



**Community
driven justice.**

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POSITION DESCRIPTION: People and Culture Manager

ORGANISATIONAL CONTEXT

Fitzroy Legal Service is dedicated to assisting the most marginalised members of the community with legal information, advice and representation, as well as championing law reform and conducting public interest litigation.

Fitzroy Legal Service provides legal services for communities who are disproportionately impacted by law and policy, and those who face systemic barriers to accessing justice due to poverty, race, discrimination and disability. We provide a dedicated statewide phone service for incarcerated peoples, and various multidisciplinary outreach programs reaching communities of colour, people experiencing homelessness, LGBTQ+ communities and people who use drugs.

Fitzroy Legal Service is an amalgamation of the Darebin Community Legal Centre and Fitzroy Legal Service which took effect on 1 February 2019. Our services are offered across the Cities of Darebin and Yarra, and the inner north of Melbourne.

Our Vision: A fairer Victorian community, where the legal and social systems support equality and justice for all.

Our goal of driving change is supported by four strategic pillars:

- Exceptional Programs & Services
- Strong & Independent Advocacy
- Financial Resilience & Sustainability
- Systems & Structures to Drive Change

Our Values: Integrity | Courage & Passion | Empowerment & Advocacy | Connected to Community

Further information about Fitzroy Legal Service (FLS) can be found on our website at www.fls.org.au.

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POSITION OUTLINE

Classification and conditions	<p>The terms and conditions of employment are set out in the <i>Community Legal Centres 2006-2009 Multiple Business Agreement (MBA)</i> and Fitzroy Legal Service policies.</p> <p>This position is classified at Level 7 of the Social, Community, Home Care and Disability Services (SCHCADS) Industry Award.</p> <p>All positions at FLS are subject to the continuation of external funding.</p> <p>The position is offered as a part time position (30 hours per week, neg) for an interim 18-month period.</p> <p>Generous salary packaging available, together with annual leave loading and bonus leave over Christmas to New Year.</p> <p>Employer funded superannuation is paid in accordance with the <i>Superannuation Guarantee (Administration) Act 1992</i> and is in addition to the salary offered.</p>
Hours of work	FLS aims to be a flexible employer and as such hours of work are negotiable.
Duration	18 months with a possibility of becoming ongoing.
Location	This position will be based at the Reservoir or Fitzroy office with work from home flexibility. The role may involve travel to the other office and offsite as required.
Responsible to	Chief Executive Officer
Direct Report/s	None.

How to apply	<p>Candidates are requested to email the following as <u>one</u> PDF document:</p> <ul style="list-style-type: none"> • A cover letter outlining your interest in applying and the key attributes you bring to the role (no more than 2 pages); and • A resume that includes details of education, work and volunteer experience.
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POSITION CONTEXT

This is a new position reporting to the CEO. The need for the position was identified through a recent review of FLS's organisational design. This review was undertaken to ensure that FLS is best placed to be sustainable, has a contemporary structure that aligns with its values, supports the wellbeing of its staff, and is best positioned to meet the needs of its community. Through the review a high-level staff wellbeing plan was developed with priority actions identified.

POSITION OBJECTIVE

The People and Culture Manager will play a pivotal role in shaping organisational culture and success through leading initiatives that build a diverse, inclusive, engaged and effective team, and a workplace where people thrive. The People and Culture Manager will broadly and particularly support managers, including the CEO, to be effective team leaders; implement and monitor the FLS staff wellbeing plan; evaluate and manage the organisation's human resource systems and processes; recommend and develop improvements to drive a positive culture and increased capacity to meet our organisation's goals.

KEY DUTIES AND RESPONSIBILITIES

Wellbeing, diversity and inclusion

- Champion diversity, inclusion, equity and belonging across FLS.
- Implement the FLS staff wellbeing plan.
- Monitor staff wellbeing, including through regular staff pulse checks and engagement surveys.
- Develop and lead a staff wellbeing working group.
- Foster a culture of employee engagement and open communication.

