

<b>POSITION TITLE:</b>	<b>Senior People and Culture Advisor</b>
<b>POSITION LOCATION:</b>	<b>Warrnambool – occasional travel throughout the Wimmera South West DHHS region and to Melbourne and Geelong may be required</b>
<b>CLASSIFICATION:</b>	<b>Social, Community, Home Care and Disability Industry Award 2010. Level 6, pay point 2 dependent on qualifications and experience</b>
<b>TEAM:</b>	<b>Corporate Team</b>
<b>EMPLOYMENT:</b>	<b>Full time or Part time (0.8 FTE) On-Going</b>

## OUR ORGANISATION

Emma House Domestic Violence Services Incorporated (EHDVSI) was established in 1979 and provides support and assistance to women and children who are experiencing, or who have experienced domestic violence / family violence. It is the primary specialist family violence service for South West Victoria. Our range of services can include crisis response, accommodation and/or outreach services, all of which are high quality and contemporary best practice models of service delivery.

EHDVSI is a feminist organisation, and our aim is to provide an empowering, respectful and culturally sensitive service committed to best practice. The EHDVSI hope is for a society where women and children live free from family, domestic or intimate partner violence in all its forms, and we work towards this each day.

## ROLE CONTEXT

Emma House and The Sexual Assault & Family Violence Centre are currently working in partnership to support the organisation to deliver its services, whilst exploring the possibility of a merger. By contracted agreement, The SAFV Centre is providing short-term leadership and oversight of all Human Resources functions of which this role will form part.

This is an ongoing position, as a Senior P&C Advisor to provide effective and efficient generalist advice to our leadership team and staff across the organisation on HR related matters. This will include assisting with the delivery of support and guidance to line managers and employees in areas such as employee relations, culture and values, industrial relations, recruitment, position descriptions, remuneration and benefits, compliance, employee development and the management of employee files including meeting quality and regulatory / legal compliance obligations.

## PRIMARY PURPOSE OF THE ROLE

- Lead the delivery of recruitment, selection and appointment processes by coordinating end-to-end recruitment
- Proactively support P&C functions including timely day-to-day HR advice, support and guidance to managers and employees on a range of employment related matters including:
  - employee relations
  - performance management
  - health and safety
  - culture and values
  - learning and development

## REPORTING RESPONSIBILITIES

The position reports to the Corporate Services Manager or delegate.

The SAFV Centre is providing contracted support to the People and Culture function. This role will have an interface with The SAFV Centre as part of this role.

## KEY RESPONSIBILITIES

### Personal and Professional

- Commitment to the vision, values and purposes of Emma House.
- Commitment to the EHDVSI code of conduct and standards
- Participate in the annual performance management processes
- Commitment to attend training and professional development opportunities
- Active participation in professional supervision.

### Administration, Documentation and Reporting

- Knowledge of and contribute to administration, documentation and reporting within compliance framework
- Coordinate the management of employee records including meeting quality and regulatory / legal compliance obligations.
- Review, update and maintain Human Resources documentation including staff files, training records, procedures and work instructions

### Technical Skills and Knowledge

- Maintain high ethical standards and procedures
- Understanding and commitment to relevant privacy legislation
- Understanding and a commitment to confidentiality requirements
- Ensure work practices are ethical and comply with Emma House Policies and Procedures and the code of the professional association of which the employee may be a member.
- Commitment to operate within the policies and procedures of the service
- Skills and experience in the use of the Microsoft Office suite of programs and HRIS systems
- Contribute to the development and review of P&C policies, procedures, position descriptions, staff forms and other resources as required.
- co-ordinate EHDVSI Human Resources systems and practices to ensure compliance with current legislation, policy and guidelines
- Contribute to preparing relevant reports and metrics as required.
- Co-ordinate recruitment, appointment and exiting of staff for the organisation

### Communication and Teamwork

- Commitment to effective communication and information sharing with colleagues, Executive Officer, Managers and Team Leaders
- Ability to work in a well-organised manner, both independently and with team members and to contribute to a harmonious and team-based working environment

- Understanding and commitment of the principles of effective decision-making and dispute resolution processes
- Commitment to constructive networking with other agencies, businesses and services

#### Workplace Health and Safety

- Demonstrate an understanding of the shared responsibility for a safe workplace and the ability to communicate this to staff
- Understanding and commitment of the core responsibilities of an employee in relation to occupational health and safety
- Participation in the monitoring of occupational health and safety practices within the workplace, and the addressing of any concerns via the appropriate channels, in a timely manner
- Participate in fire and evacuation drills as required

#### Additional Duties

- Undertake other duties as directed by the Corporate Services Manager
- Support P&C projects as required from time to time,
- Other administrative duties as required

#### Pre Employment Screening

EHDVSI has an obligation to offer a safe environment for children and is required to ensure all employees are appropriately screened before working with children. Screening occurs via the mandatory Worker Screening Act 2020 (Vic), whereby all employees must have received a satisfactory assessment before employment can be confirmed, a satisfactory police record check, the interview process, whereby an applicant's personal and professional interest in working with children may be explored, and the referee check process, whereby information will be sought regarding an applicant's history regarding working with children.

In accordance with the COVID-19 Mandatory Vaccination (Workers) Directions, pursuant to section 200(1)(d) of the Public Health and Wellbeing Act 2008 (Vic) Emma House is a mandated workplace, therefore staff are required to be vaccinated against COVID 19 and provide proof of vaccination status or evidence of exemption from the Australian Immunisation Register.

### KEY SELECTION CRITERIA

#### **Qualifications:**

- Bachelor qualifications in Human Resources or relevant business discipline, desirable.
- Min 3 years' experience in Generalist HR function
- Current Victorian Drivers Licence
- Current satisfactory Police Records check
- Current Working with Children Check
- Evidence of COVID 19 vaccination status

## **Experience, Skills and Abilities**

The successful candidate will have the best combination of the following characteristics:

- Ability to operate autonomously as a senior advisor and to apply a values led culture across the organisation.
- Sound knowledge of the Australian human resources framework and contemporary best practice
- Sound understanding and ability to interpret employment legislation, Awards, and Enterprise Agreements.
- Strong rapport and professional engagement with staff and stakeholders
- Ability to manage priorities, provide expert advice and deliver within required timeframes
- Innovative approach to systems and process improvements
- Excellent communication skills (verbal and written)
- Excellent organisational and time management skills
- Strong attention to detail

## **Benefits and Terms and Conditions**

We offer our staff:

- A supportive team environment, working alongside other highly talented professionals and support staff who strive for human rights and excellence in service delivery
- A strong commitment to your professional development,
- A flexible working environment
- 4 weeks annual leave
- Salary packaging (which can add up to \$15,900 in tax-free pay per year).
- 10.50% Superannuation contribution
- Competitive salary
- Salary package and conditions are in accordance with the contract of employment.

This position is ongoing, dependent on the continuation of funding

**AUTHORISED BY:**

NAME: Sulaika Dhanapala  
POSITION: Acting Executive Officer  
DATE: October 2022