

## People & Development Manager

### The Position

The People & Development Manager works with the Culture & Development Manager as a collaborative management team responsible for the full range of generalist HR functions, and is responsible for the development and delivery of strategic HR initiatives for The Wilderness Society (TWS) Ltd.

The People & Development Collaborative Team objectives are to develop, support and shape a positive and supportive culture that drives performance initiatives and innovation by supporting talent, engagement and the employee experience.

The People & Development Manager is responsible for end to end management of the employee life cycle including leading the best practice recruitment and induction for the organisation, ensuring that TWS continues to attract and employ talented and committed individuals.

<b>Employer</b>	The Wilderness Society Ltd	<b>Hours</b>	Full Time - 37.5hrs (Flexible to 30 hours)
<b>Location</b>	Flexible location (We have offices in state capital plus Newcastle)	<b>Level</b>	5
<b>Tenure</b>	Permanent	<b>Reports to</b>	CFO

### Key Responsibilities

#### People & Development Strategy, Coaching & Advice

- Work with the Culture & Development Manager in the development and implementation of Human Resources strategy and initiatives, working collaboratively with key stakeholders to achieve overall organisational strategic goals.
- Hold the expertise and understanding of relevant legislation, policies and contemporary developments in Human Resources.
- Develop, implement and support contemporary best practice people management policies, procedures and practices.
- Acts as a coach and trusted advisor to staff, managers and the Leadership Team to constructively support leadership capabilities and a positive workplace culture.

#### Recruitment and Employee Life cycle

- Leads on end to end management of employee life cycle including recruitment processes, onboarding processes, performance conversations and exit processes.
- Responsible for managing recruitment through reviewing position descriptions, writing job advertisements, shortlisting, interviewing and managing contracts.
- Provides management with advice on talent attraction, and skills requirements.
- Responsible for development and management of internship program.

- Leads and facilitates annual performance conversations between managers and staff
- Drive HR analysis, workforce reporting and process administration

### **Culture & Diversity**

- Works with Culture & Development Manager to develop and implement initiatives to strengthen workplace culture
  - Proactively lead and maintain an organisational culture of trust and transparency within TWS
  - Demonstrate and reinforce values and behaviours that inspire commitment and action for shared strategic objectives.
- Supports the Culture & Development Manager in delivering on the organisation's commitment to employee, volunteer and external stakeholders diversity and inclusion of First Nations peoples, gender, age and cultural diversity

### **Workplace Health Safety and Wellbeing**

- Works with the Culture & Development Manager to drive the WHSW management program in TWS Ltd and offer guidance across the federation (shared responsibility with P&D Manager).
  - Shared responsibility for leading the development and review of WHSW policies and practices, promoting a positive safety culture by contributing to health and safety consultation and communication, undertaking the function as required and ensuring all safety issues are reported and addressed as they arise.
  - Shared responsibility for ongoing wellbeing activities and identifying and implementing health and wellbeing initiatives.
  - Share responsibility for workplace investigation and grievance resolution processes

### **Learning, Development and Improvement**

- Works to support the Culture & Development Manager in delivering development and training to the organisation.
- Proactively reviews current Human Resources practices to determine where information gaps or emerging learning needs may be present.
- Conduct HR research and analysis to deliver projects and business cases that support the organisation's strategy.

### **Other**

- Maintain data integrity by regularly updating and analysing HR Information systems and ensuring confidential information sharing processes and practices are applied
- Work collaboratively with the Development & Culture Manager to develop and manage the People & Development departmental budget
- Facilitate and support enterprise agreement process every 3 - 5 years
- Depending on location some office management duties may be included in this role
- Undertake relevant training and professional development
- Encourage feedback and contributions for continuous improvement
- Other duties as delegated

## Knowledge and Skills

**Essential**

- Completed tertiary qualifications in Human Resources, Psychology, IR
- 4+ years experience in a similar role.
- Demonstrated ability to prioritise, problem solve and take responsible initiative.
- Strong written and oral communication skills will demonstrate confidence to manage correspondence to a diverse range of stakeholders.
- Interpersonal skills that demonstrate an ability to build, develop and maintain positive reciprocally beneficial relationships.
- Demonstrated ability to maintain confidentiality and adhere to the highest ethical standards.
- Intermediate skills in all software platforms of MS Office Suite, Gmail and Google drive functions. Ability to learn new systems.

#### Desirable

- A proven commitment to and understanding of the not-for-profit sector
- Experience working with collaborative processes and consulting with stakeholders across different entities

### Managing for Performance Process

Formal	Informal and Ongoing
<ul style="list-style-type: none"> <li>● Induction (4 weeks)</li> <li>● Probation (3/6 Months)</li> <li>● Performance Conversation (1 annually)</li> </ul>	<ul style="list-style-type: none"> <li>● Team Meetings (weekly or fortnightly)</li> <li>● Manager &amp; Employee One on One's (weekly, fortnightly or monthly)</li> </ul>