

AbSec

NSW Child, Family & Community
Peak Aboriginal Corporation

AbSec is the peak organisation advocating for the rights, safety, and wellbeing of Aboriginal and Torres Strait Islander children, young people, families, and communities in New South Wales.

As an Aboriginal-led organisation, we champion self-determination and work towards a child and family system that is culturally safe, community-driven, and responsive to the needs of Aboriginal and Torres Strait Islander peoples.

Manager, People and Culture

Key position information	
Job title:	Manager, People and Culture
Business unit:	Corporate Services
Location:	Gadigal Land, NSW
Reports to:	Director, Corporate Services
Status:	Permanent, Full Time (35 hours / week)
Award classification:	SCHADS Level 6, \$139,421 plus superannuation, (not-for-profit salary packaging available)
Delegation:	Management
Financial Delegation:	\$1,500
Direct reports:	1
Position requirements	<ul style="list-style-type: none"> • Relevant tertiary qualifications in Human Resources, Business, or other relevant discipline. • A minimum of 3 years' experience in any senior function within Human Resources. • Membership with the Australian Human Resource Institute AHRI.

About AbSec

AbSec – NSW Child, Family and Community Peak Aboriginal Corporation is the peak organisation advocating for the rights and wellbeing of Aboriginal and Torres Strait Islander children, young people and families in New South Wales. We provide an Aboriginal and Torres Strait Islander perspective on child protection and out-of-home care policy to the New South Wales Government and support the community-controlled sector to deliver effective services for Aboriginal and Torres Strait Islander children, young people and families. We are a not-for-profit, incorporated community organisation, governed by an all-Aboriginal board.

Our Vision

Aboriginal and Torres Strait Islander children and young people are looked after in safe, thriving Aboriginal and Torres Strait Islander families and communities and are raised strong in spirit and identity, with every opportunity for lifelong wellbeing and connection to culture.

AbSec Principles

- **Acknowledgement and respect** – acknowledging the diversity of all Aboriginal and Torres Strait Islander nations and respecting Traditional Owners of the land, constantly reminded by Elders, and cultural knowledge of communities to inform our action
- **Professionalism and integrity** – acting with the highest level of professionalism for our communities, ensuring our integrity will not be compromised in striving for the provision of quality, culturally responsive and accessible supports
- **Self-determination** – ensuring that our focus is underpinned by the rights of Aboriginal and Torres Strait Islander peoples to make decisions that impact their lives, recognising the interests of Aboriginal and Torres Strait Islander children, young people, families and carers, and communities in all that we do
- **Independence and solutions focused** – serving the interests of Aboriginal and Torres Strait Islander children, young people, families, people with disability, communities and the organisations that support them to deliver holistic approaches to issues impacting them
- **Transparency and commitment** – remaining committed to our people in everything we do, ensuring our actions are clear and promoted at every opportunity

About AbSec Learning & Development Centre

AbSec Learning and Development Centre (AbSec LDC), is a subsidiary organisation and registered training organisation. AbSec LDC is the only registered training organisation in New South Wales owned and managed by Aboriginal people in the child and family support sector, offering recognised qualifications in disability support, family welfare and child protection, as well as governance, leadership and management.

Role Purpose

The Manager, People and Culture is responsible for leading and delivering all aspects of human resources, employee experience, organisational culture, and Work, Health and Safety (WHS) at AbSec, ensuring a safe, compliant, culturally strong, and high-performing workplace. The role is responsible for embedding a positive organisational culture aligned to AbSec's principles and purpose, supporting leaders to build capacity, and ensures people and health and safety practices are compliant with legislative, regulatory, and policy requirements.

The position partners with the Leadership Team to strengthen workforce capability, support wellbeing and safety, and ensure effective people and WHS risk management.

