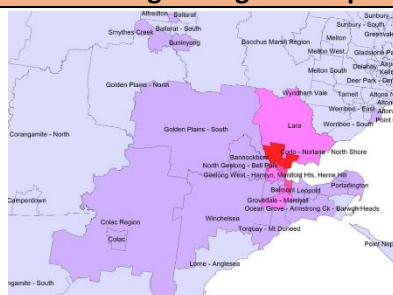


# Wathaurong Position Description



<b>Position Title</b>	Manager People and Performance
<b>Location</b>	62 Morgan Street, North Geelong
<b>Unit</b>	Corporate Services
<b>Contract</b>	Full-time
<b>Award</b>	MA000115, Aboriginal Community Controlled Health Services Award 2020
<b>Reports to</b>	Systems Transformation Manager
<b>Direct Reports</b>	Human Resource Business Partners, Payroll and HR Officer

## Wathaurong Aboriginal Cooperative Limited



The name Wathaurong (Wadda-Wurrung) is a recognised Tribe (community which consists of some 25 Clans) that form part of the Kulin Nation of Aboriginal people. The Traditional boundaries of the Wathaurong people span the coastline from the Werribee River to Lorne peninsula and traverse inland to a north direction towards Ballarat. Wathaurong services Aboriginal Communities living on Wadda-Wurrung, Gulidjan and Gadubanud Countries.

Wathaurong was formed by community in 1978 as a place of common ground where Aboriginal people could be together and share in a sense of community with formal registration in 1980 to support the social, economic, and cultural development of Aboriginal people, particularly within the Geelong and surrounding areas. Wathaurong Aboriginal Cooperative Limited is an Aboriginal Community Controlled Organisation governed by an Aboriginal Board who are elected through the Annual General Meeting process annually, with their Chief Executive Officer to operationalize the strategic directives of the Board.

(Pictured - Wathaurong Service catchment area)

## Purpose of the Role

The Manager, People and Performance is a key senior leadership role for Wathaurong Aboriginal Cooperative. This role calls for an innovative HR professional experienced in working with Aboriginal Community Controlled Organisations (ACCO) to lead a team responsible for the provision of culturally centred operational and strategic human resource functions for Wathaurong. This includes leadership and management of culturally centred industrial and employee relations, injury management, recruitment, learning and development, workforce planning, analytics, and reporting aligned with the ACCO context.

The position leads and manages the delivery of an effective HR service, providing support to managers and teams with timely and appropriate HR and employee relations advice. The role will lead the development and implementation of an HR Strategy and Operational Plan to ensure strategic goals are met and Wathaurong is the employee of choice for our community members. This role will also undertake relevant projects and the management of all HR policies and procedures with a view to continuous improvement, a sustainable organisation, and a strong and positive workplace culture.

# Wathaurong Position Description



Key Result Area	Key Responsibilities
Primary Responsibilities	<ul style="list-style-type: none"> <li>• Reporting to the Systems Transformation Manager and working closely with the Executive Team, provide high level authoritative advice on culturally centred strategic, and operational human resource management strategy to support and build the capability and workplace culture of Wathaurong.</li> <li>• Provide a professional initial point of contact, and advisory function, for managers and staff in relation to a broad range of general industrial and employee relations issues of an often complex and sensitive nature.</li> <li>• Ensure all HR related policies, procedures and systems are culturally centred, well established and aligned with Strategic Plans, and relevant application of relevant Awards and legislation.</li> <li>• Identify and manage complex risks and issues associated with the HR function; including management of all operational employee relations matters through helpful, prompt, and clear communication between all parties, and taking proactive action where necessary.</li> <li>• Provide leadership to support Wathaurong managers with a focus on building high performing teams and fostering a positive workplace culture.</li> <li>• Manage the provision of timely and expert WorkCover and Injury Management advice, administration, and coordination, including Return to Work activities.</li> <li>• Provide workforce reporting and analytics with recommendations and action plans to support the current and future capability requirements of Wathaurong.</li> <li>• Action and finalise the recommendations of 2020 Human Resources review.</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>• Work as a member of the Executive Team and contribute to the development of a positive and high performing team culture.</li> <li>• Lead a small high performing team in the effective delivery of HR services, information, and provision of advice to support organisational objectives. These include culturally centred recruitment, learning and development, health and wellbeing, industrial and employee relations.</li> <li>• Provide advice and support to the Executive Team, managers and staff related to change management, complex staff performance issues, interpretation of policy and award matters.</li> <li>• Lead and/or support change projects within the appropriate industrial framework including engaging stakeholders, working with leaders and managers ensuring staff and unions are consulted as required.</li> <li>• Plan and Implement HR initiatives to support Wathaurong to be our communities' employee of choice by building leadership capability, improving staff performance, and strengthening organisational sustainability.</li> <li>• Lead the development and implementation of a HR Strategy and annual operational plan.</li> <li>• Support from a HR perspective, projects or initiatives related to Wathaurong.</li> </ul>

