

POSITION DESCRIPTION – TEAM MEMBER

Position Title	Remunerations and Benefits Officer	Department	Corporate Services - People and Culture
Location	Flexible	Direct/Indirect Reports	0
Reports to	Remunerations and Benefits Manager	Date Revised	Feb 2021
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 4	Job Evaluation No:	HRC0032850

■ Position Summary

The Remuneration and Benefits Officer is instrumental in creating and maintaining a positive, rewarding environment, forming part of the Talent and Culture Team. Reporting to the Remuneration and Benefits Manager, this role will place a strong emphasis on enabling the organisation to develop a workplace environment that is both rewarding and compliant. It will also be critical in supporting the development of our benefits portfolio and focus on how our team members are rewarded and recognised.

■ Position Responsibilities

Key Responsibilities

- Work with the Remunerations and Benefits Manager to ensure Australian Red Cross is compliant with the Remuneration framework, legislation and applicable industrial relations instruments
- Ensure any new programs/positions that are created are assessed and covered by the correct applicable Industrial Instrument
- Ensure adjustments to current programs/positions are reviewed and evaluated accordingly and work with the business when such changes impact on the correct and relevant Industrial Instrument and/or classification & paypoint
- Manage the Job evaluation process from go to no ensuring that local P&C teams understand and conform to compliance requirements as per the Enforceable Undertaking
- Encourage and work closely with the Red Cross Job Evaluation team ensuring that equal and appropriate distribution of full evaluations is maintained and that only State/Territory positions are evaluated by team members outside that S/T
- Ensure final Position Descriptions are placed on the appropriate template, formatted correctly and are satisfactory for release into the public arena
- Collaborate with HR Shared Services to ensure that increment progressions are being reviewed and actioned at appropriate times
- Where qualifications form the basis of coverage and classification, ensure that relevant qualifications are captured and recorded in appropriate data base
- Development and maintenance of Position Description Library
- Administer the Position Number management in Aurion as part of the Evaluation process
- Provide organisational data for agreed industry surveys
- Responsible for the timely completion of the WGEA report
- Manage and maintain Remuneration Lounge online presence

■ Position Selection Criteria

Technical Competencies

- Proven highly developed organisational and time management skills
- Significant experience across Generalist HR, Remuneration and HR legislation backgrounds
- Experience with Payroll systems essential and with Aurion highly regarded
- 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
- Advanced proficiency in MS Office Suite including Excel
- Proficient knowledge/experience in use of HRIS systems
- Excellent communication skills

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 | Achieve results** | Demonstrated ability to manage work and achieve the results committed to. Ability to evaluate progress and make adjustments needed to achieve goals. Accept responsibility for mistakes and learn from them.
- **Team effectiveness | Collaborating** | Demonstrated capability to work with others to reach common goals, sharing information, supporting and building positive and constructive relationships.
- **Team effectiveness | Communicating** | Demonstrated capability to communicate clearly and concisely ensuring messages are understood. Ability to express ideas clearly, listen effectively and provide feedback constructively.
- **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.