

Director Human Resources

EMPLOYMENT DETAILS			
Role type	Ongoing	Award	Aboriginal Community Controlled Health Services Award 2020 (ACCHO)
Hours per week	Full time	Pay Classification	Corporate Services 6
Reports to	CEO	Secondary Report	N/A
Additional Benefits	Access to Salary Packaging		

ORGANISATIONAL CONTEXT	
Bendigo & District Aboriginal Cooperative (BDAC) is an Aboriginal Community Controlled Organisation (ACCO). BDAC is registered as a member under the umbrella of Victorian Aboriginal Community Controlled Health Organisation (VACCHO) and represented nationally through National Aboriginal Community Controlled Health Organisation (NACCHO). BDAC was founded in 2001 to represent and provide services to Aboriginal and/or Torres Strait Islander people living on Djaara Country (djandak) in Central Victoria. BDAC has a responsibility to ensure growth of services, development of our Aboriginal and Torres Strait Islander Community, better and improved health outcomes for our People, improved quality of life, and be a lead agency in providing self-determination, employment and career pathways for Aboriginal and/or Torres Strait Islander People.	

LOCAL WORK ENVIRONMENT
BDAC provides a range of specialist services for Community living on Djaara Country including a Medical Clinic, Health and Wellbeing, Family and Community Services, and Kindergarten.

POSITION OBJECTIVE

BDAC's purpose as an Aboriginal Community-controlled organisation by strengthening a culturally appropriate, values driven and accountable workforce that delivers positive outcomes with and for Community.

The Director of Human Resources is a key member of the senior leadership team and has an important role in building a consistent, trusted and high impact workforce across BDAC. This includes strengthening organisational culture, supporting leaders, and ensuring clear, fair and culturally informed approaches to employment matters.

A core focus of the role is to strengthen and grow BDAC's Aboriginal workforce, supporting employment, development and career pathways for Aboriginal and/or Torres Strait Islander staff, and contributing to long-term workforce capability and leadership within the organisation and Community.

The role leads the development and implementation of HR frameworks, systems and workforce strategies that support organisational stability, capability and growth. The position works in close partnership with the CEO and leadership team to ensure strong alignment between workforce practices, organisational priorities and Community priorities in how BDAC works.

This role balances empathy with accountability, ensuring that staff are supported while also maintaining clear standards, consistency and sound decision-making across the organisation.

BDAC'S VISION AND CORE VALUES

Empowered generations belonging to strong families, culture and community

Our Lore refers to the stories, customs, beliefs, and spirituality of our People. Our Lore guides our work and has been passed down through generations by our ancestors and knowledge holders.

Our five LORE principles are:

- We keep our focus on Community priorities
- We are brave
- We think outside the box
- We create a safe, caring, and supportive environment
- We are accountable

Please refer to our <https://www.bdac.com.au/our-strategy> for further information about our underlying principles within the BDAC Strategy.

KEY POSITION RESPONSIBILITIES	
Primary Responsibilities	HR Leadership and Workforce Systems • Provide leadership and oversight for the delivery of core HR functions across BDAC, including recruitment, performance management, employee relations, organisational design, and policy development. • Ensure HR systems, policies and practices are culturally grounded and reflect BDAC's values, embedding cultural safety and community context into everyday workforce decision making. • Lead the development and ongoing improvement of HR systems, processes and practices to support fair, timely and consistent workforce management. • Ensure HR systems support accurate workforce data, reporting and informed decision making. • Manage the HR team, providing clear direction, mentoring and support to build capability and confidence and working within defined budgets. • Work collaboratively with finance to ensure effective and compliant payroll processes. Strategic Leadership • Set and deliver HR and workforce priorities aligned to BDAC's strategic direction, supporting organisational capability and sustainability. • Provide clear, practical and timely advice to the Leadership Team on workforce planning, organisational design and employee relations. • Implement strategies to strengthen Aboriginal and/or Torres Strait Islander employment, development and career pathways, supporting self-determination and long-term community leadership. • Lead workforce planning approaches that support program delivery, funding environments and future organisational needs. • Contribute actively to organisational leadership discussions, ensuring workforce impacts and opportunities are well understood. Staff Engagement, Inclusion and Development • Lead initiatives that enhance organisational culture, employee engagement, retention and wellbeing. • Oversee staff training, compliance and capability development across BDAC.

- Ensure performance and development frameworks (including Career Yarn processes) are consistent, constructive and support staff growth.

Workforce Risk, Governance and Compliance

- Ensure compliance with relevant employment legislation, awards and regulatory obligations.
- Ensure employment decisions consider cultural context and impacts, alongside legislative and organisational requirements
- Maintain sound governance of employment frameworks including remuneration, job classifications and policy application.
- Provide leadership in managing complex employment matters, ensuring decisions are fair, consistent and well documented.
- Coordinate BDAC's position and response in employment matters involving external bodies such as Fair Work, WorkSafe and WorkCover.
- Support organisational risk management, including psychosocial safety and participation in relevant committees.

