manager Shared Services
Location	Doncaster East
Award and Classification	Social Community, Home Care and Disability Award 2010
Date Prepared	March 2022

PURPOSE

The role will take a leading role in driving transformational change in shaping Onemda's workforce strategy through the introduction and embedding of a people capability framework and,

- Providing robust and contemporary advice
- Consolidating the learning and development program
- Building, maintaining and enabling an agile and safety focussed culture across the organisation
- Strengthening and streamlining P&C policies and processes
- Managing and undertaking P&C operational functions.

PARAMETERS

Key Internal Stakeholders

- Executive Leadership Team
- Operational and Functional Leadership Team
- Payroll
- Finance
- All staff

Key External Stakeholders

- Recruitment Agencies
- IR consultants
- Training providers
- Legislative agencies
- IR Bodies and their representatives.

QUALIFICATIONS AND REGISTRATIONS

Essential

- Tertiary Qualifications in Human Resources or related business field
- Drivers Licence
- COVID 19 Vaccination

Well Regarded

- An MBA or post graduate qualification in specialist areas such as employment law, compensation, organisational planning, organization development, employee relations, safety, training, and industrial relations.
- Active affiliation with appropriate Human Resources networks and organizations and
- Ongoing affiliations with leaders in successful companies and organizations that practice effective Human Resources Management

KNOWLEDGE AND EXPERIENCE

- A minimum of three years of progressive leadership experience in People and Culture positions.
- Demonstrated capability to serve as a knowledgeable resource to the executive management team that provides overall organisational leadership and direction
- Proven track record with leading projects, establishing new operational processes and behaviours through effective change management
- Experience in compiling and analysing employment data to inform decision making in relation to workforce strategic planning
- Knowledge and experience in employment law, compensation, organisational planning, recruitment, organisation development, employee relations, safety, employee engagement and employee development
- Outstanding interpersonal relationship skills with strong collaboration and negotiating ability,
- Experience in creating a culture of engagement, collaboration and teamwork
- Sound engagement skills with experience in managing multiple internal and external stakeholders

CORE SKILLS

Specialist Skills and Knowledge

- Exceptional written and spoken communication skills with the ability to communicate effectively at Executive level and senior leaders
- Highly motivated as a self-starter with strong commitment to continuous learning
- Energetic, forward-thinking leader with strong ability to multi-task
- Solid understanding of operational aspects of IT with experience in Human Resources Information Systems (HRIS) and a Microsoft Windows environment including skills in the use of reporting tools such as Excel, Google Analytics, and Tableau
- Critical thinking with problem solving and conflict management skills
- Excellent organisational skills with the ability to develop and implement a systemic approach in determining goals, and priorities and in the undertaking of tasks.
- Collaborative, empathic and ethical.

Interpersonal Skills

- High level of interpersonal and communication skills (both written and verbal), including an ability to represent and negotiate on behalf of the organisation
- Ability to work collaboratively across all areas of the organisation
- Demonstrated ability to communicate effectively with persons with a disability, staff and advocates

MUTUAL COMMITMENTS

Equal Opportunity. Onemda is committed to being an equal opportunity employer, aiming to provide every employee with fair access to all workplace opportunities and benefits. In return, employees will treat each other fairly, without discrimination.

Diversity. Onemda welcomes and embraces diversity through providing safe, positive and nurturing environment which celebrates the rich dimensions and contributions of diversity contained within each individual.

Safety Screening. An offer of employment cannot be confirmed until the safety screening requirements have been conducted, assessed and clearance has been given.

The safety screening process incorporates the completion of the following:

- Criminal history check (crimcheck.org.au)
- Reference check (including, but not limited to, disciplinary action disclosure, confirmation of qualifications and training and an understanding of appropriate behaviors)
- Disability Worker Exclusion Scheme (DWES) check

Safeguards: Vulnerable people have the right to be and feel safe. Onemda has zero tolerance for any form of abuse.

