

Position Description

Position Title:	People & Culture Manager
Reports To:	Director, People & Culture
Direct Reports:	Talent Acquisition & Employee Experience Advisor, People & Culture Advisor
Department:	People & Culture

Victor Chang Cardiac Research Institute

The Victor Chang Cardiac Research Institute is dedicated to finding cures for cardiovascular disease and is one of the most respected heart research facilities in the world. Renowned for the quality of its breakthroughs, the Victor Chang Institute was established in 1994 and has grown to a team of almost 200 researchers from around the globe, working across five divisions. A global centre-of-excellence, it integrates Cardiac Physiology and Transplantation, Developmental and Stem Cell Biology, Molecular Cardiology and Biophysics, Structural and Computational Biology, as well as Vascular Biology. At the Victor Chang Institute, we translate our discoveries into new diagnostics, preventions and treatment of cardiovascular disease - reducing the incidence, severity and impact of heart disease.

The Operations Department directs, administers, and coordinates the operational activities of the Institute including stores and loading dock, grants management, research governance and compliance, research integrity, facilities, business development, finance, operations, IT, fundraising, HR, WHS and Media & Communications. The Institute is located on the St Vincent's Sydney Health Innovation Precinct (SVSHIP) in Darlinghurst and the Precinct partners include St Vincent's Centre for Applied Medical Research (AMR) and Garvan Institute of Medical Research (Garvan).

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Position Summary

Reporting to the Director, People & Culture the position will also work closely with the People & Culture Team, the Finance Team and all workplace participants. The People & Culture Manager is a pivotal role in overseeing the operations of the employee life cycle, including all P&C processes and procedures, ensuring a seamless, efficient and compliant operation.

In particular the People & Culture Manager will:

- Manage end-to-end employee life cycle processes for the Institute, including but not limited to onboarding and offboarding, talent management, performance management and employee relations.
- Contribute to the development and implementation of employee learning and development programs to enhance skills and competencies across the Institute.
- Utilise HR metrics and analytics to assess the effectiveness of HR processes, identify areas for improvement, and make data-driven recommendations.

Major Areas of Responsibility

Key duties and responsibilities of the People & Culture position include but are not limited to:

People & Culture Operations

- Oversee the end-to-end recruitment and selection process, providing support and advice to the Talent Acquisition & Employee Experience Advisor, including the management of position descriptions and immigration processes.
- Manage the Learning & Development function for the Institute.
- Manage the study and careers content on VCCRI website and ensure content is current and up to date.
- Management of the onboarding process, including overseeing the preparation of employment agreements, new starter paperwork, induction process and other letters detailing changes to conditions of employment
- Manage the transition process, including processing of probation periods, termination paperwork, exit surveys / exit interviews as required.
- Manage the employee relations function for the Institute.
- Management and analysis of monthly people & culture reports.
- Provide quality and timely advice and support on the full range of people & culture matters to all workplace participants, including advice and support to the People & Culture Team.
- Design and manage the Institute's Talent Management Framework.
- Collaboration with Payroll, WHS and Finance where required.

Corporate Accountabilities

Personal conduct is ethical and consistent with Institute Code of Conduct and all Policies and Procedures

Demonstrate commitment to the Institute's Values:

- **Passion:** To encourage and share the excitement of scientific discovery
- **Courage:** To have the courage to pursue research that will enable us to imagine the unimaginable
- **Integrity:** To act with honesty and fairness at all times
- **Curiosity:** To create an environment that encourages and feeds curiosity
- **Teamwork:** To promote collegiality and collaboration
- **Respect:** To respect the individual and their unique and diverse contributions

Health & Safety

- Comply with the Institute's Work, Health & Safety Management System and related laws, regulations and guidelines.
- Take reasonable care to protect own health, safety and welfare at work and avoid affecting the health and safety of any other person at work.
- Promote and contribute to a safe and secure environment for staff and visitors.

Leadership

- Recruit, select, train, and supervise a team in line with the Institute's goals and Values.
- Build a spirit of cooperation, motivation, rapport, and pride in the team.
- Create a supportive work environment for all team members.
- Provide timely and constructive feedback on team members' performance, behaviour, knowledge, and skills.
- Manage expenses in line with the budget.

Knowledge, skills, and qualifications required

Essential

- Tertiary qualifications in Human Resources or a related field.
- A successful and proven track record as a P&C/HR manager, business partner or team leader in a multi-disciplinary role.
- Demonstrated experience managing teams or supervising team members.
- Demonstrated experience managing HR Information Systems (HRIS).
- Extensive knowledge of Australian employment legislation.
- Demonstrated experience in coordinating learning and development activities using a variety of mediums and technologies.
- Highly developed analytical and problem-solving skills with the ability to proactively encourage and seek more efficient outcomes.
- Excellent interpersonal and written communication skills with the ability to communicate effectively across all levels.
- Experience in business management, budgeting, planning and reporting
- Demonstrated good time management skills
- Strong customer service ethic and approach
- Competent in the use of key desktop applications (MS Word, Excel, PowerPoint)
- Committed to undertaking continued professional development

Special Requirements

- Some out of hours work may be required.
- Some Intrastate and interstate travel may be required.

This position description defines the broad accountabilities of this position, which may change based on organisational requirements.