

## JOB ADVERTISEMENT HEAD OF PEOPLE & CULTURE



**Employment Type:** Full Time

Contract role to 31 December 2022 (possibility of extension, aligned to funding)

**Location:** National/Remote

*We have offices located in Melbourne and Perth. If you are not located near our offices, there is the flexibility to work remotely from your home office.*

Teach For Australia would like to acknowledge the many Traditional Custodians of the lands throughout Australia. We pay our respects to their Elders past, present and emerging, for they hold the memories, the traditions, the culture and hopes of Australia's first peoples.

- Passionate and ambitious team working to **close the education gap**
- **Flexible work practices**, including the option to work from home
- Allowance and time off work for **professional development**
- Join us in our commitment and vision for [Reconciliation](#), in a space where we learn and grow together

### About the Position

This is a true HR generalist role, covering all human resource management components. TFA's headcount is relatively small (~80), and this role straddles both strategic and operational activity. As the People & Culture functional lead this role works closely with the Executive Leadership Team to design HR strategy that aligns to achieving organisational goals, and through business partnering, works closely with People Managers in the delivery of HR strategy.

Being a true generalist role we don't expect you to be an expert across all aspects of HR. While we are seeking the right person to hit the ground running, we will invest in you (and your teams) development growth and enable you to identify and source additional expertise when required.

### About Teach For Australia

Our vision is an Australia where education gives every child, regardless of background, greater choice for their future. The mission is to grow a community of leaders committed to equity for children and young people, by recruiting and developing exceptional people to teach and lead across Australian schools. Teach For Australia (TFA) are dedicated to ensuring that all children can achieve their potential, no matter what their postcode is. You can learn more about what we do, [here](#).

### About You

- **A highly experienced HR professional** – you're pragmatic, solutions focused, and bring a wealth of generalist experience and technical knowledge.
- **You're a people person** – you understand the importance of having and supporting the right people to be their best selves, in order to achieve our organisation goals, mission and vision.
- **You're able to quickly build trust and credibility** – having a natural ability to build relationships and influence others, you're not afraid to question the status quo or have difficult conversations.
- **You're comfortable working with ambiguity**, and in fast-paced, ambitious environments
- Demonstrated **commitment to our vision** and [Core Values](#)

**Teach For Australia welcomes applicants of all backgrounds to apply.**

### How to Apply

1. **Apply here, by 11:59pm on Sunday 31 January 2021, and**
2. Email your CV to [jobs@teachforaustralia.org](mailto:jobs@teachforaustralia.org), with the subject line 'Application: Head of People & Culture' (ensure your CV is clearly labelled with your full name).

All enquiries can be directed to [jobs@teachforaustralia.org](mailto:jobs@teachforaustralia.org). Please note that shortlisting will occur on a rolling basis. Please note that you must have the appropriate right to work in Australia in order to be eligible for this role. Successful candidates will be required to undertake a National Police Clearance, and obtain a valid Working With Children Check.

## JOB DESCRIPTION

<b>Role Title:</b>	Head of People & Culture		
<b>Function:</b>	People & Culture	<b>Financial</b>	~\$300k
<b>Reports To:</b>	General Manager	<b>Accountability:</b>	
		<b>People</b>	2 first level (direct)
		<b>Management:</b>	0 second level (indirect)

### Role Purpose

Operating with both breadth and depth, as the functional lead for People & Culture strategically partner with TFA's Executive Leadership Team to design and deliver people and culture practices to achieve organisational goals.

### Qualifications and Experience

#### Essential

- Significant experience in relevant human resource roles
- Experience in managing a human resource function
- Extensive generalist human resource management experience including, but not limited to; talent acquisition, remuneration & reward, performance management, employee relations, talent development, workforce planning and health safety and wellbeing
- At least a vocational qualification in Human Resource Management

#### Desirable

- Experience as a people manager
- Certified HR Practitioner status through AHRI
- Membership with Australian Human Resources Institute (AHRI), and actively undertaking professional development opportunities

### Skills, Attributes and Knowledge

#### Essential

- Capable and comfortable working at strategic and operational levels with ability to identify when additional external expertise is required
- Understand the importance of and ensuring that all people and culture initiatives directly speak to, and support achievement of the organisations strategic goals
- Strong ability to translate conceptual information into operational plans, including ability to think laterally and creatively to solve problems
- Strong leadership orientation - proactive, self-starting, takes initiative and is a team player
- Strong influencing, relationship management and communication skills, particularly with senior stakeholders
- Strong outcome orientation, notably the ability to independently set and deliver quality outcomes
- Demonstrated continuous improvement and learning orientation mindset
- High level of diplomacy, professional integrity, ethics and discretion with a strong ability to remove your personal lens when assessing an organisational situation
- Highly developed emotional intelligence, approachable and empathetic
- Excellent project, change management and organisational skills
- Sound judgement, particularly in respect of impact of change on people