Learning and development

- Manage FLS's performance and development system to ensure staff are provided with tailored learning and development support.
- Ensuring that systems and processes are in place to meet the support, coaching and supervision needs of staff, including providing or procuring coaching and training for managers.

Occupational health and safety

- Oversee compliance with Victorian OH&S legislation, in collaboration with health and safety representatives and operations staff.

- Maintain OH&S related policies and procedures.
- Maintain FLS approach to safeguarding, ensuring systems and culture to protect people from exploitation, harm and abuse of all kinds.
- Return to Work coordinator if required.

Recruitment and onboarding

- Support managers with the implementation of recruitment and selection policies.
- Maintain FLS onboarding procedures to ensure new staff are set up to succeed.
- Oversee employee contracts and adherence to enterprise agreements.

Work design and workforce planning

- Advise the CEO and the leadership team on effective organisational structure and delegation.
- Oversee workforce planning processes including managing position descriptions and succession planning.
- Ensure award alignment, remuneration reviews and contracts align with the relevant award and minimum Fair Work Act requirements.
- Ensure appropriate systems and processes to manage all personnel functions, including leave policies, exit planning etc.

Organisational leadership and support

- Maintain and review all employment and human resource related policies and procedures as a member of the strategic leadership team, and work collaboratively with leaders across the organisation to support a culture that is collaborative, respectful and promotes wellbeing.
- Act as a consultant on team building, performance management, staff appraisals, grievances, disputes or disciplinary issues, and assist with the resolution of such issues as required.
- Provide advice on change management strategies.
- Manage relationships with key external bodies, including unions, WorkSafe, insurers, peak bodies etc.

General

- Support the achievement of the FLS Vision, Values and Strategy, and adhere to organisational policies and procedures.
- Attend internal staff and planning meetings, supervision and performance review processes.
- Participate in professional development as applicable.
- Involvement in fundraising and other events as required.
- Perform other duties as directed and necessary to the proper performance of the role.

KEY SELECTION CRITERIA

Mandatory qualifications

- Graduate or post-graduate professional qualification in a discipline appropriate to human resource management or equivalent.

- Experience working in a senior leadership position.
- Minimum 5 years' experience working in a people and culture or human resource role.

Essential knowledge, skills and experience

- Highly developed leadership, management and team development expertise.
- Demonstrated expertise in employee relations at a high level, including managing staff performance issues and experience in employer representation.
- Demonstrated high level of cultural competence and familiarity with all aspects of diversity, inclusion and provision of a culturally and psychologically safe workplace.
- Exceptional interpersonal skills, including coaching and active listening skills and the ability to support managers in counselling employees.
- Demonstrated experience in HR management system frameworks and record management.
- Experience designing and leading successful learning and development systems and initiatives.
- Highly developed organisational skills and the ability to work under pressure and manage competing demands.
- Highly developed negotiation, mediation and conflict management skills.
- Good self-care and stress management skills.
- Strong commitment to social justice and the philosophy of FLS.

Desirable knowledge, skills and experience

- Experience working in social movements and community organisations.
- Experience working within the legal assistance sector.

Personal attributes

- Ability to contribute to a positive working environment.
- Proactive and flexible working style.
- Team orientated.
- Discrete and professional.

This job description outlines the current duties and responsibilities of the position. These will be reviewed on a regular basis with the position holder and are subject to change according to the needs and priorities of FLS.

FLS is an inclusive employer and does not discriminate based on age, race, sex, ethnicity, religion, sexual orientation, gender identity or disability. For this reason, we strongly encourage applications from Aboriginal and Torres Strait Islander people, people with relevant lived experience, people of colour, CALD communities and LGBTIQ+ people.

To be eligible to apply for this position you must be an Australian or New Zealand citizen, permanent resident or hold a valid work permit or visa.

An offer of employment will be subject to the completion of a National Police Check.

NOTE: Disclosure of a criminal record does not necessarily preclude employment with FLS, but if needed, we invite applicants to address this issue early in the application phase. Should a criminal record disclosure be advised by a candidate, FLS will endeavour to provide clarity over whether the conviction would preclude a candidate from being able to carry out the position duties.

