

POSITION DESCRIPTION – TEAM MEMBER

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| Position Title | People and Culture Project Lead | Department | People and Culture |
| Location | Flexible | Direct/Indirect Reports | Up to 2 Indirect |
| Reports to | Chief People and Culture Officer | Date Revised | February 2021 |
| Industrial Instrument | Social Home Care and Disability Services Award | | |
| Job Grade | Job Grade 5 | Job Evaluation No: | HRC0031823 |

■ Position Summary

The Project Lead provides high-level project coordination and delivery of a range of People and Culture strategic priorities across the employee life cycle.

Focusing on ensuring project management excellence, the role will work closely with People and Culture teams and stakeholders to ensure delivery of Red Cross People and Culture policy, practice and strategy implementation.

■ Position Responsibilities

Key Responsibilities

- Lead the provision of best practice project coordination support to the People and Culture team
- Undertake regular research into contemporary HR trends and policies and compile this information in a way that's readable and accessible
- Ensure regular review of current Red Cross People and Culture programs and policies (including updating existing policies as well as creating new ones)
- Ensure key stakeholder platforms remain up to date, relevant and contemporary (including the Lounge and Sharepoint)
- Engage and build effective relationships with People and Culture leadership teams
- Ensure the implementation of an effective professional development program for People and Culture team members (access to AHRI events, seminars etc.)
- Work with the People and Culture Managers and other People and Culture staff to ensure the effective implementation of organisation wide HR strategy and initiatives at a local level
- Proactively develop relationships and manage external stakeholders, including Converge and Right Management and engage as required
- Champion change initiatives that engage, enable and empower teams to thrive and operate in new progressive ways.

■ Position Selection Criteria

Technical Competencies

- Demonstrated experience in an operational HR generalist role
- Well-developed leadership and influencing skills with the ability to build rapport and strong working relationships with a diverse range of people across multiple programs

- Demonstrated track record in coordinating multiple projects, using skills such as attention to detail, monitoring and analysing across projects to ensure team outcomes are delivered
- Excellent verbal and written communication skills including research and reporting writing
- Strong communication and interpersonal skills to engage, support, challenge and influence
- Working with internal stakeholders to problem solve providing pragmatic, best practise solutions to emerging people issues
- Demonstrated ability to analyse and interpret data to make considered and ethical decisions with the ability to clearly describe the rationale behind decisions and recommendations
- Demonstrated ability to work independently, with strong time management and prioritisation skills to manage and support the competing needs of the client group and HR initiatives.

Qualifications/Licenses

- Active membership of the Australian Human Resources Institute (AHRI) would be well regarded
- A Working with Children check is a mandatory requirement for this role in some locations

Behavioural Capabilities

- **Personal effectiveness | Being culturally competent |** Demonstrated understanding and appreciation of cultural differences and diversity in the workplace. Always displaying respect and courtesy to others and acknowledges cultural heritages and varying perspectives of team members.
- **Personal effectiveness | Managing my behaviours |** Demonstrated track record in managing emotions and behaviours and understanding their impact on others. Ability to self-monitor and make improvements to manage own performance.
- **Team effectiveness | Managing performance |** Demonstrated capability to take ownership of work and use initiative to deliver results. Accountable for own performance and ability to set clearly defined objectives for achievement.
- **Team effectiveness | Managing change |** Demonstrated capability to adapt to, support and manage change in a positive way. Ability to work to overcome challenges arising from change and raise concerns constructively.
- **Organisational effectiveness | Focussing on clients |** Proven track record in providing high quality service to internal and external clients and stakeholders. Actively seek and respond to client feedback in a constructive manner.
- **Organisational effectiveness | Thinking strategically |** Demonstrated understanding of how an individual's role and work contributes to achieving organisational goals. Ability to think ahead and plan accordingly.

■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:
Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality
- Act at all times in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of Conduct
- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 5 years thereafter. Police check renewals may be required earlier than 5 years in order to comply with specific contractual or legislative requirements

- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters