

Position Description

Job Title	People & Culture Advisor
Location	Melbourne CBD and other Good Cycles locations
Reports to:	General Manager of People & Culture
No. of direct reports	0
Position Type	EFT 0.8-1.0 Fixed term – 12 months backfill role
Remuneration	Salary: up to \$80,000.00 per annum (pro rata) + superannuation Salary Sacrifice could provide the equivalent take-home of up to a \$89,000 salary Benefits: Good cycles staff are provided with generous staff discounts at our bicycle stores
Requirements	• Communication & Influence • Workplace Relations – IR & ER Administration & Coordination • Organisational Change Administration & Coordination • People Operations Administration & Coordination • Learning & Development Administration & Coordination • HR Policies, Systems and Processes Administration & Coordination

About Good Cycles

We are on a mission to **create safe and meaningful jobs** that **break barriers to employment for young people**. Jobs that use social and environmental innovation to nurture young people, their community and our planet.

Vision

For everyone to have access to meaningful work in businesses that prioritise the well-being of their employees and the communities they work in.

Mission

Our mission is to create jobs through innovation and demonstrate how social enterprise can play a pivotal role in a sustainable future

Our Purpose

Create safe and inclusive job opportunities for young people who have experienced barriers to employment.

For over 10 years Good Cycles have been leaders in social enterprise, using the bike and innovation to positively impact the lives of young people, by reducing barriers to employment and improving the community we work in.

Good Cycles is an independent not-for-profit that empowers young people by creating a safe and inclusive workplace, offering employment in a range of bike-based services, as well as in horticulture and infrastructure/asset maintenance. Our profits go towards supporting young people who face barriers to employment through our Youth Employment Program and by creating jobs of the future that deliver social and sustainable outcomes.

The Youth Employment Program

Our Youth Employment Program is designed to support young people through coaching and skills development alongside real-world work experience. Through on-the-job learning, we improve job readiness, support networks, financial wellbeing, and resilience.

Our Values



COURAGE

We are courageous and ambitious; challenging ourselves and others to think beyond conventions and achieve excellence in all we do.



RESPECT

We treat everyone with mutual respect, recognising the importance of inclusion and diversity. We respect all individuals and take pride in the work we do.



CREATIVITY

We encourage creativity, fun and believe in the value of innovation. Not only do we see new ways to create opportunities, but we act on them.



EQUITY

We strive for equity both in the way we work and in our communities. We work inclusively and provide solutions that increase access to opportunities.



SAFETY & WELLBEING

We are committed to a safe, supported, and empowered work environment that fosters the physical, social and emotional wellbeing of all.

Role

Reporting to the Head of People, the People & Culture Advisor will provide support on the full range of P&C generalist functions covering recruitment & selection, contract & employment administration, learning & development, management support and employee relations. Additional responsibilities include the review, development and implementation of HR policies and procedures, as well as providing advice, coaching and guiding others on a range of employment related matters.

Role Requirements and Objectives

Requirement	Objective
Employee Relations	• Maintain and updating Good Cycles policies that support Employee Relations • Stay abreast of changes to employment law and ensure company policies and procedures and the practices of the People & Culture team are in line with relevant legislation, best practice and awards • Investigate, interpret and provide expert advice to a wide range of employee related matters and legislative and industrial agreement issues that lead to local resolution and inform long-term benefits for Good Cycles • Conduct and facilitate end to end workplace investigation across Good Cycles • Provide proactive, accurate, and solutions focussed advice on the interpretation and application of P&C policies, procedures, agreements, employment conditions and entitlements • Provide coaching and support to line managers supporting them to effectively lead their teams in a manner that is consistent with legislation, policies, procedures and Good Cycles values
People & Culture Operations, including Recruitment, Systems and Compliance	• Oversee, coordinate and participate in end to end recruitment processes, including job design and evaluation, recruitment and selection processes, offers of employment • Oversee the on-boarding and probationary tracking of new employees, ensuring compliance within relevant legislative frameworks for on boarding and ongoing employment requirements • Comply with Workplace health and Safety policies and procedures, ensuring all reasonable steps are taken to ensure absolute safety in the workplace • Ensure HR compliance and probity requirements are met for police checks, working with children checks and any necessary statutory requirements • Respond to all staff requests for information relating to terms and conditions of employment, award and agreement entitlements, allowances, leave accruals, and other related matters • Prepare reports as required to ensure all entitlements and requirements have been met and correctly determined • Ensure continuous improvement of P&C systems and processes through the review, development and implementation of relevant Institute policies and procedures, contributing to the development of organisational systems, policies and procedures when required • Provide advice and training to Managers on recruitment strategies
Learning & Development	• Administrate and coordinator in-house employee training programs and systems • Collaborate with managers to identify staff learning & development needs and provide advice and recommendations that deliver outcomes • Collaborate with managers to identify staff development needs and provide advice and recommendations that deliver outcomes

Stakeholders

- People & Culture team
- Impact Team (Youth Coaches, Head of Impact Programs)
- Good Bikes staff
- Good Spaces staff
- Good Logistics and Deliveries staff
- Managers
- Leadership team

Selection Criteria

- Demonstrated experience as HR/P&C Advisor in the delivery of the Human Resources functions such as recruitment & selection, people operations, HR Systems, learning & development and employee relations
- Good understanding of employment legislation and remuneration frameworks
- Possess excellent interpersonal skills and demonstrated experience in liaising with staff at all levels, unions and other third parties, negotiating effective outcomes, consultation and facilitation of group or individual discussions
- Collaborate with managers to identify staff development needs and provide advice and recommendations that deliver outcomes
- Completed Working with Children Check and willing to undertake a Police Check

We encourage women, Aboriginal and Torres Strait Islander peoples, people identifying as LGBTQI+ and all cultural and linguistic backgrounds to join our team. People of all abilities should apply.

Please note: Safety comes first at Good Cycles, and as a pre-requisite candidates may be required to complete a National Police Clearance if successful. People with lived experience of the justice system are encouraged to apply. A police check result does not automatically disqualify an applicant which in each case will be individually assessed for the relevant role.