

Position Description

Position Title	People and Culture Partner
Team	Human Resources
Reports to	CEO and Director of Operations
Direct Reports	TBC
Date effective	Nov 2021
Award	Not Applicable
Location	Youth Resource Centre, Richmond VIC

Organisational Context

Lighthouse Foundation support and care for some of Australia's most vulnerable young people, children and babies who typically come from backgrounds of long-term neglect and abuse. The young people in our care include teenagers, young parents, young women fleeing forced marriages and young people in foster care. Lighthouse provides these young people with a home, a sense of family and therapeutic care that's trauma informed and individually tailored to help them rebuild their lives.

Our model of care is based on 60 years of empirical research and considers not just a child's home environment but their need to form daily routines and meaningful relationships within a community. Each home is managed by experienced Carers with assistance from clinical professionals and dedicated volunteers. This forms a community of support around each young person, giving them the opportunity to confront their trauma and heal in a safe holding space.

Over the past 30 years, Lighthouse has successfully supported more than 1,000 young people to break the cycle of homelessness, move in to employment and educational opportunities and overcome their damaging life experiences.

Vision

A safe home and community for homeless kids to belong, heal and thrive.

Mission

We provide therapeutic homes and create a caring community for homeless kids and foster families. Through the Lighthouse Model of Care our kids receive a lifelong sense of belonging, the opportunity to heal and the capacity to thrive.

Our Values

Respect, Courage, Kindness, Thoughtful, Committed

Primary Purpose of the Position

The role is integral as we lead into a period of growth, and will be responsible for; recruitment, supporting induction, learning and development, OH&S, and providing effective advice and supporting quality services in relation to workforce planning, employee relations, performance management, remuneration, conflict resolution and emerging HR issues.

The role will assist in ensuring that the HR systems embed the Lighthouse culture and standards of care for our people in line with a quality improvement framework.

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Key Responsibilities

Role Specific Requirements	
Area of Responsibility	Activities <i>(performance measured against activities during reviews)</i>
Human Resources Management System	<ul style="list-style-type: none"> • Manage HRMS EnableHR. • Oversee the Administration and Management of EnableHR including but not limited to; compliance, Employee Files, Training management and OH&S reporting.
Training and Qualifications	<ul style="list-style-type: none"> • In collaboration with the Manager of the Lighthouse Institute, manage and administer the training and qualification requirements of all positions within the organisation.
Performance Management	<ul style="list-style-type: none"> • Leader Performance issues and disciplinary processes as necessary. • Lead Lighthouse's Performance Management Calendar. • Review and Update all Position Descriptions within Lighthouse. • Ensure all positions have relevant and measurable KRA's. • Assist in the Development of Performance improvement Plans • Assist in the development of Succession Plans.
Organisational Policy	<ul style="list-style-type: none"> • Review and update HR related Policies within the organisation. • Develop a strategy to ensure all policies are read and understood by all employees.
Organisational Planning /Change Management	<ul style="list-style-type: none"> • Develop an achievable HR Business Plan to support Lighthouse in its goal to Attract, Develop and Maintain high performing Employees. • In collaboration with Leadership team develop a suitable Employee Reward. • Support Senior Management in Planning and Executing Change within the organisation.
Employee/Industrial Relations	<ul style="list-style-type: none"> • Lead the interpretation and compliance with the SCHADS Award. • Provide Employee relations guidance and Support to Managers to ensure best practice.
Recruitment and Administration	<ul style="list-style-type: none"> • Ensure effective Interview Guides with weighted selection criteria to ensure the suitability of all candidates paid and voluntary staff. • Ensure good processes regarding shortlisting advertisement and interviewing of candidates. • Manage the pre-employment documentation off all new employees. • Ensure all employee checks and documents are up to date.
OH&S	<ul style="list-style-type: none"> • Hold Oversight and management of HR risk register • Lead organization OH&S Committee. • Act as Return to Work Coordinator for Lighthouse by ensuring the following; <ul style="list-style-type: none"> ➢ Assist injured workers to remain at or return or work while they



