

POSITION DESCRIPTION

POSITION: HR Manager (Part Time)

DATE: November 2021

LOCATION: Artarmon

REPORTS TO: Chief Financial Officer

ROLE OVERVIEW

The HR Manager reports to the Chief Financial Officer (CFO) and plays a key role in providing Variety NSW/ACT employees with an exceptional work experience by offering support and guidance on:

- Recruitment
- Retention
- Employee relations
- HR best practice
- Learning and development pathways
- Performance management
- Work health and safety

The HR Manager is responsible for ensuring that the Variety NSW/ACT company culture welcomes and supports each person in achieving their career goals within the organisation and that processes are in place to ensure their work is effective and fulfilling for the benefit of the children we assist.

Annual KPIs for this role will be agreed based on the Principal Accountabilities below.

| Job Function | Requirements |
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| Recruitment and Retention | <ul style="list-style-type: none"> ▪ Manage the recruitment process for new staff. ▪ Generate employment contracts for staff and others as required. ▪ Lead the onboarding and induction of new staff, including the coordination of training for all new staff, including training in Variety's policies and procedures, values, code of conduct ▪ Develop a retention program and ensure employee satisfaction is tracked and managed. |
| Performance Management and Development | <ul style="list-style-type: none"> ▪ Design and lead the annual performance management and review process ▪ Undertake employee salary reviews and benchmarking. |

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| | <ul style="list-style-type: none"> ▪ Oversee ongoing training and mentoring needs for staff and support employee opportunities for professional development. ▪ Manage access to free employee counselling services. ▪ Support employees in their professional development goals. ▪ Manage exit interviews for departing staff and ensure that learnings and feedback are positively incorporated into future working practices. |
| Culture | <ul style="list-style-type: none"> ▪ Proactively contribute to the creation of an inclusive and positive workplace culture that reflects Variety's values. |
| Compliance | <ul style="list-style-type: none"> ▪ Ensure compliance across the organisation with all current legislation, including Working with Children Checks. ▪ EEO and WH&S – responsible for ensuring compliance with all Equal Employment Opportunity and Workplace Health & Safety requirements and keeping the workplace safe and hazard free at all times ▪ Draft new HR policies and review and update existing policies when needed, to ensure they meet current best practice and changes in legislation. |
| Relationship Management | <p>Ensure effective relationship management is maintained by:</p> <ul style="list-style-type: none"> ▪ Working collaboratively with all staff to ensure their expectations are met and any concerns are addressed in a timely manner to maintain motivation and productivity ▪ Stakeholder engagement with external contacts and internal staff to maintain effective communication. |
| Teamwork | <ul style="list-style-type: none"> ▪ Be supportive and encourage others in the team. ▪ Help to build cooperation by setting an example and showing a flexible, responsive and adaptable approach to delivering personal and team tasks and results. ▪ Contribute to building team morale as an active participant. |
| Other accountabilities | <ul style="list-style-type: none"> ▪ Other reasonable duties as required ▪ Ensure Variety is promoted in a positive manner at every opportunity. ▪ Adhere to Children and Young Persons (Care and Protection) Act 1998 (NSW) |
| Values and Behaviours | <ul style="list-style-type: none"> ▪ Demonstrate Variety's values of equality, community, action and joy in all interactions internally and externally ▪ Fulfil the role in line with the agreed behaviours that deliver on our values. |

KEY SKILLS and COMPETENCIES REQUIRED

- Passion for making a difference to kids in Australia and their families.
- A minimum equivalent of a Bachelor's degree in human resources management or other related discipline.
- 5+ years' experience in an HR role.
- Expertise in developing, implementing, and maintaining HR policies and procedures.
- Coaching and personal development skills.
- Sound judgment and problem-solving skills.
- Understanding of HR best practices and current regulations.
- Strong knowledge of best practice hiring, retention and motivation strategies.
- Ability to work autonomously.
- Ability to work, communicate and build relationships with a variety of stakeholders.
- Effective time management and prioritisation skills.
- High level of integrity and ability to maintain confidentiality.
- Valid Working with Children Check.
- Ability to travel to Newcastle office when required.
- Eligibility to work in Australia on a permanent basis.