Onemda strives to continually develop and support our people. Our Position Descriptions aim to provide purpose and understanding of the impact, importance and expectations that the incumbent contributes to the business.

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| **OVERVIEW** |
| Title | HR Generalist |
| Department  | People and Culture  |
| Reports To | General Manager Business Services |
| Location  | Doncaster East |
| Award and Classification | Social Community, Home Care and Disability Award 2010 |
| Date Prepared | January 2020 |

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| **PURPOSE** |
| The role is responsible for leading all aspects of the organisations HR functions, including on-boarding, learning and development, general HR, implementation and management of workforce strategy and Return to Work. |

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| **PARAMETERS** |
| Key Internal Stakeholders | Executive, Management, business streams coordinators, and to provide active HR support to all staff |
| Key External Stakeholders | IR bodies, consultants, training providers, relevant legislative agencies |

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| **QUALIFICATIONS AND REGISTRATIONS** |
| * Suitable Human Resource management qualifications and other relevant experience/qualification
* Current Drivers Licence
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| **KNOWLEDGE AND EXPERIENCE**  |
| * Ability to work with and for people with a disability
* Experience in implementing and managing HR functions
* Experience in operating various HRIS systems
* Ability to develop critical organisational HR workflows
* Ability to plan and coordinate systems and processes
* Ability to support and mentor staff with human resource matters
* WHS legislation and return to work
* IR experience including some experience with modern awards
* Experience in organisational performance management and framework
* HR Project Management
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| **CORE SKILLS** |
| * HR Project Management
* Think strategically and systemically
* Problem solve and think creatively
* Determine tasks, priorities, and goals
* Work well collaboratively and independently
* Develop a thorough understanding of Onemda’s business environment
* Create a safe working environment and elevate staff safety awareness
* Understand and act in accordance with Onemda’s mission statement and values in the workplace
* Ability to make decisions
* Excellent written and oral communication skills (able to adjust communication to the target audience)
* Attention to detail, highly organised
* Self-motivated
* Ability to manage staff and outside resources; exhibit leadership skills
* Ability to maintain professionalism in all interactions
* Strong relationship building skills with a high degree of responsiveness and integrity
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| **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** |
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| HR | * Plan, develop and implement a strategy for HR management and development (including recruitment and selection policy/practices, discipline, grievance, counseling, pay and conditions, contracts, training and development, succession planning, morale and motivation, culture and attitudinal development, performance appraisals and quality management issues).
* Communicate with other managers to understand all necessary aspects and needs of HR development, and to ensure everyone is fully informed of HR objectives, purposes, and achievements.
* Contribute to the evaluation and development of HR strategy and performance in cooperation with the Executive.
* Set policies for hiring and oversee adherence to EEO.
* Develop, recommend, and implement HR policies and procedures; prepare and maintain staff induction handbook.
* Establish policies seeking to increase retention rates.
* Monitor performance evaluation program and revise as necessary.
* Oversee recruitment for all personnel as well as conduct exit interviews.
* Communicate with Onemda staff regarding changes in personnel, organisation structure or policies.
* Oversee maintenance of accurate and complete personnel records. Ensure rules concerning confidentiality are followed. Maintain HRIS.
* Keep abreast of legislation affecting human resources; train management and monitor company policies to ensure compliance.
* Design and develop reward, recognition and retention program encouraging excellent performance and increasing retention rates.
* Work with managers and Executive to set long-term staffing goals and strategies.
* Participate in staff meetings; attend other meetings and stay abreast of the industry standards.
* Assure compliance with all applicable state, federal, local, and industry laws and regulations.
* Manage and coordinate Onemda’s return to work program.
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| Culture | * Consistently live and demonstrate the Onemda Values – leadership, development, respect, welcoming, caring and supportive.
* Ensure Onemda’s service provision is in accordance with the principals of social justice and with respect for the dignity and human rights of all persons.
* Safeguard the positive culture of Onemda and identify and address any risks to the good reputation, caring culture and ethical standing of the organisation.
* Adhere to the principles of The Victorian Charter of Human Rights 2006.
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| Workplace Health and Safety | * 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.
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| Other  | Other activities and projects as reasonably directed. |