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| **Mission Australia** |
| About us: | Mission Australia is a national Christian charity that has been helping vulnerable Australians move towards independence for over 160 years.We’ve learnt the ways for people to become more self-sufficient are different for everyone. This informs how we support people by combatting homelessness, assisting disadvantaged families and children, addressing mental health issues, fighting substance dependencies, and much more. Our team applies different approaches, alongside government, our corporate partners and everyday Australians who provide generous support. Together, we stand with Australians in need until they can stand for themselves. |
| Purpose: | Inspired by Jesus Christ, Mission Australia exists to meet human need and to spread the knowledge of the love of God.*“Dear children, let us not love with words or speech but with actions and in truth.” (1 John 3:18)* |
| Values: | Compassion Integrity Respect Perseverance Celebration  |
| Goal: | End homelessness and ensure people and communities in need can thrive. |
| **Position Details:**  |
| Position Title: | **Manager – Remuneration, Benefits & HR Metrics** |
| Division: | People & Culture |
| Reports to: | Executive – People & Culture |
| Position Purpose: | Manage the Remuneration and Benefits offerings of Mission Australia to ensure it is fit for purpose, aligns to industry and supports the attraction and retention of highly skilled staff. The role is also responsible for developing and maintaining the P&C reporting framework including internal and external reporting requirements and providing high quality HR metrics as required. |
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**Position Requirements (What are the key activities for the role?)**

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| **Key Result Area 1** | **Remuneration and Benefits** |
| **Key tasks** | **Position holder is successful when** |
| * Implement a job evaluation methodology that is fair and consistent and can be applied to all roles across the organisation
* Lead external and internal remuneration data analysis including participation in relevant salary surveys
* Lead the annual non-agreement salary review process, partnering with CEO and business leaders to ensure an effective and timely review process
* Provide recommendations and solutions covering specific areas of Remuneration and Benefits including salary planning, market analysis, job design, vendor relationship management and/or other services.
* Provide data and advice to support agreement remuneration activities and enterprise agreement negotiation.
* Update and promote benefits information for Mission Australia.
* Manage any legislation changes that impact on Mission Australia’s remuneration and benefits
 | * Salary survey data supports fair and consistent remuneration practices
* People Leaders and employees are educated and supported to understand the remuneration and benefits practices and supporting policies
* Annual non-agreement remuneration reviews completed in efficiently and on time each year. Data is accurate and analysis provides enhanced information as required.
* Relationships with benefits partners results in improved benefit offerings.
* Benefits are incorporated as part of employee value proposition and talent and attraction work.
* Compliance and relevant legislation is maintained across all remuneration and benefits activities
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| **Key Result Area 2** | **HR Metrics and Reporting** |
| **Key tasks** | **Position holder is successful when** |
| * Regularly review and maintain People & Culture Reporting Framework and specific dashboards for P&C and people leaders.
* Liaise with Mission Australia reporting and analytics team to improve quality of people reporting – executive/board level, people leaders and compliance requirements
* Prepare WGEA yearly report and other reports to meet funder workforce data requirements.
* Analyse trends and provide regular updates to P&C leadership team.
 | * Provide monthly HR Metrics to ExCom and bi monthly to Board including analysis of trends and recommendations
* Support the Executive - People & Culture and wider People & Culture team with reporting requirements
* Support the annual WGEA report and other reports to meet funder workforce data requirements.
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| **Key Result Area 4** | **Position Management** |
| **Key tasks** | **Position holder is successful when** |
| * Maintain organisational hierarchy and chart information to improve quality of payroll and establishment data for reporting
* Manage the Position description database, maintain position description templates and related resources.
* Manage organisational charts both manual and through payroll/HR system.
* Educate People Leaders to use templates via phone based coaching or workshops.
 | * Payroll/HR system accurately reflects changing organisational hierarchy eg: new businesses.
* Guides, tools and other resources are accessed more regularly through a promotional schedule.
* Talent Attraction team and hiring managers have access to the latest standard and unique position descriptions.
* Increased quality of position descriptions across organisation including across job levels.
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| **Key Result Area 4** | **Relationship Management** |
| **Key tasks** | **Position holder is successful when** |
| * Provide advice and support HR Business Partners and People Leaders with Performance Management and Remuneration cycles.
* Maintain constructive working relationships with key groups and functions including working groups, finance team, tender writing team etc.
* Manage all communications with regards to performance management and remuneration cycles
 | * HR Business Partners are equipped to support or deliver specific remuneration processes
* Strong relationships are built and maintained with all stakeholder groups and feedback from these individuals is positive.
* Remuneration and benefits information informs tenders and financial decision making.
* Positive relationships with HR Business Partners and others in the People & Culture team.
* Effective and timely communication of key dates and requirements to employees and people leaders
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| ***Note - The duties listed in this position description may not be all encompassing. Employees may be required to perform other reasonable duties as requested or work to complete specific KRAs to meet program compliance, funder or Mission Australia requirements.*****U Work Health and Safety**People leaders must:* Ensure effective management practices are implemented to mitigate risk and ensure the health and safety of workers, clients and visitors.
* Ensure consultation practices are in place to enable workers to be involved in risk management planning, incident reporting and safe work practice activities to improve work, health and safety.
* Acquire and keep up to date knowledge of work health and safety matters.
* Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries.

**Leadership*** Set the Leadership standards through demonstration of values based leadership and actively promote values based behaviours within Mission Australia.
* Build and maintain an effective and skilled team by establishing role clarity at direct report level ensuring that performance expectations, development and accountabilities are clearly set and reviewed regularly.
* Establish and maintain team structure that ensures that the right people are in place to manage, develop, grow or maintain the function to meet Mission Australia’s current and future needs.
* Drive a culture of openness, feedback and productivity by coaching and developing team members to achieve their full performance potential and conduct constructive and timely management of non-performance or team issues.
* Fosters an environment that focuses on client outcomes and satisfaction.

**Purpose and Values** |
| * Actively support Mission Australia’s purpose and values.
* Positively and constructively represent our organisation to external contacts at all opportunities.
* Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times.
* Operate in line with Mission Australia policies and practices (e.g. Financial, HR, etc.).
* To help ensure the health, safety and welfare of self and others working in the business.
* Follow reasonable directions given by the company in relation to Work Health and Safety.
* Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries.
* Promote and work within Mission Australia's client service delivery principles, ethics, policies and practice standards.
* Contribute to an organisational culture that promotes Mission Australia’s [commitment to the safety and wellbeing of all children and young people](https://www.missionaustralia.com.au/what-we-do/children-youth-families-and-communities/keeping-children-and-young-people-safe).
* Actively support Mission Australia’s Reconciliation Action Plan.
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**Recruitment information**

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| **Qualification, knowledge, skills and experience required to do the role** |
| * Solid experience in remuneration management.
* Knowledge of job evaluation methodology including job grading/banding.
* Experience managing remuneration and performance cycles and remuneration related projects
* Strong data analysis and reporting experience including working with HRIS systems, Power BI to produce reports.
* Advanced excel skills.
* Experience in position/establishment management.
* Experience managing compliance and mandatory training requirements.
* Demonstrated experience in building and maintaining positive and productive relationships with key stakeholders, staff and people leaders
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| **Competencies*** Action oriented and takes accountability to achieve results in line with set timeframes.
* Builds and maintains sustainable internal and external relationships.
* Demonstrates courage in leadership to confront issues and risks, and escalates as appropriate in accordance with procedure.
* Effective communication and active listening skills, demonstrating the ability to present information, decision and reasons confidently, clearly and concisely selecting the appropriate medium.
* Demonstrated experience working and collaborating effectively with others, ensuring key stakeholders are involved, sharing information and ensuring people are kept informed of progress, changes and issues.
* Ability to deal with ambiguity and complexity.
* Demonstrated strong leadership skills with effective change management capabilities.

**Key challenges of the role** |
| * Working with enterprise agreement, award and award-free remuneration requirements
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**Compliance checks required**

**Working with Children** [ ]

**National Police Check** [x]

**Vulnerable People Check** [ ]

**Driver’s Licence** [ ]

**Other (prescribe)** [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approval** Ramsina Lee June 2021

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| **Manager name**  |  | **Approval date** |  |