	<p>recover from a work-related injury</p> <ul style="list-style-type: none"> ➤ Plan the worker's return to work if they require time away from work to recover and make decisions to progress their return ➤ Consult with the injured worker, their treating health practitioner, occupational rehabilitation provider, WorkSafe Agent or worker's representative if they have one ➤ Monitor the progress of an injured worker's recovery ➤ Take steps to prevent a recurrence or aggravation of the injury ➤ Act as a point of contact for a WorkSafe return to work inspector <ul style="list-style-type: none"> • Help to resolve any issues or disputes related to return to work.
Relationship Management (Internal and External)	<ul style="list-style-type: none"> • The role will report to the Director of Operations and will collaborate with the CEO and Departmental Managers. • All staff and volunteers. • Remuneration Sub Committee as required. <p>External</p> <ul style="list-style-type: none"> • External HR Consultant. • WorkSafe and Workers' Compensation Insurer.
Legal & Regulatory Compliance	<p>Ensure the compliance with the following:</p> <ul style="list-style-type: none"> • Occupational Health and Safety Act 2004 • Fair Work Act 2009 • All other policies, procedures and legislation (State and Federal) relevant to Lighthouse Foundation and its work (refer to the Lighthouse Legislation and Regulation register).

Organisational Specific Requirements	
Organisational Participation	<ul style="list-style-type: none"> • Attend team meetings, group process, whole staff meetings and planning days • Contribute to the implementation of Lighthouse's strategic plan • Contribute to collaborative practice across the organisation
Professional Development	<ul style="list-style-type: none"> • Participate in regular supervision, professional development and review meetings • Attend regular reflective practice and trainings as required • Contribute to a culture that is reflective, inclusive and open
OH&S	<p>Exercise a duty of care to work safely, taking reasonable care to protect your own health and safety and that of others including following safe working procedures and instructions.</p>
Risk	<ul style="list-style-type: none"> • All Lighthouse staff are responsible for applying a continuous quality improvement approach to all tasks • Identify and communicate any risks

CQI	All Lighthouse staff are responsible for applying a continuous quality improvement approach to all tasks.
Commitment to Lighthouse Culture	Staff are expected to participate in the processes and practices that uphold the Lighthouse culture.
Commitment to Trauma Informed Practice	Staff are expected to: <ul style="list-style-type: none"> Engage in personal and professional development to integrate their understanding and response to people and systems that have been impacted by trauma Create or maintain a physical and emotional environment that promotes healing Engage in conflict resolution processes when required.

Performance Measurements

An annual work plan will be developed in line with the Position Description and Lighthouse Foundation's Annual Business Plan to measure performance.

Authorities – Financial and People

- Seek approval for all unbudgeted expenses
- Petty cash expenses up to \$100 without prior approval
- Authority to employ budgeted or replacement employees only
- All other authorities listed under the Lighthouse Delegation of Authority policy

Qualifications and Licences

- Tertiary Qualification in Human Resources Management
- Current driver's licence
- Valid first aid certificate (if necessary) (or willingness to obtain one)
- Criminal Records check
- Current Working with Children check

Key Selection Criteria

- 3 years' experience in a similar role
- Sound knowledge of employment legislation
- Ability to work both collaboratively within a team environment and autonomously
- Ability to identify areas for review and improvement
- Excellent written and verbal communication skills
- Ability to work within a team environment
- Commitment to and understanding of the vision and work of Lighthouse Foundation

Desirable

- HR Experience within a Not for Profit or similar Organisation

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Employment Conditions

- Full time
- Compliance with Lighthouse Foundation's Code of Conduct, including the Child Safe Code of Conduct, policies and procedures
- Lighthouse Foundation takes all reasonable steps to facilitate and maintain a safe environment for children, young people and all participants of our service. It is for this reason that Lighthouse requires all potential employees to undergo a psycho-social assessment prior to confirmation of employment
- Lighthouse Foundation promotes a smoke free workplace
- Terms and conditions of employment are outlined in employment contracts

Manager

Name:

Signature:

Date:

Performance review period:

Staff Member

Name:

Signature:

Date:

Next review date:

Note: The requirements and responsibilities contained in this job description do not create a contract of employment and are not meant to be all-inclusive. They may be changed by the role manager during employment on an as required basis. Any significant or material changes need to be discussed and agreed by incumbent and manager before inclusion.

The role description should be reviewed formally during the annual planning and performance assessment process.

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