

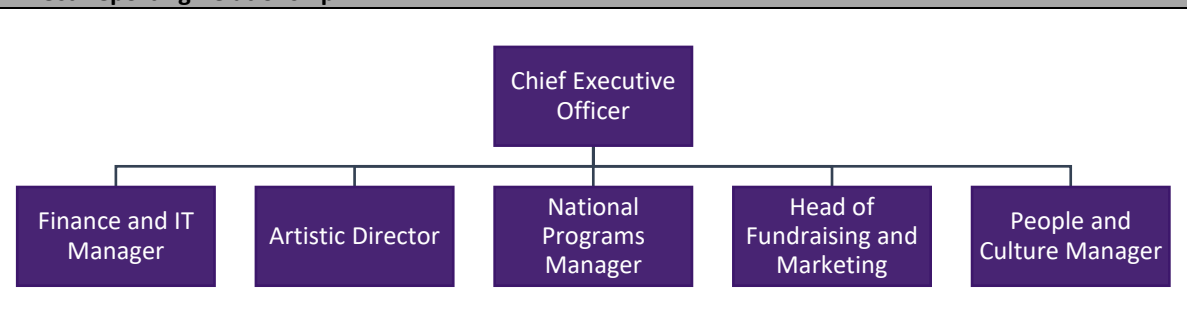
POSITION DESCRIPTION

Position Title	Manager, People and Culture
Department	People and Culture
Reports To	Chief Executive Officer
Employment Status	Part Time - 30 hours per week

Purpose Statement

The purpose of the position is to support the goals of The Humour Foundation by providing services that recruit, engage and enable employees and contractors to do their best work. The position will promote a purpose and values aligned culture, characterised by the fair treatment of employees and contractors, open communications, personal accountability, trust and mutual respect.

Direct Reporting Relationship



Selection Criteria

Essential Criteria

- Passion for the work being undertaken by THF
- Alignment to The Humour Foundation’s values - Respect, Optimism, Creativity, Compassion
- Demonstrated understanding of best practice in people and culture management
- Knowledge of employment laws and regulations, including the Fair Work Act
- Ability to coach others, including senior team members, on people and culture issues (e.g., performance management, conflict resolution, developing effective teams and work systems, KPI setting)
- Capacity to work autonomously but also to collaborate across teams
- Ability to influence and negotiate, with high level verbal and written communication skills
- Confidence troubleshooting and problem-solving; you are capable of critical and analytical thinking and can make decisions when needed
- Strong ability to take initiative and prioritise workload
- Excellent attention to detail and a commitment to record keeping and reporting in all aspects of work
- Project and/or change management experience
- Sound computer skills. Experience working in Microsoft 365 desirable.
- Ability to travel intra and interstate including overnight stays from time to time

Desirable Criteria

- Experience in arts-based or the for-purpose sector
- Previous experience contributing at a senior management level
- Previous experience providing reporting to a Board of Directors
- Experience working with contractors and employees

