



Strategic Human Resources Manager

EMPLOYMENT STATUSES

Status	Fulltime	Award	ACCHO
Hours per week	38 Hours per Week	Classification	Grade M
Length of Term	Ongoing	Salary	As per contract
Reports to	EDCS	Additional Benefits	Access to Salary Packaging
Secondary Report	CEO	PD Review Date	January 2021

ORGANISATIONAL CONTEXT



The Bendigo & District Aboriginal Cooperative (BDAC) is an ACCO (Aboriginal Community Controlled Organisation) registered as a member under the umbrella of VACCHO (Victorian Aboriginal Community Controlled Health Organisation) and represented nationally through NACCHO (National Aboriginal Community Controlled Health Organisation).

BDAC was founded to represent and provide services to the Dja Dja Wurrung community (Jaara people) and Aboriginal residents living in the Dja Dja Wurrung boundaries. BDAC has a responsibility to ensure growth of services, development of our Aboriginal community, better and improved health outcomes for our people, improved quality of life and be a lead agency in providing employment and career pathways for Aboriginal people.



LOCAL WORK ENVIRONMENT

Bendigo and District Aboriginal Co-operative provides a range of specialist services for clients based primarily in the Dja Dja Wurrung including Health and Wellbeing services, Family and Community Services and Corporate services.

POSITION OBJECTIVE

This role reports to the EDCS and is responsible for implementing HR programs that address and solve business problems and directly contribute to the long term objectives and strategy of BDAC.

The position is responsible for the delivery of all HR related functions including recruitment, performance management, training and capability development, employee relations, organisational design, policy and procedure development and advice, performance management, annual reviews, employee wellbeing, workers compensation and coaching of managers and leaders.

This role will also lead initiatives focused on improving staff capability and engagement, while positioning BDAC for future growth.

BDAC'S VISION AND CORE VALUES

"Empowered generations belonging to strong families, culture and community"



<u>LEAD</u>	We are committed to lead as an individual, team and organisation in order to achieve positive health and wellbeing outcomes for our community.
<u>OPENNESS</u>	We will be accountable and remain transparent in the delivery of our service to clients, visitors and staff.
<u>RESPECT</u>	We treat one another with honesty, integrity, respect and value everyone's opinion and feedback.
<u>EXCELLENCE</u>	We strive for excellence in our programs and services so that we can support positive health and wellbeing outcomes for our community.

KEY POSITION RESPONSIBILITIES

Primary Responsibilities	<ul style="list-style-type: none"> • Provide strategic advice to the BDAC leadership team to ensure it can achieve its strategic objectives through high performing teams. • This role will be responsible for all HR related functions including: <ul style="list-style-type: none"> - Recruitment - Capability development and training, including work experience and traineeship programs - Award and Legislation advice and interpretation - HR Policy and Procedure Development - Industrial Relations, including engaging with unions as required - Employee Relations, including terminations and disciplinary action - Annual and salary reviews - Responding to staff grievances and complaints, including conducting or coordinating internal investigations - Workers Compensation claims management - Performance Management - Compliance training - Providing guidance on payroll queries • Develop long term HR strategies with the executive management group in line with funding and BDAC's strategic plan and vision. Implement the strategy. • Represent BDAC and seek legal representation (where required) in relation to Fair Work Commission applications. • Undertake HR Projects and provide findings to executive management group • Provide advice, develop and implement a strategy to ensure BDAC's organisational design and workforce planning meet future needs. • Ensure any change management initiatives are implemented appropriately and in accordance with employment laws. • Undertake continuous improvement initiatives to: <ul style="list-style-type: none"> ○ Build leadership capability ○ Streamline HR processes ○ Improve frontline management capability to manage staff ○ Improve staff wellbeing and engagement ○ Improve recruitment and onboarding experience ○ Increase employment opportunities for the Dja Dja Wurrung community • Provide coaching and support to the Training Manager as they design, develop and implement cultural awareness training and staff training programs
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	<ul style="list-style-type: none"> Engage with external stakeholders to develop and maintain effective working relationships with educational institutions and job network agencies. Actively contribute to BDAC Leadership team meetings
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CORPORATE RESPONSIBILITIES

General Responsibilities	<ul style="list-style-type: none"> Role Model and abide by BDAC Values, Code of Conduct and Policy and Procedures; Participate actively in and facilitate supervision and professional development activities; Ensure that you participate in team meetings, staff meetings and other community activities as requested; Ensure that you adhere to legislative requirements; Ensure that you report any risks identified immediately to your line manager; Participate within the team to ensure performance against expectations including performance management and staff development, in accordance with BDAC's policies and procedures; Ensure that all staff are provided with and operate in a safe environment in accordance with BDAC'S OHS policies and procedures; Participate in Continuous Quality Improvement (CQI) activities.
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COMMITMENT TO SAFETY

<ul style="list-style-type: none"> All children have the right to be children and live free of abuse and neglect, so they can grow, learn and develop. Everyone within BDAC is responsible for ensuring a culture of child safety; preventing child abuse and abiding by the Child Safety Principles; BDAC is committed to the health and wellbeing of its employees and stakeholders; BDAC has a zero tolerance to all forms of violence.

KEY SELECTION CRITERIA

<ul style="list-style-type: none"> Demonstrated ability to effectively manage a broad range of Human Resource Management responsibilities in a community organisation Demonstrated ability to lead a high performing team Demonstrated experience in providing advice on payroll functions, awards, policies and employment conditions and legislation Experience in the development and implementation of employment contracts, HR policies and procedures. Well-developed computer skills including Microsoft word, excel and PowerPoint Excellent communication and interpersonal skills, including drafting documents Demonstrated ability to show initiative and manage time effectively to meet deadlines Conflict resolution skills and ability to influence stakeholders Demonstrated understanding, knowledge and commitment to Aboriginal health and culture (preferred)

Preferred / Desired Education, Training and/or Competencies

<ul style="list-style-type: none"> Degree qualified in Human Resources Management Experience in change management

CONDITIONS OF EMPLOYMENT

<ul style="list-style-type: none"> Must pass a Criminal Police Record Check; Must pass & provide copy of Working with Children's Check; Must hold current full Victorian Drivers Licence and provide a copy;



Position Description

- If the position is for a role specifically to provide disability services (or work that involves regular direct contact with or access to a person with a disability), BDAC will check the prospective employee against the Disability Worker Exclusion List.

EMPLOYEE STATEMENT

I have read, understood and accepted the above position description of the Strategic Human Resource Manager.

EMPLOYEE NAME:

SIGNATURE:

DATE:/...../.....