

<b>POSITION:</b>	People and Culture Advisor
<b>REPORTS TO:</b>	Chief People and Culture Officer
<b>DIRECTS REPORTS:</b>	None
<b>KEY RELATIONSHIPS:</b>	Internal - all staff, people leaders External - external service providers including payroll, industrial advisers, union
<b>POSITION STATUS:</b>	Maximum term to 30 June 2023

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## ORGANISATIONAL ENVIRONMENT

**safe steps** Family Violence Response Centre is a state-wide 24/7 service for women and children experiencing violence, providing immediate support, information, advocacy, referral and emergency accommodation. **safe steps** is the central point of contact for the specialist family violence service system across Victoria.

## ROLE PURPOSE

In accordance with the purpose and values of **safe steps** this position supports the Chief People and Culture Officer in all generalist HR and payroll activities. The role acts as a business partner delivering operational HR advice to line managers across the organisation and providing the full range of generalist HR services and activities.

## KEY RESPONSIBILITIES

In conjunction with the Chief People and Culture Officer the P&C Advisor will provide strategic and operational HR advice across all aspects of the employee life cycle which meet the requirements of service agreements, workplace health and safety guidelines and the **safe steps** industrial obligations:

### Generalist HR activities

- Assist with the delivery of operational support/guidance to line managers and individual employees in areas such as employee relations/coaching, job design, performance management, remuneration and benefits, job evaluation, compliance, employee development, succession planning, and ensure effective communication with all staff to maintain ethical and transparent working relationships.
- Assist in the development of HR policies and procedures
- Provide data for and prepare management information reports
- Provide accurate advice and interpretation on terms and conditions in awards and collective agreements
- Provide policy interpretation, support and advice to staff, supervisors and managers in relation to day to day HR operational issues.
- Drive enhanced people leadership capabilities across the organisation by providing the appropriate tools, processes, coaching and advice that is fit for purpose
- Assisting in the research and development of human resources policy, projects and programs.
- Daily management of routine administrative duties for the P&C Program Area

- Processing of staff forms pertaining to:
  - Change of Employment Status
  - Generate contracts, starter packs & employee files for new employees
  - Coordinate new employee's induction and online compliance training
- Processing termination forms & sending out relevant correspondence
- Managing all employee Personnel Files including routine filing, retrieval of documents & archiving.
- Monitoring probation expiry periods

### **Recruitment and On-boarding**

- Co-ordination of end-to-end recruitment including the review of position descriptions, advertising, candidate application management, tracking, selection, on boarding and induction programs
- Coordinate new starter kits
- Coordinate National Police Check and Working with Children Check processes including monitoring of renewals
- Co-ordinate the induction program for new staff
- Advise managers of current probation policies and procedures and coordinate reviews, providing advice where necessary on issues as raised.
- Seek on boarding feedback from new employees and proactively assist with resolving any issues

### **Payroll**

- Ensure timely and accurate processing of the fortnightly payroll in line with current Enterprise Agreements, contracts and Modern Awards
- Interpretation of awards/agreements and contract in relation to overtime and other allowances
- Maintain employee records/personnel files on payroll related matters
- Liaison with Smartsalary in relation to the creation of payruns and changes to entitlements
- Processing increases and calculation of back pay
- Extracting payroll reports
- Working closely with the Workforce Scheduler relating to timesheets and worked hours

### **Health, Safety and Wellbeing/Workcover**

- Develop and co-ordinate HSW activities to raise awareness including procedures, communication and consultation.
- Create and maintain all HSW related forms, templates and guidelines.
- Takes immediate action to rectify any unsafe situations or acts, reporting all incidents and near misses according to policy & procedure
- Administration of workers compensation claims and return to work coordination of injured workers
- Collect, record and report all Incidents/Injuries within the Incident Register
- Assist with risk assessments and identifying and eliminating hazards to support us working safely.
- Coordinate First Aid, Fire Warden and related OHS training and maintain records.

### **OTHER REQUIREMENTS**

- Ensure confidentiality at all times and only release confidential information in accordance with organisational policies and procedures
- Build and maintain positive relationships with a broad range of stakeholders
- Regularly attend and positively contribute to leadership team meetings and staff meetings
- Complete mandatory and other training as required
- Abide by all organisational policies and procedures, and workplace conduct and safety obligations

**KEY SELECTION CRITERIA**

**Essential**

- Tertiary qualifications in Human Resources Management or a related field or demonstrated extensive experience
- Previous experience in Human Resources within social services settings, particularly women’s services or family violence (preferred)
- Demonstrated knowledge of employment related legislation & industrial instruments including interpretation of same
- Experience working with Unions and negotiating Enterprise Agreements
- Experience managing a diverse range of stake holders
- Understanding of OHS and Workcover legislation and its application to the workplace
- Willingness to commit to the living expression of safe steps values: courageous, feminist, empowering, ethical respectful, collaborative, reflective
- Demonstrated experience providing accurate, timely, and strategically aligned human resource solutions to a range of stakeholders
- Demonstrated knowledge and understanding of a range of generalist human resources disciplines, legislative requirements and regulations
- Strong verbal and written communication: proven ability to confidently convey ideas and information in a clear and interesting way; understand and meet the target audience; welcomes feedback; sees things from other people’s perspectives and confirms understanding
- Planning and organising: experienced in identifying processes, tasks and resources required to achieve a goal; identifies more and less critical activities and operates accordingly, reviewing and adjusting as required; develops and implements systems and procedures to guide work and track progress; recognises barriers and finds effective ways to deal with them
- Problem solving: demonstrated ability to investigate and probes for the facts; liaises with stakeholders; analyses issues from different perspectives and draws sound inferences from information available; identifies and proposes workable solutions to problems
- Self-management: plans and prioritises work to ensure outcomes are achieved, resists the temptation to react immediately without taking time to think things through, uses strengths to contribute constructively and consciously manages the impact of own weaknesses, anticipates own reactions to situations and prepares accordingly
- Willingness to undergo a Police Check and Working with Children Check

**STAFF ACKNOWLEDGMENT**

This position description is subject to review and may change in accordance with the needs of **safe steps** Family Violence Response Centre, its operations, and its clients and supporters.

I have received, reviewed and fully understand the position description.

Employee Name	
Employee Signature	
Date	