KEY PERFORMANCE AREA	ACTIVITIES AND RESPONSIBILITIES
Workforce Strategy	<ul style="list-style-type: none"> • Contribute to the development and achievement of Onemda's strategic plan ensuring effective inclusion of key people and culture considerations • High level analysis of the broader business environment, key people data and trends, and provide expert and informed analysis and strategic advice to ongoing operations • Partner with the Executive team enhancing employee relations, organisational development, coaching, leadership and learning and development • Build a pipeline of talent and ensure strong succession planning for key positions in the geography term workforce planning strategy that achieves business objectives • Guide Executive in the identification of workforce planning needs based upon priorities of Onemda, ensuring that legislative, regulatory and service requirements and organisational objectives are met
Trusted Advisor	<ul style="list-style-type: none"> • Act as an Advisor to the organisation's leaders ensuring a trusted business partner relationship, by designing and delivering solutions to address people related matters • Act as a resource person encouraging accountability and problem solving among staff, as well as fostering collaboration across the organisation • Provide expert advice to Executive concerning the interpretation of workplace agreements and other relevant legislation pertaining to industrial relations • Provision of coaching and advice to leaders to resolve complex disciplinary and employee grievance matters and assist in the development of appropriate documentation
Learning and Development	<ul style="list-style-type: none"> • In conjunction with Onemda's leaders ensure all learning and development is strategically linked to organisational needs and aligned to performance reviews and business planning processes • Drive the establishment of the leadership development framework to maximise leadership capability and embed a coaching culture
Workplace Culture	<ul style="list-style-type: none"> • Contribute to the development of robust workplace culture through role modelling Onemda's values and behaviours • Build a culture of performance across the organisation with oversight and continued development of the Performance Review and Development framework • Design and lead initiatives including research and diagnostics eg. annual employee engagement survey and exit interviews, to maximise engagement of employees in building organisational commitment to Onemda's culture • Support Onemdas leaders in the development and implementation of organizational initiatives and projects whilst applying change management principles
Policies and Processes	<ul style="list-style-type: none"> • Drive the evaluation and improvement of people operations processes such as employee onboarding and offboarding experience, records

KEY PERFORMANCE AREA	ACTIVITIES AND RESPONSIBILITIES
	<p>management, employment contract management and transactional services with a focus on quality and customer service,</p> <ul style="list-style-type: none"> • Design, develop and regularly review workplace policies with a focus on ensuring compliance with federal and state regulatory requirements, improvement of workplace safety and employee productivity. • Embed the application of workplace policies and processes through documentation and communication of them via a range of channels
Operational Functions	<ul style="list-style-type: none"> • Champion the onboarding process, ensuring the process is up to date and of high quality, providing clarity and connection for all employees and their role in relation to Onemda's vision • Establish strong relationships with external supplier, fostering trust and promoting collaboration • Play a lead role in driving automation of People and Culture processes and increasing self service options for leaders and employees through active participation in Onemda's IT Strategy • Manage the talent acquisition process which may include recruitment, interviewing, and hiring of qualified job applicants • Manage the administration of any workers compensation claims and return to work coordination for any staff returning after extended leave • Other activities and projects as reasonably directed.
Compliance and Legislative Frameworks	<ul style="list-style-type: none"> • Have a thorough understanding of all relevant compliance and legislative frameworks. • Embed Onemda's compliance and legislative frameworks into practice.
General Areas of Responsibility	<ul style="list-style-type: none"> • Monthly management reporting. • Collaborate with other service leaders and promote continuous improvement • Ensure programs are structured to maximise the achievement of participant outcomes. • Track and analyse all aspects of service delivery and seek to align to best practice, ensuring consistency across campuses. • Promote an environment focused on innovation, quality, responsiveness and best practice • Attend to other duties as reasonably directed
Culture	<ul style="list-style-type: none"> • Consistently demonstrate the Onemda Values – leadership, development, respect, welcoming, caring and supportive. • Ensure Onemda's service provision is in accordance with the principles of social justice and with respect for the dignity and human rights of all persons. • Uphold the positive culture of Onemda and identify and address any risks to the reputation, caring culture and ethical standing of the organisation. • Adhere to the principles of The Victorian Charter of Human Rights 2006.

KEY PERFORMANCE AREA	ACTIVITIES AND RESPONSIBILITIES
Workplace Health and Safety	<ul style="list-style-type: none"> • Work in a safe manner and adhere to safety instructions as outlined in the Onemda Association's Policy and Procedure Manual and Emergency Management Plan. • Participate in regular safety checks, including fire drills and contribute to the evaluation and review of such procedures. • Remain competent, physically able and informed in safe manual handling procedures. • Use program areas, vehicles, equipment and program materials in a responsible and careful manner. An employee must not intentionally or recklessly interfere with, or abuse anything provided at the workplace.
Other Activities	Other activities and projects as reasonably directed.