

## POSITION DESCRIPTION – **MANAGER**

Position Title	Remuneration and Benefits Manager	Department	Corporate services - People and Culture
Location	Flexible	Direct/Indirect Reports	1
Reports to	Chief People & Culture Officer	Date Revised	Mar 2021
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 7	<b>Job Evaluation No:</b>	HRC0032849

### ■ Sub-Delegation

The sub-delegation (if any) attaching to the position is outlined in the CEO Sub-delegations (as updated from time to time). Any financial sub-delegation of authority may only be exercised where a Finance project code or budget is allocated to that position.

### ■ Position Summary

The Remuneration and Benefits Manager is instrumental in creating and maintaining a positive, rewarding environment, forming part of the People & Culture team.

This role will place a strong emphasis on coaching the organisation to develop a workplace environment that is both rewarding and compliant. It will also be critical in developing our benefits portfolio and focus on how our team members are rewarded and recognised with their contributions valued.

### ■ Position Responsibilities

#### **Key Responsibilities**

- Lead the assessment of applicable industrial instruments, classification levels and increment levels of all Red Cross roles to ensure compliance in collaboration with legal stakeholders
- Ensure Australian Red Cross is compliant with the Remuneration framework, legislation and applicable industrial relations instruments
- Design best practice and contemporary remuneration & benefits program for Red Cross that aligns with our organisation strategy
- In partnership with the Talent team design a leading performance program and create links to a broader remuneration program. Manage the annual performance program
- Use organisation data to develop learnings and insights into the effectiveness of Red Cross benefits program
- Manage the relationships and program offerings with our Salary Packaging and other benefit providers (e.g. superannuation, health insurance) to ensure the most beneficial offerings are available to our workforce
- Provide contemporary and up to date advice with regards to industry benchmarks for roles across the organisation
- Provide advice to the organisation on best practice business rules for salary increases, higher duties and secondments remote allowances and other remuneration related policies and procedures

- In partnership with the IR Specialist, provide ongoing education and coaching to People and Culture, Recruitment and Payroll teams on the application of the Red Cross remuneration framework and award requirements, ensuring they are kept abreast of changes to legislation and relevant awards
- Coach managers on remuneration frameworks and award requirements to ensure they understand their role in supporting their teams, ensuring both wellbeing and compliance
- Lead the Job Evaluation processes by coaching and mentoring the Remunerations and Benefits Officer role on delivery of Position Description library and continuous improvement of the job evaluation process
- Use data from Pulse surveys to identify opportunities to improve specifically in relation to our measures of Engagement and Empowerment and develop workforce recognition initiatives
- On occasion and in conjunction with the Chief People Officer, advise the National Board and Executive on Remuneration and Benefits strategic updates, proposals and insights
- Highlight any pending compliance challenges ensuring that alternative strategic options are at the ready
- Development and communication of full suite of benefits available to our workforce and review their impact
- Support the Chief People & Culture to collate/deliver/produce a Remuneration Strategy that supports the ARC Strategy for the Future
- Assist the Chief People & Culture Officer with requirements for and obligations to the NRC. Attend as required
- Manage the Executive Remuneration process
- Identify, propose and produce quarterly Remuneration measures to support ARC strategic aims (possible to add into the Insights area)
- Delivery of any and all remuneration items as outline in the FWO Enforceable Undertakings
- Support and act as a contact point for EU external auditors
- Represent ARC in industry wide Remuneration matters
- Work in collaboration with other members of the People and Culture team to ensure the outcomes of the People and Culture team are delivered
- Build and manage relationships with all areas of the business by sharing and instilling a sense of confidence on Award Classification understanding for, but not limited to, Retail, Training Services, Community Programs and International.

## ■ Position Selection Criteria

### Technical Competencies

- Significant experience across Generalist HR, Remuneration and HR legislation backgrounds.
- Experience as a Remuneration and Benefits specialist or similar role
- Significant experience across Generalist HR, Remuneration and HR legislation backgrounds.
- Knowledge of IR Legislation in Australia, including Fair Work Act
- Experience in interpreting industrial instruments including the Social Community, Home Care and Disability Services Industry Award 2010
- Highly developed stakeholder engagement skills, including facilitation and collaboration across diverse stakeholders, with the ability to constructively work through issues to achieve solutions
- Excellent communication skills
- High level of experience in change management skills across complex organisational structures
- Highly developed coaching skills in complex and changing environments
- Proven highly developed organisational and time management skills
- Advanced proficiency in MS Office Suite including Excel

- Proficient knowledge/experience in use of HRIS systems.

## Qualifications/Licenses

- Relevant tertiary qualifications, skills and/or experience in Human Resources management with a focus on remuneration and industrial awards/frameworks required.

## Behavioural Capabilities

- **Personal effectiveness | Solving problems** | Demonstrated ability to use data, knowledge and experience to identify problems potentially impacting teams or programs and proactively develop and implement effective solutions.
- **Team effectiveness | Collaborating** | Proven track record as an approachable leader, supporting and building positive and constructive relationships within teams. Valuing diversity and supporting cultural differences within teams.
- **Team effectiveness | Communicating** | Demonstrated capability to communicate clearly and concisely ensuring messages are understood by all within the team using a range of communication techniques. Ability to express ideas clearly, listen effectively and provide feedback constructively.
- **Organisational effectiveness | Thinking strategically** | Demonstrated understanding of key drivers of success within teams to enable achievement of organisational goals. Ability to think and plan goals in the long term as well as the present.
- **Organisational effectiveness | Managing risk** | Demonstrated ability to manage resources without compromising service quality. Ensuring the team understands the relevant policies and procedures to achieve goals and manage risk appropriately.

## ■ 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.