# Wathaurong Position Description



Key Result Area	Key Responsibilities
	<ul style="list-style-type: none"> <li>• Build and maintain effective working relationships with internal and external key stakeholders.</li> </ul>
<b>Administration &amp; Compliance</b>	<ul style="list-style-type: none"> <li>• Provide advice and support to managers to build HR capability, understanding, and to enhance and improve management of teams in line with agreed values and capabilities.</li> <li>• Providing advice and recommendations around employee relations, Modern Awards, and enterprise agreements and/or requirements surrounding Fair Work, to minimise risks and ensuring regulatory compliance.</li> <li>• Ensure organisational compliance with all relevant HR policy and Occupational, Health &amp; Safety legislative requirements.</li> <li>• Identify risk issues and report them to the Systems Transformation Manager in a timely manner.</li> <li>• Preparation of a range of documentation, correspondence, briefs, policies, procedures, guidelines, referral notes, reports, presentations, and other materials to support workforce management.</li> <li>• Provide and produce statistical data and reports on workforce related matters as required.</li> <li>• Develop and review strategies and processes to create continual improvement in the provision of human resource management across the organisation.</li> <li>• Develop and maintain all HR policies and procedures to ensure compliance with legislation and relevant standards.</li> <li>• Maintain knowledge of industry trends, federal and state and employment legislation to ensure compliance</li> <li>• Monitor and comply with applicable state and commonwealth legislative requirements and ensuring appropriate strategies, record keeping and administration.</li> <li>• Manage and provide advice related to employee relations matters including disciplinary processes, bullying, equal opportunity, grievances and complaints and terminations.</li> <li>• Support the Board and Executive Team in the execution of their responsibilities through the provision of relevant HR data, information, and advice.</li> <li>• Prepare regular HR reports according to the agreed Board reporting calendar.</li> <li>• Attend Board meetings where required, to provide updates on strategic people issues, including culture, engagement, and workforce planning.</li> </ul>
<b>Strategy &amp; Planning</b>	<ul style="list-style-type: none"> <li>• In collaboration with the Executive Team, develop a 3-year Strategic HR Plan to position Wathaurong as the employee of choice for our communities.</li> <li>• Overseeing the current and future people and workplace culture needs of the organisation.</li> <li>• Undertake regular workforce planning activities to project and plan for, recruitment challenges and future workforce capabilities.</li> <li>• Providing recommendations to the leadership team regarding sourcing strategies and workforce planning needs.</li> </ul>