Leadership Capability and Staff Experience

- Coach and support managers to build capability in people management, decision making and accountability.
- Promote proactive leadership practices that support respectful workplace behaviours and strong working relationships

Culture, Inclusion and Community Alignment

- Ensure HR practices reflect BDAC's cultural values and support a safe, respectful and inclusive workplace.
- Support culturally informed approaches to workforce matters, recognising the importance of Community context and cultural authority.
- Contribute to initiatives that strengthen inclusion, equity and cultural safety across the organisation.

Continuous Improvement and Organisational Strengthening

- Use workforce data and insights to inform planning, decision making and continuous improvement.
- Identify opportunities to streamline processes and improve clarity for managers and staff.
- Support initiatives that strengthen workforce capability, retention and career progression.

Response to Family Violence	This position is designated under the Multiagency Risk Assessment and Management framework (MARAM) as: Tier 4 Identification and Screening training and responsibilities
General Responsibilities	• Uphold BDAC's Values, Code of Conduct, and all relevant policies and procedures. • Engage in supervision, professional development, and continuous quality improvement (CQI) activities. • Attend team meetings, staff meetings, and community events as required. • Comply with legislative and regulatory obligations. • Identify and report risks promptly to your line manager, including completing incident reports via LogiqcQMS. • Collaborate effectively within a team to meet performance and development goals in line with BDAC's program requirements. • Follow reasonable directions from BDAC management. • Maintain a safe work environment in accordance with BDAC's Occupational Health and Safety (OHS) policies.

COMMITMENT TO SAFETY

- BDAC has zero tolerance to all forms of violence.
- BDAC is committed to service delivery and a work environment that prioritises equity and diversity and actively supports inclusion. We aim to ensure every individual is treated with dignity and care with respect to their cultural background, ability, ethnicity, gender identity, sexual orientation, age, caring responsibilities, spirituality, or religion.
- BDAC is committed to the Child Safety Standards and believes that all children and young people have the right to be children and live free of abuse and neglect, so they can grow, learn, and develop. Everyone within BDAC is responsible for ensuring a culture of child safety, preventing child abuse.
- BDAC is committed to the health and wellbeing of its employees and stakeholders. Everyone within BDAC is required to foster a workplace that is safe and healthy that is free from all forms of harassment, bullying, and discrimination.

KEY SELECTION CRITERIA

- Demonstrated experience in a senior Human Resources leadership role, with responsibility for both strategic direction and day-to-day delivery in a complex community services or not for profit organisation.
- Minimum of 10 years operational human resources experience, with strong knowledge of human resource management practices, including employee relations, organisational design, performance management, workforce planning and policy development.
- Proven ability to lead and strengthen HR systems and processes to support fair, timely and consistent workforce management.

- Demonstrated experience managing complex employment matters and providing clear, balanced advice that considers risk, people, relationships and organisational context.
- Strong leadership capability, with experience building, mentoring and supporting HR teams and coaching managers to strengthen people management capability and accountability.
- Demonstrated ability to build trusted working relationships with senior leaders and contribute to organisational decision making.
- Experience leading initiatives that support staff engagement, retention, wellbeing and workforce capability.
- Strong organisational skills and the ability to manage competing priorities in a dynamic environment.
- Proficiency in Microsoft Office and HR systems, with experience in systems such as ELMO highly regarded.

Education, Training and/or Competencies

Mandatory

- Bachelor's degree in human resources or business (or similar) or significant experience in a similar role

Preferred/ desired

- Demonstrated commitment to culturally safe practice, with experience working in or alongside Aboriginal and/or Torres Strait Islander organisations, communities or programs highly regarded.
- Previous experience working with Aboriginal and/or Torres Strait Islander community members or in an Aboriginal organisation.

CONDITIONS OF EMPLOYMENT

- Must pass a Criminal Police Record Check.
- Must pass and provide copy of Working with Children's Check (WWCC) (*or Teachers Registration if applicable*).
- Must hold current full Victorian Drivers Licence and provide a copy.
- Must have the right to work in Australia.
- Must pass an Employment History check.
- Must have and maintain a commitment to child safety, equity, inclusion, and cultural safety.
- **Vaccination Policy:** all staff are encouraged to be vaccinated against whooping cough, measles, mumps, and rubella (MMR) (*if not immune*), influenza (*annually*), hepatitis A and B, chicken pox (*if not immune*); shingles (*for eligible people*), and COVID-19. It is expected that Clinic, aged care, and djimbaya, staff will be vaccinated against the above diseases and will be required to complete a **Vaccination Consent Form**. It is also expected that Clinic staff will be vaccinated again diphtheria, tetanus, and pertussis (DtP).



EMPLOYEE STATEMENT

I have read, understood, and accepted the above position description of the Director of Human Resources.

EMPLOYEE NAME:

SIGNATURE:

DATE:/...../.....