



Staff position description

HR Projects Consultant

Position overview

Position title	HR Projects Consultant
Unit or program	Corporate Services
Position objective	To plan and undertake strategic people and culture projects involving specialist HR expertise, consultation and collaboration, as well as partnering with the business to provide HR services.
Job classification	Social, Community, Home Care and Disability Services Industry Award 2010, Level 6 Pay point depending on qualifications and experience
Location	Level 1, 116 Hardware Street, Melbourne VIC 3000
Reports to	HR Manager
Direct reports	N/A

About VACRO

VACRO is a non-government, non-denominational organisation working with people in contact with the justice system and their families. Founded in 1872 (as the Discharged Prisoners' Aid Society of Victoria), VACRO works closely with government and non-profit organisations.

Vision New beginnings, stronger communities.

Mission To support new beginnings for clients of the correctional system and their families, and build safer and stronger communities.

Values

- We show **integrity** in our relationship with each other, our clients and the broader community.
- We display **respect** by supporting our clients to achieve positive outcomes and lead meaningful lives.
- We work towards **inclusion** for all stakeholders in the development of our programs.
- We are **adaptable** to the conditions and opportunities that arise in our daily lives.

Key contacts (internal)

HR Manager
Executive Team
Program Managers
VACRO staff

Key contacts (external)

Specialist organisations

Staff position description

HR Projects Consultant

Position details

Key result area	Task	Performance indicator
Project Delivery	<ul style="list-style-type: none"> Plan and undertake a range of projects using expert HR knowledge and experience. Undertake research including current best practice and evidence-based approaches. Work collaboratively to consult, implement and evaluate projects. Write, review and present a range of documents such as reports, manuals and briefing papers including recommendations for senior management. 	<ul style="list-style-type: none"> Projects are delivered in accordance with agreed project plans and with positive staff engagement. Documents are produced to a high professional standard.
People Strategy	<ul style="list-style-type: none"> Develop and lead strategic people initiatives. Advise and contribute to HR strategy, systems and processes, as well as workforce development. Partner with the business, provide expert advice and coach Managers. 	<ul style="list-style-type: none"> Agreed initiatives are implemented effectively while promoting staff engagement and fostering a learning culture. Managers are supported with advice, coaching and training for the planning and management of: HR/IR issues, staff and their development and performance issues Behaviour that optimises productivity and promotes a professional, safe, collaborative and rewarding workplace is modelled.
Continuous Improvement	<ul style="list-style-type: none"> Review HR practices, processes and documents. Identify and implement agreed continuous improvement actions. 	<ul style="list-style-type: none"> Opportunities for continuous improvement are reported in a timely manner and implemented as agreed with your Manager.

Expectations of all VACRO staff

- Uphold VACRO's Vision, Mission, Values and Code of Conduct.
- Demonstrate commitment to people impacted by the criminal justice system and their families.
- Comply with legislative requirements relating to this position, including taking all reasonable care of your own safety and that of others in the workplace; contributing to the improvement of health and safety within the workplace; and complying with VACRO procedures and practices which support occupational health and safety.

Staff position description

HR Projects Consultant

- Provide safe and quality services as a priority, for which you are responsible, accountable and supported by Board and management.
- Operate within VACRO's formal delegations framework and in accordance with its policies and procedures.
- Participate in continuous quality improvement (CQI) activities, including identifying opportunities and making improvements to systems, processes and programs.
- Participate in VACRO meetings, regular supervision and professional development.
- Represent and enhance VACRO's profile at stakeholder and network meetings, as designated by your Manager.

Key capabilities

Knowledge

- Tertiary qualification in human resources, psychology, business, management or other relevant fields with a minimum of five years HR experience.
- Knowledge encompassing areas such as organisation development, people and culture strategies, workforce planning, employee relations, employee engagement, and learning and development within a community services organisation is highly regarded.

Experience

- Demonstrated experience as a knowledgeable resource to senior management through leading and implementing workforce-related projects preferably in areas such as diversity and inclusion, evidence-based mentoring practices ideally involving people with lived experience, evidence-based supervision frameworks and practice, and capacity building including developing leadership capabilities in managers.
- Experience supporting cultural safety with Aboriginal and Torres Strait Islander people, LGBTI, disability and other diverse communities including people with a lived experience.
- Sound hands on project management experience across all stages.
- Demonstrated success in building internal and external stakeholder relationships involving collaboration, networking and influencing to gain support for and deliver on HR initiatives.
- Demonstrated strategic capabilities including influencing positive change management.
- Experience in providing a high level of HR support within a client-centred framework, for managers, staff and volunteers.

Skills

- Outstanding written communication and interpersonal skills including relationship building, influencing and employee coaching skills.
- Developed research, critical thinking, problem solving and decision-making capabilities.

Staff position description

HR Projects Consultant

Behaviours and personal attributes

- Highly developed planning and organisational skills, and the ability to prioritise projects and work within timeframes to meet deadlines.
- Strong attention to detail.
- Sound level of MS Office, database and internet skills.
- Highly motivated with an ability to work equally effectively in team environments as well as on tasks which require high levels of initiative, autonomy and independent action.
- A warm, collaborative and consultative style.
- Strong leadership and ability to ascertain organisational needs and contribute to the organisation including culture, people and best practice.
- Ability to manage a secure work environment with a high level of confidentiality.

Mandatory requirements

- Verification of personal identity, employment history and qualifications.
- Satisfactory National Police Check.

Incumbent declaration

I have read this Position Description and agree to undertake the duties and responsibilities listed above. I acknowledge that:

- The Position Description is an indication of the duties and responsibilities that I am required to undertake. Additional or other duties and responsibilities may be allocated to me, in discussion with my Manager.
- Where training and support are required to fulfil these duties, or additional or other duties at a similar level of responsibility, these will be provided within the guidelines of the organisation.
- The Position Description will be reviewed regularly in consultation with me.
- The Performance Indicators, where included in this document, are indicative. Performance Indicators will be set by my immediate supervisor in discussion with me, for each year (or another period) and my performance reviewed against those Performance Indicators.

Name of Position incumbent

Signature

Date