# Wathaurong Position Description



Key Result Area	Key Responsibilities
	<ul style="list-style-type: none"> <li>• Ensure HR systems and technology are fit for purpose and can support a strategic HR function.</li> <li>• Manage and/or support HR projects in line with HR strategy.</li> </ul>
<b>Recruitment &amp; Retention</b>	<ul style="list-style-type: none"> <li>• Oversee, effective end-to-end recruitment processes including revision of job descriptions, advertising, candidate application management, tracking, selection, on boarding and induction programs for staff, volunteers, and students.</li> <li>• Implement a range of appropriate and cost-effective recruitment advertising activities to attract suitable candidates.</li> <li>• Coordinate compliance documentation of employees, students &amp; volunteers including credentialing, and screening checks.</li> <li>• Actively engage in ongoing networking with the Wathaurong Community, RTO's, TAFE, and Universities in order to attract quality job applicants.</li> <li>• Lead the on-boarding and induction process for new starters and monitor probationary periods.</li> <li>• Develop and implement a recruitment and retention strategy for Wathaurong to support the 3-year strategic plan.</li> </ul>
<b>Organisational Development</b>	<ul style="list-style-type: none"> <li>• Creating and implement a Learning and Development framework to ensure continual professional development.</li> <li>• Support leadership development and succession planning initiatives.</li> <li>• Support the Executive Team and managers to build a positive and respectful workplace culture that reflects the organisations values and commitment to Community.</li> <li>• Contribute to the development and implementation of an annual Training Calendar to be included in Internal Professional Development in areas related to compliance, Performance Development Plans, leadership development and induction, recruitment, and other relevant HR systems</li> <li>• Support the development and analysis of regular and pulse staff surveys.</li> </ul>
<b>Performance &amp; Reward</b>	<ul style="list-style-type: none"> <li>• Develop and implement an effective performance management approach to delegate responsibility and drive accountability through the organisation.</li> <li>• Develop a reward and recognition framework that provides equal opportunity for all employees recognising individual contributions.</li> <li>• Develop creative and meaningful strategies to recognise and reward the work of employees and volunteers, conduct regular remuneration reviews to ensure key positions carry market rate salaries.</li> <li>• Coaching and supporting managers and employees on all areas of performance management, performance development, recruitment and retention, engagement, position description development, workforce planning and succession planning.</li> <li>• Handle disputes, and investigations, discipline, and termination of employees.</li> <li>• Develop wellbeing, health and support policies and programs to manage staff burnout and improve retention.</li> </ul>

# Wathaurong Position Description



Key Result Area	Key Responsibilities
	<ul style="list-style-type: none"> <li>Oversight of payroll, timesheets, and rostering to ensure compliance with appropriate legislation.</li> </ul>

Selection Criteria
<b>Essential</b> <ul style="list-style-type: none"> <li>Knowledge of safe and appropriate culturally centred practices for Aboriginal and/or Torres Strait Islander focused services, including employment of Aboriginal and/or Torres Strait Islander people.</li> <li>Demonstrated understanding of social, physical, economical, and cultural strengths and challenges affecting Aboriginal communities and their ability to access adequate and quality services.</li> <li>A relevant tertiary qualification and membership of the Australian Human Resources Institute would be well regarded.</li> <li>Demonstrated experience in, and knowledge of, the development, implementation and management of Human Resource Management strategy, policy, governance, and risk management frameworks, preferably gained in a public/community sector environment including demonstrated knowledge of contemporary HRM practices.</li> <li>High-level capability in the provision of technical HR/IR expertise, and in leading and motivating a team of professionals, including setting team objectives, assigning team priorities, managing performance standards for individuals, and creating a positive workplace culture.</li> <li>Excellent analytical and problem-solving skills and a record of achievement in generating practical and innovative solutions to support organisational objectives.</li> <li>Excellent interpersonal skills with the ability to develop and sustain strong business partnerships with internal and external stakeholders, with strong negotiation skills and the ability to gain cooperation and influence views.</li> <li>Highly developed written and verbal communication skills, including the preparation of HR reports and analytics.</li> <li>Demonstrated negotiation and problem-solving skills, including proven ability to negotiate a solution to a problem with multiple parties.</li> </ul> <b>Desirable</b> <ul style="list-style-type: none"> <li>Identify as Aboriginal and/or Torres Strait Islander.</li> <li>Demonstrated experience working with Aboriginal Community Controlled Organisations.</li> </ul>

Conditions of Employment
<ul style="list-style-type: none"> <li>Must pass a National Police Record Check.</li> <li>Must pass and hold a Working with Children's Check throughout the period of employment.</li> <li>Must hold current full Victorian Drivers Licence and provide a copy.</li> <li>If the position is for a role specifically providing services that are billable to NDIS, Wathaurong requires a valid and current NDIS Worker Screening Check clearance.</li> <li>Must provide evidence of COVID-19 vaccination or medical exemption.</li> <li>All Wathaurong positions are subject to funding.</li> <li>All Wathaurong staff are subject to an initial six-month probationary period.</li> <li>Other terms and conditions are in line with the relevant award and Wathaurong internal policies.</li> </ul>

