

POSITION DESCRIPTION

People and Culture Manager

Position Title: People and Culture Manager
Basis of Employment: 0.8 – 1.0 FTE as negotiated
Reports to: **Operations and Finance Manager**

Position Overview

The People and Culture Manager plays a pivotal role in fostering a culture of excellence in aged care. This position is responsible for oversight of workforce and regulatory compliance, occupational health and safety, and human resources management.

The ideal candidate will have proven experience in a People and culture Management role, a commitment to continuous improvement, and a passion for creating a supportive work environment that aligns with our values of quality care, belonging, respect, and community connection.

Key Responsibilities

Legal/Regulatory Compliance: Support the Senior Management Team to ensure compliance with all relevant legislation and regulations affecting employment and workplace practices.

Financial Management: Oversee budget management for People and culture activities, ensuring financial sustainability and efficient use of resources.

Workforce Development: Implement workforce strategies that meet current and future staffing needs, fostering a skilled and committed workforce.

Occupational Health and Safety (OHS): Oversight of the OHS System, ensuring incidents and hazards are reported, investigated and resolved in line with expectations.

Payroll: Oversight of the Payroll function ensuring that all regulatory requirements are met, and that employees are paid correctly in line with the enterprise agreement.

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Authorised by: Operations and Finance Manager

Signature:

Key Outcomes

Occupational Health and Safety (OHS)

OHS Compliance: Ensure compliance with OHS regulations through proactive liaison with department managers and employees regarding incident, hazard, and injury management, resulting in improved safety culture.

Work Cover Claims Management: Provide Support to the Senior Management Team to manage claims, meet payroll requirements and facilitate the return-to-work process.

Workforce Development

Recruitment and Retention: Implement targeted recruitment strategies that align with both current and future workforce needs.

Onboarding and Offboarding: Implement effective onboarding, induction and offboarding processes that foster engagement and seamless transitions.

Performance Management: Supporting the Senior Management Team with the design and implementation of the Performance Management System.

Training Plan Development and Implementation: Supporting the Senior Management Team to develop and implement the annual training plan, meeting organisational needs and regulatory requirements.

EBA Communication and Negotiation: Supporting the Senior Management Team through Enterprise Agreement negotiation processes, and communications to staff ensuring all regulatory requirements are met.

Human Resources (HR) Policy Development: Maintain and regularly update HR policies and processes to support organisational objectives, ensuring they meet legal requirements and best practices.

Data-Driven HR Reporting: Provide insightful monthly HR reports to the Senior Management Team that identifies trends and supports with decision making.

Staff engagement surveys: Support the senior management team in periodic staff engagement and other surveys as appropriate

Initial

Induction Process Improvement: Achieve a successful integration of new employees through comprehensive induction processes, as evidenced by positive feedback and early performance indicators.

Diversity and Inclusion Initiatives: Support the Senior Management Team to foster a diverse and inclusive workplace by implementing initiatives that promote equality and respect.

Succession Planning: Support the Senior Management Team to develop a succession planning strategy that identifies and prepares future leaders within the organisation, ensuring continuity and stability.

Qualifications and Experience

- Relevant tertiary qualification in Human Resources, Business Management, or related field.
- Proven experience in a HR management role, preferably in aged care, healthcare or not for profit setting.
- Strong knowledge of relevant legislation, compliance, and best practices in HR management.
- Excellent communication, and interpersonal skills.

Personal Attributes

- Personal values align with organisational values.
- Ability to inspire and motivate a diverse team.
- Strong analytical and problem-solving skills.
- Commitment to fostering a culture of respect and belonging.

Employee Name:

Employee Signature:

Date:

Representative of Carinya Lodge Inc.

Name:

Signature:

Date: