

Able Australia is a leading provider of disability services for adults and community supports for seniors. We are a diverse not-for-profit organisation offering a broad range of high quality services to enable those we support live the life they choose.

Established 50 years ago we have grown from providing help to the deafblind community, into an innovative and diverse organisation with varied service offerings. Our mission is to build on our heritage and empower the individuals we support to reach their potential by living our values of trust, kindness, respect and excellence every day. We strive to provide the best quality care in a long term partnership with our clients and their loved ones.

Our passionate staff and volunteers have been proudly helping those we support to reach their full potential. We currently provide services in Melbourne, Tasmania, ACT and SE Queensland.

Position title:	National Manager People and Culture
Employment Status:	Full time
Classification and Salary:	The remuneration package is negotiated based on experience
Location:	National Office, Surrey Hills (limited interstate travel)
Reports To:	Chief People Officer
Contract details:	Permanent, Ongoing Contract
Updated:	January 2023

Position Summary

The National Manager People and Culture position reports to the Chief People Officer. This position is responsible for operational human resources, including developing and implementing initiatives that support an employee oriented and high-performance culture with emphasis on empowerment, quality, productivity, achievement and continuous improvement.

The role is a subject matter expert, supporting and coaching leaders on achieving a positive & safe culture, performance optimization/management, disciplinary issues, and upskilling leaders throughout the organisation. Working in a unionised environment you will build relationships across the business and challenge matters (internal and external) while keeping a strong people focus. Practical and commercially focused this role will provide high quality human-centred advice and support to leaders that are aligned with Able Australia's principles, Mission, Vision and Values.

This position is a national role, responsible for the Talent Acquisition, P&C Services and P&C Business Partnering functions (subject to review).

Responsibilities

Organisation Development and Workforce Planning

- Design, consult, coordinate and manage workforce planning and development of processes that address issues such as organisation structure, job designs, succession planning, workforce development and employee retention
- Research, recommend and implement approved best practice HR projects that are innovative and meet the organisation's objectives
- Identify and monitor the organisation's culture so that it supports the attainment of the organisation's goals and promotes employee satisfaction
- Monitor employee health and well-being and foster a safe positive workplace culture through the development of employee health and well-being initiatives, programs and strategies
- Inform Chief People Officer of significant issues that may impact the achievement of organisational goals
- Ensure stakeholder engagement, organisational communication and change management strategies are implemented to ensure HR and project success

Human Resources

- Provide generalist human resources support and advice across the organisation
- Development, delivery and management of:
 - Human resources projects, procedures and guidelines
 - Best practice human resources policies that comply with relevant legislation, regulations and professional standards:
 - Human resources systems and tools that create efficiencies, empower employees and meet the organisations needs
 - Human resource information systems to support the organisational requirements for accreditation and government reporting
- Provide systems, guidance and advice to managers in all aspects of the employee life cycle including attraction, recruitment, onboarding, performance, retention, reward and separation to support and maintain a high performing workforce
- Lead and manager employee related investigations providing timely outcomes and reporting
- Responds to incidents and feedback in a timely manner, in accordance with organisational and regulative requirements

Industrial Relations

- Provide the leadership team, managers, team leaders and staff with comprehensive, professional HR advice including legislative, Award and contractual interpretation
- Monitor changes and ensure compliance to all relevant industrial relations laws and agreements
- Liaise with Payroll Manager with regards to changes to Awards, conditions and industrial relations changes
- Provide support and advice, and coach managers in all employee relations activities including performance management conduct and behaviour and grievances

- Manage employee relations matters in keeping with best practice, legislation, guidelines, and procedures

Leadership

- Demonstrate strong leadership in modelling high standards of work performance, positively influencing teams and individuals
- Lead, engage and develop staff to ensure optimum effectiveness, people-focused and proactive team capable of meeting the organisation's needs
- Monitor the performance of the team, preparing regular and ad-hoc KPIs and reports

Selection Criteria

- Sound knowledge of legislative frameworks applicable to employment arrangements
- Relevant HR experience, skills and qualifications with the ability to apply a range of management styles and strategies
- Knowledge and experience in strategic and operational Human Resources requirements including recruitment/retention, employee relations, safety, employee engagement and development
- Ability to develop effective working relationships and demonstrate collaborative approaches with a broad range of stakeholders
- Excellent organisational skills, ability to prioritise workloads and meet tight timeframes
- High level written and spoken communication skills, including demonstrated ability to coach and be a knowledgeable resource
- Excellent computer skills, including experience with HR systems

Qualifications

- Degree in Human Resources, Employment Law or related discipline
- Working knowledge of the disability or health sector is advantageous but not essential

Screening Criteria

- NDIS Worker Screening Check
- Current Victorian Drivers Licence
- Right to Work in Australia
- Motor Vehicle – must have access to a fully maintained and roadworthy vehicle

Required Performance

This position description broadly outlines the requirements of the role. All Able Australia positions must also demonstrate an understanding and adherence to all relevant Able Australia policies and procedures and must successfully complete Able Australia's pre-employment online training program. All Able Australia staff also require a specific performance agreement – a set of key result area (KRA) related performance goals, but grounded on site specific/local needs, with measures for a specific period (typically 12 months). Progress of that agreement is reviewed regularly with the employee's manager.

I have read, understood and agree to comply with this position description.

Name: _____

Date: _____

Signature: _____