Physical requirements & environmental conditions of the role
<p>The following table identifies the physical and psychological work environment characteristics that are inherent requirements of the role. Where possible, Wathaurong will make reasonable adjustments to enable individuals with disabilities to perform the essential functions of their roles.</p>

# Wathaurong Position Description



**A signed pre-existing condition declaration form is required to be completed prior to commencing in this role**

<b>Required activities / working environment</b>	<b>Frequency</b>
Computer based tasks, sedentary position, office based	Often
Repetitive manual tasks	Rarely
Driving, in & out of vehicles	Sometimes
Lifting/moving equipment	Rarely
Walking, climbing stairs, bending	Sometimes
Working alone or at a co-located site	Sometimes
Confrontational/confronting situations <i>(Due to the nature of our work, there may be times when staff are exposed to behaviour, language and/or situations that can be confronting)</i>	Sometimes
Working outside in differing weather conditions	Rarely
Attending external locations including client homes	Rarely

## Wathaurong's Commitment to Safety

Wathaurong is committed to providing a child safe environment. We have zero tolerance of any abuse or maltreatment of children. We are committed to ensuring children and young people can actively participate in decisions that affect their lives. All children have the right to be children and live free of abuse and neglect, so they can grow, learn, and develop. Everyone within Wathaurong is responsible for ensuring a culture of child safety, preventing child abuse, and abiding by the Child Safety Principles.

We understand our legal and moral obligations to treat any child safety concerns seriously. We report any allegations and wellbeing concerns to authorities.

Wathaurong is committed to the health and wellbeing of its employees and stakeholders and has a zero tolerance to all forms of violence.

## Application and Recruitment

Applications should consist of a current resume and a cover letter including responses to the Key Selection Criteria, submitted in Word or PDF format before the closing date.

Enquiries regarding the position should be directed to Mark Shaw, Acting Executive Manager, Corporate Services at 0412371722

Applications for this position will close on Friday the 5<sup>th</sup> of November 2021.

Shortlisted candidates will be invited to attend an interview.

## Behavioural Expectations:

**All employees with Leadership responsibility are required to:**

- Follow all specified Human Resource Policies & Procedures
- Manage employees in a consistent and transparent manner, setting clear targets & behavioural expectations

# Wathaurong Position Description



## Behavioural Expectations:

- Select the best candidate for the role, free from discrimination
- Conduct monthly supervision, One on One's for a minimum of 30 minutes
- Conduct formal performance appraisal with set KPI's and individual development plan by March each year and conduct a mid-year progress review in September
- Make decisions within your delegated authority and funding agreements
- Ensure all funding agreement reporting requirements are undertaken in a timely manner
- Effectively manage employee time & attendance and leave applications
- Consistently manage the performance of all team members to ensure equity in work allocation

## Key Performance Indicators:

- Operational procedures, workplans and practices are successfully implemented and managed to achieve internal and external Corporate Services Unit targets and outcomes.
- Deliverables are achieved and delivered within the approved budget.
- Role contributes to the safety and wellbeing of all employees and visitors to the Cooperative by reporting risks, hazards, and incidents and maintaining awareness of emergency procedures.
- Role ensures all staff have met reporting obligations of the funding agreements/activity statements listed above as well as any additional opened in period.
- Proactively manage all induction onboarding and cultural awareness training, conducted for new staff.
- Proactively ensure all performance reviews, probationary periods, fortnightly one on one's, fixed term contracts, staff grievances and performance issues are managed, mitigated, or resolved appropriately in a timely manner in accordance with HR policy and procedure (appropriate escalation point).
- Staff and self, receive consistent and adequate individual coaching and leadership to successfully lead their teams to meet cultural requirements, targets, objectives, and funding requirements.
- Conduct two reviews annually with to ensure all compliance and probity checks are valid.
- Role develops appropriate and meaningful partnerships with organisational and community stakeholders that align with strategic goals and objectives and support the achievement of service delivery and funding program targets.



# Wathaurong Position Description



## Position Description Acceptance

I \_\_\_\_\_ have read and, understood the above Position Description and agree to carry out the duties listed in my position description.

**SIGNED by the EMPLOYEE:**

...../...../2021

Signature:

Name:

**SIGNED by the MANAGER:**

...../...../2021

Signature:

Name:

Position: