

**Why we are here**

To stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature.

[wwf.org.au](http://wwf.org.au)

# Job Description

**WWF-Australia**

ABN 57 001 594 074

<b>Department</b>	People and Culture
<b>Job matrix group</b>	WWF Corporate Professional
<b>Job matrix level</b>	8
<b>Job title</b>	People and Culture Senior Manager
<b>Reports to</b>	People and Culture Director
<b>Direct reports</b>	1
<b>Location</b>	Sydney Office
<b>Job type</b>	Full Time Ongoing Contract
<b>Hours per week</b>	38
<b>Approval</b>	People and Culture Director
<b>Approval date</b>	11/08/2016
<b>Organisational context</b>	<p>For over 50 years WWF has been a leading voice for nature. We are the world's largest conservation organisation, working in 100 countries and with over 5 million supporters. WWF-Australia is the 7th largest member of the WWF Network. We work with governments, businesses and communities on environmental issues with a single mission: to build a world where people live and prosper in harmony with nature. We have our foundation in science and we work towards a sustainable planet, striving to conserve biodiversity in Australia and throughout the Oceania region. Behind the scenes of our on-ground conservation projects are teams of scientists, policy and communications experts, lawyers and other specialists, all supported by our regional and national staff members. WWF-Australia does not engage in activities that support political parties, seek to persuade members of the public to vote for or against particular candidates or parties in an election, participate in party political demonstrations, or distribute material designed to underpin a party political campaign.</p>
<b>Department context</b>	<p>WWF-Australia's strategy requires all staff to support the delivery of our conservation objectives across the following strategic priorities: Conserve Nature with Equity, Return the Climate to a Stable State, Support Planet Friendly Food, Save Threatened Species, Protect our Marine Life and Engage Millions as Active Stewards and Investors of Nature.</p> <p>The People &amp; Culture department develops and implements leading edge HR strategies to ensure WWF has the people, competencies, culture and structure to deliver WWF-Australia's strategic plan and objectives. The People &amp; Culture department develops, implements and evaluates programs and policy across a range of functions including strategic human resource management, organisation development, employee relations, wellbeing, diversity and inclusion, workforce planning and talent management, remuneration &amp; benefits, and workplace health and safety.</p>
<b>Purpose of job</b>	<p>The People and Culture Senior Manager contributes to the strategic planning, implementation, delivery and evaluation of WWF-Australia's People and Culture strategy with a particular focus on HR Management Systems (HRIS), metrics and reporting, Workplace Health &amp; Safety (WH&amp;S), Workforce Planning, Remuneration and Benefits, Diversity and Inclusion, and recruitment. The position contributes to a range of people</p>



initiatives and projects to ensure WWF is a great place to work and can attract and retain the best talent to deliver its ambitious conservation goals.

**Key accountabilities**

- Manages WWF's Human Resource Information Systems (HRIS), upgrades, testing and training to ensure high quality functionality and reporting across the full range of HR services, governance and compliance;
- Manages a range of excel databases, systems, and metrics and ensures processes are in place for the ongoing knowledge capture and transfer;
- Analyses data and develops reports for a range of internal and external stakeholders;
- Manages and reviews the WH&S Management System, coordinates the National H&S Committee, and undertakes related analysis and reporting;
- Supports the Director in quarterly workforce planning, and maintains organisational structures and reporting;
- Contributes to the People & Culture strategic and business plans, and Annual Report;
- Manages WWF's remuneration and benefits strategy, including salary benchmarking, job analysis and reporting, and works with the Director on the annual salary review process;
- Develops and manages WWF's Diversity Equity and Inclusion strategy, policy and initiatives in consultation with the Director and others, to ensure WWF's meets its compliance requirements and achieves best practice;
- Oversees monthly payroll for submission to Finance and participates in audit processes when required;
- Works with People Managers on all employee lifecycle issues including job analysis, attraction, selection/hiring of staff, onboarding, secondments, and separation of staff;
- Undertakes HR/IR compliance including policy development, legislative reviews, employment contracts including international relocations, and government reporting;
- Provides back up support to the People & Culture team during absences or peak activity periods;
- Participates in organisation-wide initiatives on ad hoc projects.