<ul style="list-style-type: none"> • Commitment to providing required checks prior to commencement including: proof of vaccination status, working with children check and criminal record check. 	
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Key Responsibilities	
Recruitment and selection	
Activities	Key Performance Indicators
<ul style="list-style-type: none"> • Support hiring managers and performer auditioning process with best practice knowledge and principles • Review and enhance policies and procedures that strengthen the recruitment, selection and onboarding of new staff members and performers • Monitor and ensure staff compliance in line with organisational policies 	<ul style="list-style-type: none"> • Development and communication of a clear and compelling EVP • Role actively contributes to recruitment process efficiency through implementation of best practice process • New staff and performers receive a comprehensive and consistent onboarding experience • Hiring managers are accountable for completing all relevant documentation and onboarding processes within agreed timeframes
Engagement and wellbeing	
Activities	Key Performance Indicators
<ul style="list-style-type: none"> • Develop and implement a program to monitor employee engagement • In consultation with the CEO and Leadership Team, develop and execute an annual people and culture plan to improve levels of employee engagement • Chair the organisational culture working group to further enhance the employee and contractor value proposition • Identify opportunities to embed organisational values • Identify and manage wellbeing programs and initiatives • Provide wellbeing support for staff and performers 	<ul style="list-style-type: none"> • Continuous improvement in employee and contractor engagement • Reduced employee turnover • Continuous improvement in wellbeing metrics (metrics TBC) • Initiatives in place to acknowledge and celebrate individuals achieving our purpose and living organisational values
Performance and development	
Activities	Key Performance Indicators
<ul style="list-style-type: none"> • Manage the annual performance process to support employee growth and development, and organisational performance • Manage probation reviews • In consultation with the CEO and Leadership Team, identify and plan training and development opportunities for staff • Assist with performance management processes. 	<ul style="list-style-type: none"> • 100% completion of annual performance conversations • Continuous improvement in employee and contractor engagement • Continuous improvement in learning and development metrics (metrics TBC) • Accurate records are maintained
Policies and procedures	
Activities	Key Performance Indicators
<ul style="list-style-type: none"> • Audit people and culture policies and procedures to identify gaps • Review and revise policies and procedures in line with planned schedule, including effective and efficient consultation processes • Manage communication of policy and procedural changes effectively 	<ul style="list-style-type: none"> • Policies and procedures revised as per planned schedule including consultation and communication • Policies and procedures accurately reflect legal obligations of THF
Reporting and claims	
Activities	Key Performance Indicators

<ul style="list-style-type: none"> • Provide written reports for Board members and the Leadership Team at agreed timeframes. Includes HR and WHS metrics and analysis of trends and risks • Manage workers compensation claims, when required • Manage grievances in accordance with organisational policies 	<ul style="list-style-type: none"> • Prepare appropriate reports for standing and strategic agenda items • Policy and legislative compliance in responding to WHS • Policy and legislative compliance in responding to grievances
Industrial relations	
Activities	Key Performance Indicators
<ul style="list-style-type: none"> • Stay abreast of relevant industrial relations and employment law issues that have the potential to impact operations • Work collaboratively with the CEO and leadership team in addressing issues and concerns • Manage the relationships with key suppliers (EAP, mediation services, Fit2Work). • Provide recommendations and regular updates regarding ongoing mediations 	<ul style="list-style-type: none"> • Attending industry events to ensure current knowledge base • Deliver regular updates to leadership team and Board members • Ensuring The Humour Foundation engages with appropriate and competent HR-related suppliers
General	
Activities	Key Performance Indicators
<ul style="list-style-type: none"> • Demonstrated commitment to organisational leadership and strategy as a member of the Leadership Team 	<ul style="list-style-type: none"> • Active contribution to Leadership Team meetings and strategy development • Active support of Leadership Team peers
<ul style="list-style-type: none"> • Special projects, as determined by the CEO from time to time 	<ul style="list-style-type: none"> • To be determined in consultation with the CEO
<ul style="list-style-type: none"> • Demonstrated commitment to workplace health and safety 	<ul style="list-style-type: none"> • Demonstrate action taken in identifying hazards, assessing risk, and immediately report any injury, near miss and damaged equipment or any other hazard observed in the workplace • Demonstrates duty of care, considers own safety and the safety of others while at work • Reasonably complies with WHS guidelines and procedures, using protective clothing or equipment provided at all required times • Practices and promotes THF Equal Opportunity, Harassment and Bullying policies by treating fellow staff and others fairly and equitably and without discrimination, harassment or bullying.
<ul style="list-style-type: none"> • Safeguarding Children, Young People and Vulnerable Adults 	<p>Meet the behaviour standards outlined in THF's policy and procedures, including:</p> <ul style="list-style-type: none"> • ensuring that safeguarding requirements are included in all recruitment and screening processes for all positions, and that all standards are adhered to; • providing a welcoming and safe environment for children, young people and vulnerable adults; • promoting the safety and wellbeing of children, young people and vulnerable adults to whom we provide services; • ensuring that your interactions with children, young people and vulnerable adults are positive and safe; • report any suspicions, concerns, allegations or disclosures of alleged abuse to THF management;

	<ul style="list-style-type: none">• undergo periodic 'national criminal history record' checks• report to management any criminal charges or convictions you receive during the course of your employment that may indicate a possible risk to children and young people.
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