Function	Accountabilities
Strategic	<ul style="list-style-type: none"> ▪ Shape and maintain a principles-led and culturally safe workplace leading initiatives to strengthen leadership capability, employee engagement, and workforce wellbeing. ▪ Partner with the Leadership Team to support effective workforce planning, organisational design, and change initiative aimed at improving the AbSec's culture and performance. ▪ Lead initiatives that building leadership capability, strengthen organisational capability, staff engagement, and professional growth. ▪ Support Aboriginal and Torres Strait Islander employment strategies. ▪ Champion compliance with industrial relations, employment law, work, health and safety, regulatory frameworks and internal policies. ▪ Drive work, health and safety initiatives and ensure solutions are aligned to achieve business objectives. ▪ Contribute to organisational risk management and monitoring of people, culture, and work, health and safety related risks. ▪ Maintain key partnerships internally and externally, to collaboratively achieve business objectives and deliver outstanding support services.
Operational	<ul style="list-style-type: none"> ▪ Oversee all human resource functions, employee relations, workforce planning, cultural initiatives, payroll and work, health and safety through a business partnering service model to ensure AbSec and its subsidiaries operate effectively and safely. ▪ Lead workforce management to build an engaged, capable and culturally competent workforce. ▪ Provide high-quality advice and support on employee relations, performance management, disciplinary matters, and workplace investigations. ▪ Provide high-quality advice on people matters, risks, issues, and trends to keep the leadership and managers informed and to build a harmonious and productive working environment. ▪ Contribute to the development of a collaborative high performing organisational culture by building employee and organisational capability through advice, coaching and support. ▪ Develop, implement, monitor, and maintain systems, policies, and procedures to ensure compliance with legislative requirements and standards, including Award interpretation. ▪ Lead, develop and facilitate learning and development programs. ▪ Lead work, health and safety activities including ongoing review of the Work, Health and Safety Management System and facilitate the management of health, safety and well-being initiatives, injury prevention, and injury management for continuous improvement. ▪ Coordinate workers compensation, return-to-work, and injury management processes. ▪ Prepare reports, data, and insights for the Executive, Board, and other stakeholders as required.
Organisation Contribution	<ul style="list-style-type: none"> ▪ Work collaboratively with the Executive team, managers and all staff to achieve AbSec's project objectives. ▪ Consistently acts in accordance with AbSec's values, challenges

	<p>practices inconsistent with these values and uses values as a basis managing relationships and decision-making.</p> <ul style="list-style-type: none"> ▪ Comply with AbSec Policies and Procedures. ▪ Support staff on people and culture and work, health and safety matters in accordance with AbSec’s policies and procedures. ▪ Participate in organisational and professional development activities as directed. ▪ Undertake other duties within the scope of this role, as directed.
Key Relationships	<ul style="list-style-type: none"> ▪ Chief Executive Officer and Directors. ▪ All staff to ensure robust input into activities. ▪ Aboriginal community-controlled agencies, including member agencies, as required.

Selection Criteria

The occupant of this position will be able to demonstrate the following criteria:

- Experience leading people and culture strategies and human resources function including payroll in a not-for-profit environment.
- Strong knowledge of employment legislation, industrial relations, and work, health and safety requirements.
- Demonstrated experience in supporting leaders, employee relations, and performance management.
- Demonstrated leadership, coaching, and stakeholder engagement skills to gain commitment to action that support business objectives.
- Experience in managing complex employee.
- Experience in human resource systems, policies, and reporting.
- Practical knowledge of WHS systems, Workers Compensation and WHS Committees.
- Proficiency Microsoft Office, Teams, SharePoint and other office productivity tools, with aptitude to learn new software and systems.
- Ability to communicate effectively and work respectfully with Aboriginal and Torres Strait Islander Peoples, with an understanding of their cultures, communities, and ways of working.
- Demonstrated commitment and willingness to do what it takes to get the job done, adaptability and enjoys a challenge.

The following are desirable:

- Understanding of the importance of cultural connections for Aboriginal and Torres Strait Islander children, young people, families, and communities.

Practical Requirements

- Work outside of the normal hours of duty and some business travel may be required.
- Employment will be subject to a National Police Clearance and an NSW Working with Children Check.
- This position has been classified under the Social, Community, Home Care and Disability Services Industry Award 2010.



- Appointment to this position of a person not currently an employee of AbSec will be subject to a probationary period of 6 months.
- Applications from Aboriginal and Torres Strait Islander people are strongly encouraged.

