

Manager People and Culture Position Description

Position Details	
Position Title:	Manager People and Culture
Position Program:	People and Culture
Position Stream:	Business Operations
Work Location(s):	Office Location:
	317-319 Barkly Street, Footscray, VIC, 3011.
	Other Location/s as Required:
	May be required to work from approved remote work sites.
WHW EA 2017 Classification:	Level 8
	Important Note
	Positions are provisionally assigned to a specific level and pay point range based on the characteristics, responsibilities, and requirements of the position. The specific level and pay point of the successful applicant will be assigned commensurate with their qualifications and experience and will be detailed in the employment contract.
Reporting To:	Director Business Operations
Exemption:	VCAT Exemption No. H119/2017 (subject to Equal Opportunity Act 2010)

GENWEST – ABOUT US

GenWest is the gender equity agency for the western metropolitan region of Melbourne. Our programs and services are designed to redress gender inequity and benefit victim-survivors of family violence in Melbourne's west. Our efforts are ultimately about supporting our communities to lead safe and healthy lives, and on changing the conditions that cause and maintain gender inequity.

OUR VALUES, PRINCIPLES, AND BEHAVIOURS

- **Freedom** – We centre freedom from oppression, discrimination, and violence in all our work. We take responsibility for behaving and working in ways that promote freedom and we are accountable for the actions we take.
- **Connection** – We foreground connection to ourselves, each other, our clients, the community, the land, and the environment. We believe in the strength of belonging, of being inclusive, and in working together to achieve change.
- **Resistance** – We uphold human rights and in solidarity, work together to disrupt injustice and transform lives.
- **Love** – We treat each other with respect, kindness and compassion, and are committed to creating an environment where all feels seen, heard, and valued.
- **Creativity** – We embrace and nurture creativity and curiosity. We reflect critically, ask questions, listen, and actively pursue learning.

Manager People and Culture Position Description

1. STREAM PURPOSE

The purpose of the business operations stream is to work in partnership with the other streams strategically and operationally by providing business services across operations, finance, quality and compliance, and people and culture.

2. ROLE CORE PURPOSE

The manager people and culture reports to the business operations director and is a member of the senior leadership team at WHW. This position is expected to contribute to WHW's strategic and operational planning and to participate in activities that support the organisation's ability to achieve long-term growth and sustainability. The manager people and culture are required to manage the people and culture services across culture and workforce planning, talent management, employee relations, industrial relations, inclusion and diversity and occupation health and safety.

3. ROLE CONTEXT

The manager people and culture are positioned within the leadership team (management level), even though the role is positioned in the management level of the organisation the role will be required to manage and coordinate all staff related tasks and issues in confidence as situations require, this does offer complexity to the role. This complexity is supported by the budget provision to engage external providers such as workforce investigators, mediators, and specialised contractors.

4. PROFESSIONAL ACCUMEN

The manager people and culture are required to demonstrate strong professional business acumen across the full scope of responsibilities, as well as leadership, budgeting, staff leadership, coaching and mentoring and general business practices. Also, be abreast of sector best practice and employment legislation.

5. ROLE CORE RESPONSIBILITIES

The listed core responsibilities below are a summary of the role responsibilities, this list has not been exhausted. The holder of this PD will be required to attend to ad hoc responsibilities and tasks as prescribed by line manager. This position description works in partnership with duties provided across a combination of documents and instructions, such as: employment contract, position description, onboarding and probationary plan, annual work plan, training plan, instructional and directional documents such as policies, procedures, and operational guidelines and practices.

#	Core Responsibility	General Description
1	Culture and workforce strategic and operational planning	<ul style="list-style-type: none"> - Drive the organisation values and cultural initiative to strengthen employee engagement and to meet workforce culture objectives and goals. - Work in collaboration with internal and external stakeholders to develop workforce strategic and annual operational plans to meet organisation strategic objectives and goals. - Get abreast of workforce planning best practice, influence and impart knowledge and information to decision makers.