**Job level responsibilities**

- Contributes to strategic and/or operational planning, systems, processes, delivery and reporting
- Complies with legislation, standards, policies and practices, particularly Advocacy with Excellence, Information Security, health and safety, child protection, security, sustainability, and equal employment opportunity.
- Aligns own work with WWF's mission, Guiding Principles, Brand and I-CCaRe Values – Integrity, Collaboration, Courage and Respect
- Seeks approval from the CEO for international travel.
- Performs budget administration, risk and quality management, and reporting
- Supervises staff/volunteers/interns ensuring aligned performance, motivation and recognition.
- Represents WWF as a functional expert or authority within discipline, as a spokesperson and presents to groups.

**Relationships & communications**

Team-working is WWF's preferred way of working requiring positive and constructive relationships across the organisation. Key relationships include:

- Leadership and people managers to ensure best practice people management;
- Finance department on payroll, audit, and Network reporting;
- A range of internal and external stakeholders on Diversity, Equity and Inclusion;



- A range of external organisations on recruitment, immigration, remuneration benchmarking, Work Health & Safety, training providers, and relevant agencies including peak bodies and government agencies.
- WWF-Network staff on people matters.

### **Job Challenges**

- The geographically dispersed nature of WWF staff nationally and internationally requires an understanding of, and ability to research and apply legislation in a number of jurisdictions;
- Balancing competing deadlines while providing a high degree of accuracy requires strong attention to detail, time management skills and resolution to drive a project to completion;
- Maintaining positive relationships with staff to gain their respect, commitment and engagement is critical given the influencing nature of this position;
- Maintaining a strong customer orientation in a fast paced environment requires advanced people and communication skills.

### **Essential selection criteria**

- Demonstrated knowledge and experience of strategic HRM and ability to develop and deliver strategies and plans.
- Demonstrated experience in configuring and managing a Human Resource Information System and HR SaaS platforms, including developing systems and workflows to create efficiencies, and ability to provide user training and support.
- Demonstrated knowledge of, and experience with, WH&S and Worker's Compensation legislation.
- Demonstrated strong analysis and numeracy skills with experience in organisational metrics and in payroll, remuneration and benchmarking.
- Methodical and structured with excellent attention to detail.
- Demonstrated excellent verbal, written and listening communication skills, with a proven ability to create high quality reports.
- Demonstrated significant experience delivering HR generalist and recruitment services at the managerial level, including international recruitment, relocation and onboarding.
- Demonstrated excellent interpersonal skills and strong customer service ethic.
- Demonstrated flexible attitude and the ability to work both autonomously and as a member of a high volume team.
- A proven track record working with discretion/confidentiality.
- A proven track record and ability to deliver to deadlines.
- Demonstrated ability to drive change initiatives and a commitment to continuous improvement.
- Effective influencing skills including the demonstrated ability to build positive relationships internally and externally.
- Advanced project management skills including experience managing several projects simultaneously and delivering quality results within agreed timeframes.
- Advanced IT competence including advanced Microsoft Office.

### **Desirable selection criteria**

- Interest in the environmental conservation and sustainable development.
- An understanding of, and support for, workplace sustainability principles.
- Experience in managing people.
- Experience developing Diversity and Inclusion strategies and policies.
- Experience developing Organisation Development strategies.
- Ability to travel interstate for short periods.

**Credentials**

- Advanced tertiary qualifications in HR, OD and/or business and/or equivalent relevant experience.
- HSR certification or willingness to obtain one.
- Return to Work certification or willingness to obtain one.
- First Aid or willingness to obtain one.

**Job requirements**

- Employment background checks.
- Interstate travel infrequently and with advance notice.

**How to apply**

Applicants can apply via [http://www.wwf.org.au/about\\_us/work\\_with\\_wwf/](http://www.wwf.org.au/about_us/work_with_wwf/). Only those applicants applying online via the eRecruitment System will be considered.

Please include the following two attachments: (1) a cover letter/statements against the selection criteria and (2) your resume (CV), including two referees.