

POSITION DESCRIPTION

Title	Head of People & Culture	Division / Location	Fighting Chance Head Office, Frenchs Forest
Employment Type	5 days/week, Permanent	Reporting to:	Executive Director
Role summary	<p>The Head of People & Culture will support the enterprises and their employees, across the full range of People & Culture functions.</p> <p>Key areas of accountability include:</p> <ul style="list-style-type: none"> ● People & Culture Strategy & supporting Policies & Procedures ● The full range of elements of the Employee Lifecycle ● Learning & Development ● Remuneration strategy and the application of the relevant awards ● Supporting the business to maintain the Fighting Chance culture through rapid growth ● HR Administration, Risk, Compliance and Reporting ● Values and Behaviour ● Health, Safety and Wellbeing 		
Reporting & Requirements	<ul style="list-style-type: none"> ● Reports to: Fighting Chance Executive Director ● Direct Reports: People & Culture Assistant, People & Culture Coordinator, People & Culture Business Partners, Learning & Development Coordinator ● Required to: Travel within Sydney at times 		

Core accountabilities

People & Culture Strategy & supporting Policies & Procedures

- Develop and execute on the People and Culture strategy, reviewing annually through the Group-wide strategic planning process
- Responsible for the development and review of all policies and procedures relating to People and Culture, ensuring they support our people to execute the strategic vision of Fighting Chance
- Provide advice on the application and interpretation of these policies and procedures

The full range of elements of the Employee Lifecycle

- Working closely with the business, responsible for all elements of the employee lifecycle
- Provide support, procedures and guidelines for a consistent approach across the organisation across the following areas:
 - Recruitment and Onboarding (including delivering elements of the process)
 - Induction (working with the business to ensure all employees are up and running as quickly and smoothly as possible)
 - Employee management (oversight of changes to employment status of employees, including leave (of all types) and job changes)
 - Performance Management & Employee Wellbeing (running the 'Check-In' process that allows an ongoing conversation with employees)
 - Succession Planning & Career Development (planning for the future of the company and of employees)
 - Exit (making sure when people leave Fighting Chance it is done as smoothly and positively as possible)

Learning & Development

- Oversight of competency/skill development of employees, including developing and maintaining the competency framework and associated learning requirements
- Manage relationships with external training providers when required
- Supporting the development of leaders in Fighting Chance by working with the business to identify skills gaps and support the development of new capabilities
- Supporting leaders and managers in team building in new locations and continuing to improve the effectiveness of teams as they grow and mature

Remuneration strategy and the application of the relevant Awards

- Working closely with Finance, conduct an annual review of the Remuneration Strategy, providing input on salary bands and pay points
- For all applicable awards, stay up to date with any Award changes, guiding the business on the application and implications of any changes.
- Provide advice to the business about the interpretation of classifications and pay points within the Award. Maintaining a consistent approach across Fighting Chance, while catering for the individual needs of the enterprises.
- Provide advice on Employee Relations matters (supported by our Employment Relations Advisors), comply with State and Federal legislative requirements and awards.

Supporting the business to maintain the Fighting Chance Culture through rapid growth

- Responsible for maintaining the Fighting Chance Values Framework. Based on the core values, this framework provides examples of behaviour that supports the values at all levels of the business.
- Continually monitor Employee Engagement through use of regular two-way feedback loops
- Proactively drive the culture of Fighting Chance as it grows into new locations. Help businesses develop mechanisms that engage and connect people with the FC values & vision
- Lead Internal comms, working closely with the business leads and the comms team. Responsible for all People & Culture elements of the Company Intranet, including the Manager tool-kit the Employee tool-kit
- Support the shared vision, help leaders of business to work effectively beside and with each other

People & Culture Team, Administration, Risk, Compliance and Reporting

- Lead the People & Culture team, being responsible for the outputs, growth and development of each of the team members
- Oversight of the implementation and application of any HR or learning based technologies
- Manage FC Immigration Department Account, and all matters related to employee sponsorship, visas, and right to work in Australia
- Work within the Fighting Chance Risk Management framework to effectively manage risks, feed into Quarterly Risk Reporting, and sit on the WHS Committee.
- Ensure that all work is conducted within the bounds of the National Disability Insurance Scheme Act (2013) and the NDIS Quality and Safeguards Commission standards, the National Privacy Principles and legislation, and any other relevant compliance
- Management reporting to the CEO, including Board Reporting as requested

Values and Behaviour

- Role model to a high standard the policies and procedures, values and leadership standards of Fighting Chance - build a 'yes'-based culture and a strong positive energy about Fighting Chance and other recommended, reputable service providers
- Actively support Fighting Chance's commitment to the principles of diversity, inclusion and EEO
- Constructively contribute and collaborate with all colleagues
- Actively demonstrate the organisational values:

- Our community is built on inclusiveness, equality and empowerment.
- We approach everything we do with innovation and dynamism.
- Our social enterprises will always be responsive, sustainable and excellent.
- Our work will make a contribution and have impact.
- Deliver high quality work that supports our operating environment
- Demonstrate compliance with all legislation and policies and procedures

Health, Safety & Wellbeing

- Adhere to all health and safety policies and procedures of Fighting Chance and take all reasonable care that your actions or omissions do not impact on the health and safety of others.

Core Competencies

Qualifications and Experience	<ul style="list-style-type: none"> • A relevant qualification and/or 8+ years experience in an HR role, leadership experience preferable • Member of the Australian HR Institute desirable • Experience in N4P or NGO sectors desirable • Intermediate skills in all software platforms of MS Office Suite, Gmail and Google drive functions • Previous experience administering a HRIS, LMS, or other HR databases • Experience in interpreting and implementing written policy and procedures • Prior experience interpreting and working with Enterprise Agreements or Awards
Skills and attributes	<ul style="list-style-type: none"> • Well-developed communication and interpersonal skills including the ability to work and communicate effectively with stakeholders at all levels of the organisation including peers, employees, external organisations, contractors and suppliers. • Creative approach to problem solving • Demonstrated ability to think strategically and support a growing business • Demonstrated ability to maintain confidentiality and adhere to the highest ethical standards • Outstanding organisational skills and ability to work in a highly dynamic environment with competing priorities • Demonstrated ability to influence, negotiate and mediate in a professional setting. • A passion for (and/or experience with) working with people with disability • A proactive work ethic and willingness to jump in, collaborate, and get any job done • Ability to work autonomously and self-motivate
Other	Required to: <ul style="list-style-type: none"> • Possess the right to work in Australia • Possess a current unrestricted NSW driver's license; and • Travel frequently in Sydney, with willingness and ability to use own car for work purposes • Possess or be willing to obtain a current satisfactory National Police Clearance Certificate and working with children check • Be available and willing to work on weekends and evenings on occasion

This job description defines the broad responsibilities of this position which may change based on organisational need.