Manager People and Culture Position Description

2	Talent management and Capability Building	<ul style="list-style-type: none"> - Support the organisation by providing and managing a talent management plan that attracts and retains skilled staff, that informs workforce development and resource allocation. - Support the organisation by providing and managing a workforce capability framework that aligns to the strategic objectives and goals and meets operational needs and support overall staff development plans.
3	Employee Relations	<ul style="list-style-type: none"> - Apply best practice to strengthen employee relations across the organisation. - Oversee and structurally support employee relations matters in accordance with legislation and best practice - Identify initiatives, recommend, and implement initiatives that strengthen organisation employee relations. - Manage and provide recommendations to strengthen the organisation EVP and remuneration and benefits framework.
4	Industrial relations and Employment Compliance	<ul style="list-style-type: none"> - Apply industrial relations practice in accordance with current employment legislation, regulations and as per the relevant awards and enterprise agreement. - Manage and coordinate organisation enterprise agreement negotiations, legislation, submission, and implementation. - Manage employment policies and procedures across role core responsibilities to meet employment legislation and to reflect best practice and organisation culture.
5	Inclusion and diversity	<ul style="list-style-type: none"> - Actively participate in inclusion and diversity committees, workgroups, and activities. - Manage and implement the organisation inclusion and diversity plan to support strategic and operational targets. - Report on sector standards and provide inclusion and diversity initiatives and best practice.
6	Occupation health and safety	<ul style="list-style-type: none"> - Manage and implement OHS best practice and related policies, procedures, and systems. - Implement wellbeing initiatives across management and workforce practices, workforce self-care and trauma informed practices.
7	Payroll and budget management	<ul style="list-style-type: none"> - Manage full payroll practices, compliance, and related tasks - Meet EOM, EOPFY and additional reporting and compliance requirements
8	Project Management, Continuous Improvement and Reporting	<ul style="list-style-type: none"> - Apply best practice across workforce projects and scope of role - Research and apply continuous people and culture improvements to best support the organisation strategic and operational needs - Submit monthly workforce reports to ETM and management and interrupt trends, provide recommendations
9	Staff Leadership	<ul style="list-style-type: none"> - Manage people and culture staff via positive psychology and values-based strength practices and leadership - Apply trauma informed and the six degrees of leadership practices to strengthen people and culture team capabilities - Adhere to employee Lifecycle practices (recruitment, probationary, annual reviews, professional development and exit)

6. KEY STAKEHOLDERS AND COLLABORATIONS

Internal:

- All GenWest staff
- Board and executive volunteers

External:

- Funding representatives
- Consultants

7. ORGANISATIONAL CULTURAL CITIZENSHIP RESPONSIBILITIES:

All staff are required to support, enact, and operate in accordance with our organisational citizenship responsibilities:

- Build an awareness and appreciation of our shared organisational values, model and enact the values, behaviours, and principles through work applications and associated practices.
- Actively engage with, endorse, and contribute to the development and achievement of team, stream, and organisational goals and objectives.
- Work in a culturally safe manner and acknowledge and pay respect to the traditional owners of the land upon which Women's Health West is situated and conducts events.
- Contribute to and support our Reconciliation Action Plan, and Rainbow Tick Action Plan.
- Maintain and support a working knowledge of anti-oppressive and trauma-informed work practices.
- Support and enact leadership at all levels, including practicing non-violent communication, and meaningful contribution, collaboration, and consultation.

8. KEY SELECTION CRITERIA

1. A strong understanding and application of a values-based work application and associated behaviours.
2. A tertiary qualification in a human resource or at least ten years experiences as a senior human resource manager
3. Have proven experience with EA negotiations and compliance skills
4. Demonstrated ability in developing and apply strategic and operational workforce plans
5. Demonstrated experience working in a transformational workforce, experiencing sector reform and growth
6. Have proven workforce culture development skills
7. Exceptional time management skills and ability to meet deadlines.
8. Well-developed data analysis and reporting writing skills.
9. Sound computer skills, including use of Microsoft Office.
10. Ability to manage a demanding workload.

1. KEY PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

1. Operate effectively and proactively with diverse workforce and internal and external stakeholders
2. Able to manage confidentiality across all staff levels
3. Respond in a proactive manner to challenging workloads and competing priorities.
4. Sitting at a desk and computer monitor, and in meetings for extended periods of time.
5. Work in different and unstructured locations.
6. Drive vehicles across variable traffic and weather conditions.

Manager People and Culture Position Description

9. EMPLOYMENT COMPLIANCE

1. International Police Check – if worked overseas in the past 10 years for 12 months
2. National Police Check (no older than 3 months from start date)
3. Current working with children's check
4. COVID vaccination

REVIEW OF POSITION DESCRIPTION

This position description will be reviewed biennially as part of the annual appraisal process, when the position becomes vacant, or as deemed necessary.

ACKNOWLEDGEMENT

I declare that I have read and understood the requirements of this position, discussed any queries or concerns with the respective manager at Women's Health West, and feel that I am able to fulfill the requirements of this position.

Employee Name:	Signature:	Date:
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