#### Desirable

- Knowledge of Modern Awards, specifically the Social, Community, Home Care and Disability Industry Services Award (SCHADS)

## Key Accountabilities

### Function Management

- Lead the People & Culture function, setting P&C functional goals, work plans and budget
- Prioritise the delivery of value-add People & Culture solutions which aid achievement of the organisations strategy, which includes designing, continually improving and delivering broad human resource solutions, including but not limited to:
  - **Performance:** performance management (Individual Performance & Development - IDP); continuous feedback; performance reviews
  - **Talent Management and Development:** identification of critical roles, high performers and succession planning; organisational approach to talent development, including our competency model; capability planning; and holistic talent development proposition, ensuring our approach underpins the delivery of organisational strategy, goals and organisational development ambitions
  - **Talent Acquisition, Employer Brand/EVP, Induction:** talent acquisition strategy, policy and practice; employer brand and EVP proposition; on boarding and induction program
  - **Employment Relations, Compliance and Policies:** keep abreast of employment laws and ensure compliance with employment conditions, policies and practices; annual reporting to the Workplace Gender Equality Agency and other statutory bodies; ensure organisational people-related policies are in place and reflect our values, culture and legislative requirements
  - **Culture, Values, Engagement and Diversity and Inclusion:** contribute to desired organisational culture through accountability frameworks and coaching; lead employee engagement practices including the execution of engagement surveys; provide relevant, timely and high-quality internal communications to the organisation on people-related matters;
  - **Remuneration & Reward:** organisational remuneration and reward strategy; execute annual remuneration review; undertake annual market benchmarking
  - **Reconciliation:** as a key stakeholder, ensure P&C play a key role in the organisation's Reconciliation journey
  - **Organisation Design and Workforce Planning:** design the organisational approach to organisation design; lead annual strategic workforce planning which includes multi-year workforce plans
  - **Health, Safety and Wellbeing:** implement and maintain relevant HSW programs; oversight of health, safety and wellbeing committee; undertake incident management and reporting
  - **Employee Lifecycle Administration, HR Systems and Data:** oversight of transactional employee lifecycle activity; oversight of HR systems and data to ensure appropriate inputs are captured and provide an evidence base for data informed decision making

### Business Partnering

- Identify the internal and external stakeholders with whom you must collaborate to achieve your strategy, and anticipate their motivations, barriers, and competing needs and priorities to ensure shared goals are set, and can be met
- Partner with People Managers, and through coaching, support them to strengthen their individual capability in human resource management activity and achieve strong and consistent application of people-related practices across the organisation. HR Advisory includes, but is not limited to:
  - Everyday Performance Management, Recruitment, Performance Improvement, Capability Planning, Employee Engagement, Workforce Planning, Employee Relations and Health, Safety and Wellbeing.

## People Management

People Management is a fundamental role in leading people in our work, to achieve TFAs vision, and includes:

- Value and prioritise people management as a fundamental part of your role
- Continue to strengthen and build your people management mindset, leadership behaviour and technical capabilities to:
  - **Build** effective, efficient and sustainable collaborative teams
  - **Develop** self and team to enhance individual contribution
  - **Inspire** your team to foster a productive and collaborative culture
  - **Deliver** on your vision and support your team to deliver on TFA goals
- Internalise TFA's people management competencies and use them to craft or refine your approach to people management and development as a people manager
- Undertake talent management activity, including (but not limited to):
  - Everyday performance management
  - Talent development, career conversations
  - Provide timely feedback and course correct development, performance or behaviour

## Our Values

### Empowering Greatness

We see great possibilities and strive to bring them to life. We seek to lead by example and are agents for change in ourselves, in students and in our society. We create empowering learning environments that enable others to excel.

### Collaboration

We strive to build effective, professional relationships within and across sectors. We have a collaborative mindset that opens us to the opportunities and expertise available through partnerships. We work together - within the organisation, with Associates and with partners, to achieve the individual and systemic changes we seek.

### Innovation

We bring energy and creativity to everything we do. We are excited by new ideas and look for new ways to do things that will bring us closer to achieving our goals. We embrace the opportunity to operate outside our comfort zone as a chance to grow and innovate.

### Outcome Driven

We are inspired by ambitious goals and pursue them with determination. We use fact-based data to think critically about problems and solutions. We take personal responsibility for delivering meaningful, measurable impact within timeframes that are challenging and motivating.

### Humility and Learning

We respect and seek to learn from the communities we serve and the people with whom we work. We recognise the limits of our own experience, ask questions and seek diverse perspectives to inform our views. We work with curiosity and resourcefulness, engage in honest self-reflection and look for ways to continuously improve.

### Resilience

We are resilient when faced with obstacles and undaunted by the scale of the change we seek. We rise to the challenge and never forget why we do what we do.